

**Application for Admission
Life Skills – 2016 to 2018
Cognitive Coaching Programs**



Program Descriptions

Every child yearns for and deserves rewarding relationships, personal dignity, and success in their efforts to navigate the world. Children with learning disabilities, attention challenges, or developmental disabilities (such as Down syndrome or an Autism Spectrum Disorder) often find the realization of these incredibly challenging.

Eckert Psychology & Education Centre (“Eckert Centre”) is here to help! Kimberly Eckert, Registered Psychologist and founder of Eckert Centre, has developed the Cognitive Coaching Method™ to provide individuals who have disabilities with the tools they need to find fulfillment in the social (home, school and community) and employment world. What’s more, the Cognitive Coaching Method™ can equip parents to skillfully deal with challenging behavior, foster decision-making skills, and build independence in their child, while remaining a trusted mentor through their child’s life.

Using the Cognitive Coaching Method™, highly skilled Cognitive Coaching Specialists deliver personalized programs in:

- **Social Coaching** – Develop knowledge and practical skills to help your child understand and behave in accordance with social rules and conventions; foster opportunities for personal dignity and new friendships; safeguard your child against abuse.
- **Life Skills Coaching** – Specifically for clients whose special needs directly impact their ability to naturally progress towards independence. Once the clients specific needs are determined, individual goals and personalized strategies are developed. Common challenges experienced by individuals are time & money management, meal planning, transportation awareness and training, and establishing a healthy daily routine.
- **Parent Coaching** – Offers an approach based on mutual respect and dignity, and assists parents to develop specific plans and strategies to address the behavioral or developmental challenges presented within their family.
- **Employment Coaching** – Provides support to the employer and the employee to ensure each person has a fair opportunity to make a meaningful contribution to a workplace.

Why access a coaching program at Eckert Centre?

- Consultation by psychologists with expertise in developmental disabilities and parenting
- Delivered by Cognitive Coaching Specialists with specific training in the area of disabilities
- Individually designed to meet the goals and needs unique to your family
- We join clients in the real-world setting where challenges are faced to ensure skills actually transfer to real life

Why “The Cognitive Coaching Method™”?

- Research-based
- Specialized teaching techniques
- Founded on belief of respect and dignity for all
- Supports the philosophy of an inclusive society
- Builds success by ensuring step by step skill development
- Gradually fades support as increased skills are achieved for greater independence

To initiate the application process:

1. Contact Darlene Rochow, Client Services Coordinator at 403-230-2959, ext 33.

Darlene is available to answer any questions you may have about Eckert Centre's courses or the application process. She can also schedule any appointments you may need to fulfill the pre-requisite requirements for enrollment in one of our programs.

2. Complete the admission package which is comprised of the following forms:

- Application for Admission
- Authorization to OBTAIN / RELEASE Information
- Pre-Authorized Credit Card Payment (if info not yet on file)

3. Submit the completed application package using one of the following methods:

In Person: Eckert Psychology & Education Centre
Unit A, 2220 – 7 Ave NW
Parking is located in the parking lot at the back of the building

By Mail: Eckert Psychology & Education Centre
Unit A, 2220 – 7 Ave NW
Calgary, AB T2N 0Z6

By Email: intake@eckertcentre.com

By Fax: 403-270-2650

Pre-Requisite Requirements for all Life Skills Cognitive Coaching Programs

To ensure families are applying for the program that will best suit the needs of their child, we require that the participant has:

1. completed a psycho-educational assessment at Eckert Centre within one year of the client applying for the Life Skills Cognitive Coaching Program, where Life Skills Cognitive Coaching was recommended within the assessment report, or
2. undergone a consultation with a psychologist from Eckert Centre within the last year and Life Skills Cognitive Coaching was recommended; and completed a 0.5 hour consultation with a psychologist from Eckert Centre to complete program selection (may be accomplished via phone).

