



Waterfall Canyon

A C A D E M Y

WWW.WATERFALLCANYON.COM

ADMISSIONS GUIDE / CHECKLIST

- **ONLINE ENROLLMENT APPLICATION:**

THIS IS THE FIRST STEP IN THE ADMISSIONS PROCESS. IT IS VITAL THAT THE APPLICATION IS FILLED OUT COMPLETELY PRIOR TO THE SET ENROLLMENT DATE.

YOU CAN ACCESS THE ONLINE ENROLLMENT APPLICATION THROUGH OUR WEBSITE:

[HTTP://WATERFALLCANYON.COM/ADMISSIONS/](http://waterfallcanyon.com/admissions/)

THEN SELECT THE: **BESTNOTES PARENT PORTAL** LINK, LOCATED AT THE BOTTOM OF THAT PAGE

THERE YOU WILL BE PROMPTED TO CREATE A USERNAME AND PASSWORD. ONCE YOU'VE CREATED AN ACCOUNT LOGIN YOU CAN LOGIN (FROM THE SAME PAGE) IN ORDER TO BEGIN AND COMPLETE THE FORM. ONCE THE APPLICATION IS COMPLETED IN ITS ENTIRETY, YOU CAN SAVE & SUBMIT THE FORM. WE WILL BE NOTIFIED AND BESTNOTES WILL GENERATE AN ELECTRONIC FILE FOR YOUR STUDENT, THAT CAN BE ACCESSED BY WCA AND YOU.

LIST OF ESSENTIAL DOCUMENTS:

- **SIGNED RELEASE AND CONSENT FORMS:**

IF THE STUDENT IS OVER 18 YEARS OLD THEY SHOULD SIGN, HOWEVER WE DO RECOMMEND THAT A GUARDIAN STILL READ OVER THEM AND SIGN AS WELL

- **FINANCIAL CONTRACT:**

YOU WILL RECEIVE THIS VIA EMAIL FROM:

KATHY DIMICK, DIRECTOR OF FINANCE AND HR/WCA OWNER

EMAIL- KATHY@WATERFALLCANYON.COM

PHONE- 801.621.3901 FAX- 801.621.3991

ONCE YOU'VE RECEIVED THE CONTRACT, PLEASE FILL IT OUT BASED ON THE AGREED UPON AMOUNT FOR TUITION COST AND ENROLLMENT FEES, THEN; SIGN, DATE AND RETURN THE CONTRACT TO KATHY DIMICK AT THE ADMINISTRATION OFFICE (CONTACT INFORMATION LISTED ABOVE)

- **COMPLETED CREDIT CARD AUTHORIZATION FORM:**

PLEASE FILL OUT THE ATTACHED CREDIT CARD AUTHORIZATION FORM, THEN FAX OR SCAN AND EMAIL IT BACK TO US, OR BRING IT WITH YOU ON THE DAY OF ENROLLMENT, DEPENDING ON WHAT YOU FEEL MOST COMFORTABLE DOING. THIS IS USED FOR: MEDICAL CO-PAYS, MEDICATIONS AND ANY OTHER POSSIBLE NEEDS WHILE HERE. HOWEVER IT WILL ONLY EVER BE USED AFTER YOU HAVE APPROVED THE USE OF THE CARD. IF YOU CHOOSE THE CREDIT CARD INFORMATION YOU PROVIDE CAN ALSO BE USED FOR MONTHLY TUITION PAYMENTS (THE INFORMATION YOU PROVIDE ON THIS DOCUMENT WILL BE KEPT SAFE AND SECURE AT ALL TIMES)

- **A COPY OF THE STUDENTS MEDICAL & DENTAL INSURANCE CARDS:**

PLEASE PROVIDE A COPY OF THE FRONT AND BACK OF EACH OF THE CARD(S)

- **A COPY OF THE STUDENTS MOST RECENT SCHOOL TRANSCRIPTS:**

WE NEED EITHER: A COPY FROM YOU OR AN OFFICIAL COPY SENT FROM THE STUDENTS LAST SCHOOL ATTENDED. THIS IS ONLY REQUIRED IF YOUR STUDENT WILL BE ATTENDING SCHOOL WITH US AT DAKGROVE SCHOOL AT WATERFALL CANYON ACADEMY

