



Application for Admission Master the Code® Program

Program Description:

Master the Code® (“MTC”), is a revolutionary sound-to-code based reading system that consistently provides big, fast results for students who read below grade level. **Averaging a 4-year increase in reading skills in 18 weeks, MTC was developed from the latest research available.** Combined with Processing and Cognitive Enhancement® (“PACE”), which is a pre-requisite for MTC, your child will not only have greatly improved reading skills, but his/her comprehension will increase as well. (Please see our PACE application form.)

PACE and MTC together have been designed to develop:

- **Memory** (ability to remember the sound-symbol relationship)
- **Sound Segmenting** (ability to separate or unglue sounds)
- **Sound Blending** (ability to put together sounds to form words)
- **Auditory Analysis** (ability to manipulate or analyze small changes in groups of sounds)
- **Processing Speed** (ability to process information quickly)
- **Working Memory** (ability to retain incoming information and process it quickly and properly)
- **Attention** (ability to stay on the given task in spite of distraction)
- **Visualization** (ability to create and use mental images)
- **Reading Fluidity** (ability to read smoothly)
- **Logic and Reasoning** (ability to nonverbally reason and solve problems)

Mastery Requires Drill

Reading is a skill, similar to the ability to play tennis. It cannot be instructed like history or science, but requires certain underlying skills and lots of drill. Many reading programs are highly instructive, expecting the student to take what they are taught and implement it in their reading. Can you imagine trying to play great tennis by spending the majority of your time watching instructional videos but rarely getting out on the court?

The MTC Approach

To handle the complex logic of our alphabet, a student must master each level of complexity in carefully sequenced steps. To facilitate this, MTC starts with blending, segmenting, and sound analysis. Practice is provided in segmenting words into isolated phonemes and blending isolated sounds into words. Encoding (spelling), decoding (reading), and writing exercises are used so the reversibility of the code is made clear. Some students struggle to correctly pronounce and differentiate between all sounds of Standard English, and receive more direct instruction at a sensory level about how parts of the mouth interact to form individual sounds.

MTC teaches reading and spelling concurrently through techniques that train students to accurately recognize and understand that letters and letter combinations stand for specific sounds of speech. The program can provide an incredible foundation for those students just learning to read. It also aids individuals of all ages who struggle with reading difficulties, and is especially beneficial for student-readers who might have developed inefficient or inaccurate reading habits (like guessing words by looking at parts of the word or sentence). The versatility of MTC can give a first grader a reliable reading system for life, and it can completely rebuild the faulty system of a lifelong struggling reader.

MTC Develops Reading and Spelling Skills

MTC gives the student a system to read and spell better. This system does not teach rules (as is common with many reading programs) that fail a high percentage of the time, does not use confusing terms like silent letters or long and short vowels, does not use symbols that need to be unlearned, and does not need to teach hundreds of sight words because the system enables the decoding of most words. The MTC system uses a sound-to-code approach, then shows the additional complex code along with probability of the code. By introducing the codes using this direct approach, students are able to sound out almost any English word without needing the right rule, exception to the rule, or thinking about which letters are silent, etc. The student is able to see the codes and recognize that a word like 'eighteen' has four sounds, /a-e/ /t/ /ee/ /n/.

Initially the twelve consonant sounds with only one main spelling or one spelling by position in a word are taught (/d/ = 'd' as in 'dog' or 'fed'). Then, the remaining twelve consonants and their most likely spelling are taught (/ch/ = 'ch' or 'tch' as in 'chip' or 'pitch'). The 18 vowel sounds are taught from simple to complex.

After the student learns the most probable spelling for each sound, less probable, alternative spellings are introduced. The /a-e/ sound uses the codes, 'a-e', 'a', 'ai', 'ay', 'ey', 'ei', and 'eigh' as in cake, baby, jay, prey, reindeer, and sleigh. Through use and drill, letter patterns and the probability of their appearance are stored in long-term memory, enabling an individual to choose the most likely spelling for a word, instead of random guessing.