Course Dates

	2016	2017	2018
Semester 1	<input type="checkbox"/> Jan 4 to Feb 27	<input type="checkbox"/> Jan 2 to Feb 25	<input type="checkbox"/> Jan 1 to Feb 24
Semester 2	<input type="checkbox"/> Feb 29 to Apr 23	<input type="checkbox"/> Feb 27 to Apr 22	<input type="checkbox"/> Feb 26 to Apr 21
Semester 3	<input type="checkbox"/> Apr 25 to Jun 18	<input type="checkbox"/> Apr 24 to Jun 17	<input type="checkbox"/> Apr 23 to Jun 16
Semester 4	<input type="checkbox"/> Jun 20 to Aug 27	<input type="checkbox"/> Jun 19 to Aug 26	<input type="checkbox"/> Jun 18 to Aug 25
Semester 5	<input type="checkbox"/> Aug 29 to Oct 22	<input type="checkbox"/> Aug 28 to Oct 21	<input type="checkbox"/> Aug 27 to Oct 20
Semester 6	<input type="checkbox"/> Oct 24 to Dec 17	<input type="checkbox"/> Oct 23 to Dec 16	<input type="checkbox"/> Oct 22 to Dec 15

Courses are comprised of 8-week semesters. Semester 4 is a 10 week period to allow for a two week holiday breaks. There is also a two week break during the Christmas season. Dates are subject to change.

In- Home Program

The program cost is based on 3.0 hours/session blocks. Each session consists of a 0.5 hour of planning by the coach, 1.0 hour for travel, and a 1.5 hour face-to-face with the coach and client. It also includes a progress report once per semester. Please note that travel time is based on an estimate. If you live closer to Eckert Centre, travel time will be shorter and face to face time will be increased. If you live far from Eckert Centre, any additional travel time will be charged separately or the face-to-face time with the client will be reduced. Any additional time provided by your coach including face-to-face meetings, phone calls made on behalf of the client, communication between sessions (e.g., e-mails), file reviews and documentation / report writing will be billed at a rate of \$100.00/hour or will be taken from the allotted 3.0 hour block. The length of sessions is based on an estimate of time and clients are charged based on .25 hour increments.

Tuition Rates (including GST, before any bursaries; subject to change)

- Program 1: 8 weeks, once every other week = \$2,086.88
 - Program 2: 8 weeks, once per week = \$3,346.88
 - Program 3: 8 weeks, twice per week = \$5,919.38
 - Program 4: 8 weeks, three times per week = \$8,491.88
 - Program 5: 8 weeks, four times per week = \$11,064.38
 - Program 6: 8 weeks, five times per week = \$13,636.88
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- Fees will be adjusted if a session falls on a statutory holiday (unless client and coach agree to meet that day)

Additional Services and Costs:

Any additional time provided by your coach including face-to-face meetings, phone calls made on behalf of the client, communication between sessions (e.g. e-mails), file reviews and documentation / report writing will be billed at a rate of \$100.00/hour or will be taken from the allotted 3.0 hour block. The length of sessions is based on an estimate of time and clients are charged based on .25 hour increments. Any additional time spent by Clinical Team Members will be billed at their rate (see *Statement of Intent for billable rates*).

Scheduling Policy

Sessions will be scheduled in advance. Once the sessions are confirmed between the coach and the client, they cannot be changed.

Payment Policy for Initial Semester

Upon signing the Application for Admission, the billing party is agreeing to the services provided. An invoice will be produced and payment taken for the initial semester once the sessions are confirmed between the coach and the client.

Refund & Cancellation Policy

Course fees are non-refundable. If a client is unable to attend a session, the session will be forfeited.

A proportionate refund will be provided if Eckert Centre is not able to deliver all of the contracted services.

Wait List

Enrollment in our programs is limited. If a program is full, families will be placed on a wait list, prioritized according to the date the completed Application for Admission form was received. Families will be contacted as soon as an opening becomes available. The family then has two business days to accept and pay. If families do not respond within that time-frame, the next family on the wait list will be contacted.

Subsequent Semesters

If a request for additional semesters is indicated on the Application for Admission form, your coach will confirm the sessions based upon availability. Once confirmed, these sessions will be “Reserved” for you.

For “Reserved” sessions, you will receive an email 45 days prior to the commencement of each semester, notifying you that payment for your program will be processed 35 days prior to the semester start date. After the 35 day mark, course fees are non-refundable.

Please email Lori-Anne, our Client Services Administrator, at LEklund@eckertcentre.com prior to 35 days before the Semester start date if you plan to modify or withdraw from the program.

To maintain staffing obligations and ensure consistent service for registered families, please note that if you break from service your spot becomes available to families on the waitlist and there is no guarantee that you will be able to resume immediate service in the upcoming semester.

Please note that spots cannot be “Reserved” for Program 1, as this program is only available on a per semester basis.