- **A COPY OF THE CURRENT OR MOST RECENT IEP (IF APPLICABLE):**
IT IS NOT A PROBLEM IF YOUR STUDENT DOES NOT HAVE AN IEP. HOWEVER EVEN IF THE STUDENT HAS ALREADY GRADUATED FROM HIGH SCHOOL OR THE IEP IS NOW EXPIRED BUT DID HAVE ONE AT SOME POINT, PLEASE SEND IT AS WELL
- **A COPY OF THE MOST RECENT PSYCHOLOGICAL EVALUATION (OLDER EVALUATIONS ARE ALSO VERY USEFUL):**
YOU MAY HAVE ALREADY SUBMITTED A COPY OF THESE DOCUMENTS AT SOME POINT DURING THE ADMISSION SCREENING PROCESS. IF SO, THERE IS NO NEED TO RE-SEND IT. IF THERE ARE ANY ADDITIONAL OR PREVIOUS REPORTS YOU FEEL MAY PROVIDE HELPFUL AND/OR HOLD IMPORTANT INFORMATION FOR WCA, PLEASE SEND THOSE AS WELL
- **A COPY OF THE MOST RECENT PHYSICAL/MEDICAL EXAMINATION AND DENTAL EXAMINATION:**
- **A COPY OF THE STUDENTS IMMUNIZATION RECORD:**
- **LIST OF CURRENT MEDICATIONS/SCRIPTS/TWO WEEK SUPPLY OF ANY MEDS THE STUDENT IS CURRENTLY TAKING:**
- **ORIGINAL DOCUMENTS OF SOCIAL SECURITY CARD & BIRTH CERTIFICATE (NOT REQUIRED/ONLY IF APPLICABLE):**
YOUNG ADULT STUDENTS ONLY: WE REALIZE THESE ORIGINAL DOCUMENTS ARE TREASURED, AND LIKELY NOT EASY TO PASS ONTO ANYONE. WE WILL SIMPLY USE THESE IN ORDER TO HELP YOUR STUDENT OBTAIN A UTAH STATE ID AND RETURN THEM TO YOU IMMEDIATELY, ONCE ACCOMPLISHED. IF A STATE ID IS NOT WANTED OR NEEDED DUE TO AGE OR ALREADY HAVING ONE, THERE IS NO NEED TO SEND THEM
- **PASSPORT AND/OR PICTURE ID (NOT REQUIRED/ONLY IF APPLICABLE):**
THESE ARE USED FOR TRAVELING, AND/OR POSSIBLY OBTAINING EMPLOYMENT, ETC. THEY ARE ONLY NEEDED IF YOU HAVE THEM AND THEY ARE AVAILABLE TO BE SENT OUR WAY. PASSPORTS WILL BE KEPT LOCKED UP SAFELY (EACH STUDENT WILL ALSO BE ISSUED A STUDENT PICTURE ID ONCE THEY ARE HERE, AS WELL)
- **ICPC (ONLY IF UNDER 18 YRS OLD):**
ATTACHED IS AN INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN (ICPC) REQUEST. AS A LICENSED RESIDENTIAL PROGRAM WE ARE REQUIRED BY LAW TO HAVE THIS FORM FILLED OUT FOR EACH STUDENT. IT IS A BINDING CONTRACT BETWEEN TWO STATES WHEN A CHILD HAS THE APPROVAL TO BE PLACED WITH A FAMILY OR A FACILITY IN ANOTHER STATE. TECHNICALLY THE ICPC OFFICE IN UTAH HAS TO "APPROVE" THE CHILD'S PLACEMENT IN OUR STATE. PLEASE FILL OUT THE HIGHLIGHTED AREAS INCLUDING SIGNATURE, THEN SCAN AND EMAIL OR FAX THE FORM BACK TO OUR OFFICE WHERE WE WILL KEEP A COPY FOR OUR RECORDS. OUR OFFICE WILL THEN SEND THE FORM TO YOUR STATE (SENDING STATE) COMPACT ADMINISTRATOR. UPON APPROVAL, THE FORM WILL THEN BE MAILED TO UTAH'S COMPACT ADMINISTRATOR WHO WILL MAIL WATERFALL CANYON AND THE SENDING STATE A COPY OF THE APPROVED FORM
- **PLACEMENT DISRUPTION AGREEMENT:**
- **RESIDENTIAL STEP-DOWN PRIVILEGES/AUTHORIZED DEPARTURES ACKNOWLEDGEMENT:**
- **AGREEMENT TO PARTICIPATE IN AND SUPPORT TREATMENT:**
- **GENERAL RULES AND EXPECTATIONS:**
- **MEDICAL AND FINANCIAL RESPONSIBILITY ACKNOWLEDGEMENT:**
- **VIDEO SURVEILLANCE:**
- **DHHS ACKNOWLEDGEMENT:**
- **WEEKLY CONFIDENTIAL COMMUNICATION POLICY:**
- **ASSESSED PERSONAL SPACE ASSIGNMENT:**
- **SKYPE DISCLOSURE:**