Additional language complexities such as overlaps of the code (in which a letter or letter combinations represent more than one sound) are also taught. Various exercises are utilized to quickly teach how letters overlap to produce various sounds as new vowel spellings are introduced. The MTC method of handling alternative spellings and code overlap without memorizing rules, sight words, and exceptions, reduces what most other reading programs require a student to memorize by about 75%.

MTC Makes Reading Automatic

Through carefully designed exercises presented in one-on-one training sessions, MTC embeds the Standard English reading code to an automatic, subconscious level. This is in contrast to most programs that are designed in such a way that lessons are easily forgotten in a short period of time (since there is lecture and not drill to imbed the skill). This distinction is especially beneficial for older readers who have developed many bad reading habits, and could easily fall back into old ineffective reading patterns. MTC uses the following training techniques:

- **Immediate Feedback** (one-on-one training allows for immediate correction of errors and encouragement of proper responses)
- **Concentration** (drills require full attention which brings faster results due to less time off task)
- **Stretching** (constantly pushing activities to more demanding levels that challenge or stretch the student's skills to improve)
- **Loading** (adding a task upon a task concurrently, forcing automation and mastery of skills to a subconscious level)

MTC Helps Readers of All Ages

MTC is great for problem readers who are able to read certain words but have poor word attack skills for new words, since it utilizes nonsense words to prevent them from relying on memory. They have to use the new word attack skills they learn. When they come to new words, they no longer have to guess what the word is, which can lead to poor comprehension. Students are able to quickly attack the new word and move on.

Our trainers lead two, 1.5hr sessions each week with the student. Parents or guardians are required to provide an additional four hours of home training and reinforcement. Beginning readers quickly establish good fundamental auditory and reading skills. MTC can be used for anyone from age 5 through 105. The program is not childish, yet implements tasks enjoyable for young and old. MTC has over 3000 of the most common words in the English language. Struggling students see significant improvements quickly. Past frustrations and failures are naturally overcome.

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 MTC

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

Scheduling:

MTC is an intensive program, requiring three hours of training per week at Eckert Centre (two 1.5-hour sessions or three 1.0-hour sessions) and an additional three hours a week of training at home each week.

This 16-week program is comprised of the following sessions:

- Week 1: Pre-assessment and parent conference
Weeks 2 – 15: Face to face sessions with client
Week 16: Post-assessment and parent conference

In order to complete the MTC training, you will need to enroll in two consecutive 8-week semesters.

Course Dates

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

Tuition

The tuition for the program is \$5,670.00 including GST, subject to change. This rate includes pretest, posttest, scoring, two parent conferences, 42 hours of training sessions, and an MTC kit which is the student's to keep.

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/or report writing will be billed at a rate of \$100.00/hour or will be taken from the allotted 1.5 hour block. The length of sessions is based on an estimate of time and clients are charged based on .25 hour increments.

Scheduling Policy

Sessions will be scheduled in advance. The coach will confirm the session dates and times for the second session towards the end of the first semester.

Once the sessions are confirmed between the coach and the client, they cannot be changed.

Payment Policy

Upon signing the Application for Admission, the billing party is agreeing to the services provided. An invoice will be produced and payment taken once the sessions for the first semester 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.

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.



MTC
Application for Admission

Date: _____

Client Name: _____

Parent / Guardian Names: _____

Address: _____

Postal Code: _____ Email: _____

Phone #s: _____

How did you hear about MTC? _____

Tuition Rate: \$5,670.00 (price before any bursary; includes GST; subject to change)

The two semesters you are registering for (dates subject to change):

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

Requested Time(s): _____

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

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

For Office Use Only: Fee Code: 542
Names ID _____ Client # _____ Initial Log # _____ Invoice # _____
Reserved Semester (Year/Semester) _____
Day(s) and Times of Service _____
Start Date _____ Planned Missed Sessions (# & Dates) _____
Requested Semesters not yet Reserved _____
Coach _____
Coach's Signature _____ Date: _____



Authorization to OBTAIN / RELEASE Information

I, _____ HEREBY GIVE PERMISSION FOR A STAFF MEMBER OR CONTACTOR OF ECKERT PSYCHOLOGY & 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: _____