Financial Support

Eckert Centre wants to support families to access our comprehensive programs and to help minimize the barriers to service created by financial constraints. Therefore, we encourage all families to carefully review the following information and avail themselves of any and all avenues of financial support for which they may qualify. Sources of support include:

- Psychological services covered by individual, group and employer medical plans
Families are encouraged to review their benefit plans to determine the amount allocated to cover psychological services. Involvement by a psychologist in your program can be claimed under this allocation. If two parents/guardians have benefit plans, benefits can be coordinated to cover a larger portion of costs. Further, some costs may be able to be directed to other family members covered under the plan(s).
- Coaching and psychological services covered by employer health spending accounts (HSA) and employee assistance plans (EAP)
Families are encouraged to review their benefit plans to determine if coaching services are covered under their HSA and/or EAP.

Coaching and psychological services covered under private health savings plans (PHSP) for self-employed

- Income Tax
The following tax credits are available to all tax payers:
 - Children's Arts Amount: \$500 of costs of cognitive coaching and PACE/MTC programs deductible; this amount increases to \$1,000 for those children who qualify for the disability amount
 - Medical Expenses: psycho-educational assessments, counseling, cognitive coaching and PACE/MTC costs that are not reimbursed from another source may be claimed as medical expenses

In addition, the following tax credits, plans and grants are available to persons with a severe and prolonged impairment in physical or mental functions:

- Disability Amount (DTC): non-refundable tax credit; approved CRA Form T2201 required
- Registered Disability Savings Plan (RDSP): to provide for the long-term financial security of a beneficiary; income on earnings transferred to beneficiary
For more information see: <http://www.esdc.gc.ca/eng/disability/savings/rdsp.shtml>
- Canada Disability Savings Grant: Federal government provides a matching grant of up to 300% of RDSP contribution to \$3,500/yr; lower-income families may qualify for payments from the Canada Disability Savings Bond program without having to make a contribution to an RDSP.
For more information see: http://www.esdc.gc.ca/eng/disability/savings/grants_bonds.shtml
- Further information can be found on the Canada Revenue Agency site at <http://www.cra-arc.gc.ca/E/pub/tg/rc4064/rc4064-12e.pdf>.

Families are encouraged to speak with their accountant.

- Family Support for Children with Disabilities (FSCD)
This government agency provides funding support to families with children who have disabilities under the Child and Family Services authority. FSCD assesses each family's access to funds on an individual basis. Eligibility to funds and the extent of support is determined by an FSCD Assessment Worker. To start the process of obtaining funding, families can contact the FSCD Intake Line at 297-6022. If approval is received, it is only for eligible costs incurred after the date of the signed agreement. Some families may be able to claim a portion of our fees to their insurance company, and be reimbursed for an additional portion of our fees by FSCD. FSCD does not cover the costs of academic cognitive coaching, PACE nor MTC.

- Bursary

Bursary funds are available for clients and their families who access services at Eckert. The criteria for access to the bursary include:

- The family has fully utilized any benefit plan and/or employee assistance program
- The family qualifies according to their gross family income (There is no income “cut-off” for access to funds; rather, bursaries are dispersed according to a sliding fee scale that adjusts according to annual gross family income.)

Email Lori-Anne, our Client Services Administrator, at LEklund@eckertcentre.com, to request a bursary application form.

- Child Disability Resource Link

This is a government-funded “hotline” created to provide families with information on government programs, community supports, and disability-related resources and information. According to the hotline’s brochure, operators are available toll-free weekdays 8 a.m. to 8 p.m. and Saturdays 8 a.m. to 4 p.m. The toll-free number is 1-866-346-4661. There may be additional funding opportunities open to your family that you may be able to access by speaking with these operators.



Life Skills - Cognitive Coaching Program Application for Admission

Date: _____

Client Name: _____

Parent / Guardian Names: _____

Address: _____

Postal Code: _____ Email: _____

Phone #s: _____

How did you hear about the Coaching Program? _____

Semester(s) you are registering for (dates subject to change):

- | 2016 | | 2017 | | 2018 | |
|---|---|---|---|---|---|
| <input type="checkbox"/> Jan 4 to Feb 27 | <input type="checkbox"/> Feb 29 to Apr 23 | <input type="checkbox"/> Jan 2 to Feb 25 | <input type="checkbox"/> Feb 27 to Apr 22 | <input type="checkbox"/> Jan 1 to Feb 24 | <input type="checkbox"/> Feb 26 to Apr 21 |
| <input type="checkbox"/> Apr 25 to Jun 18 | <input type="checkbox"/> Jun 20 to Aug 27 | <input type="checkbox"/> Apr 24 to Jun 17 | <input type="checkbox"/> Jun 19 to Aug 26 | <input type="checkbox"/> Apr 23 to Jun 16 | <input type="checkbox"/> Jun 18 to Aug 25 |
| <input type="checkbox"/> Aug 29 to Oct 22 | <input type="checkbox"/> Oct 24 to Dec 17 | <input type="checkbox"/> Aug 28 to Oct 21 | <input type="checkbox"/> Oct 23 to Dec 16 | <input type="checkbox"/> Aug 27 to Oct 20 | <input type="checkbox"/> Oct 22 to Dec 15 |

Program you are registering for (prices before any bursary; include GST; subject to change):

- Program 1 (501): 8 weeks, once every other week = \$2,086.88
- Program 2 (502): 8 weeks, once per week = \$3,346.88
- Program 3 (503): 8 weeks, twice per week = \$5,919.38
- Program 4 (504): 8 weeks, three times per week = \$8,491.88
- Program 5 (505): 8 weeks, four times per week = \$11,064.38
- Program 6 (506): 8 weeks, five times per week = \$13,636.88

Requested Time(s): _____

Requested Day(s): Monday Tuesday Wednesday Thursday Friday Saturday

Special Instructions: The standard description on our invoices regarding the service provided is "Behavioral Aide".

If alternate wording required, please state: _____

Billing Party's Name: _____ **Signature:** _____

For Office Use Only:	
Names ID _____	Client # _____
Initial Log # _____	Invoice # _____
Program _____	Program Fee Code _____
Reserved Semester (Year/Semester) _____	
Day(s) and Time allotment of Service _____	
Face to Face Time _____	
Start Date _____	Planned Missed Sessions (# & Dates) _____
Supervisor _____ (Admin will automatically schedule your 15 min consult 2 weeks into semester)	
Requested Semesters not yet Reserved _____	
Coach _____	Sessions occurring at Eckert Centre? Y/N
Coach's Signature _____	Date: _____



Authorization to OBTAIN / RELEASE Information

I, _____ HEREBY GIVE PERMISSION FOR A STAFF MEMBER OR CONTACTOR OF ECKERT PSCYHOLOGY & EDUCATION CENTRE TO OBTAIN AND/OR RELEASE INFORMATION PERTAINING TO MYSELF AND/OR MY CHILD, _____ TO/FROM THE FOLLOWING PEOPLE/AGENCIES, ACCORDING TO MY INFORMED CONSENT AS DETAILED BELOW. I UNDERSTAND WHY THIS INFORMATION IS BEING OBTAINED/RELEASED AND I AM AWARE OF THE RISKS OR BENEFITS OF CONSENTING, OR REFUSING TO CONSENT. I ALSO UNDERSTAND THAT I MAY REVOKE THIS CONSENT AT ANY TIME AND THAT THIS CONSENT AND AUTHORIZATION DOES NOT EXPIRE EXCEPT BY MY REVOCATION.

Please check the appropriate boxes below:

OTHER SERVICES at Eckert Centre

Assessment Counselling Academic Cognitive Coaching PACE/MTC

OBTAIN; all pertinent information

OBTAIN; selective information as follows _____

RELEASE; all pertinent information

RELEASE; selective information as follows _____

DOCTOR _____

Address _____ Postal Code _____

Phone _____ Fax _____

OBTAIN; all pertinent information

OBTAIN; selective information as follows _____

RELEASE; all pertinent information

RELEASE; selective information as follows _____

OTHER _____

Address _____ Postal Code _____

Phone _____ Fax _____

OBTAIN; all pertinent information

OBTAIN; selective information as follows _____

RELEASE; all pertinent information

RELEASE; selective information as follows _____

Client/Parent/Guardian Name

Eckert Centre Staff/Contractor Name

Client/Parent/Guardian Signature

Eckert Centre Staff/Contractor Signature

Date

Date



Pre-Authorized Credit Card Payment

Date: _____

Client Name: _____

Parent / Guardian: _____

I agree to the financial obligations incurred for services rendered by Eckert Psychology & Education Centre

I hereby authorize all charges to be applied to the following credit card:

VISA MasterCard

Credit Card Number: _____

Expiration Date: _____ (mo/yr) 3 digit code on the back of credit card _____

Cardholder Name: _____

Cardholder Signature*: _____

* If you do not have an electronic signature, please print this form, sign it and return it to us, prior to your next scheduled appointment. You can e-mail to reception@eckertcentre.com, fax to 403 270-2650 or bring it in person to our office at Unit A, 2220 - 7th Ave N.W. Calgary.

For Office Use Only: Names ID _____ Case/CCP #: _____ Termination Date: _____ Destruction Date: _____
