

Barnabas Prep

New Student Application

Thank you for your interest in attending Barnabas Prep! We are excited about the potential of you joining the Barnabas Prep family. If you would like to move forward in the application and enrollment process, please thoroughly complete and return this application to the following address:

**Barnabas Prep
Attn: Brock Shonkwiler
282 Doulos Road
Branson, MO 65616**

Within this packet you will find:

- Student Information
- Skills Evaluation
- Policies and Agreement Overview
- Medical History
- Release of Information
- Recommendation Forms

In addition to these forms, please attach a recent photo of the prospective student. Also, if your student has had any psychological, psychiatric, and/or educational evaluations within the past two years, please include a copy of those with this packet as well as any other information that would be helpful in ensuring that Barnabas Prep meets the needs of each and every student.

282 Doulos Road, Branson, MO 65616 WWW.BARNABASPREP.ORG 417-737-7079



Student Information

Applicant's Full Name Date of Birth

Street Address City State Zip

Telephone Height Weight Sex

Mother's Name/ Legal Guardian Preferred Email Address Cell Phone

Home Address City State Zip

Occupation / Name of Company Bus. Telephone Number

Father's Name/ / Legal Guardian Preferred Email Address Cell Phone

Home Address City State Zip

Occupation / Name of Company Bus. Telephone Number

Names and ages of applicant's siblings:

SCHOOLS OR PROGRAMS ATTENDED

CHECK ALL THE SITUATIONS IN WHICH THE APPLICANT HAS PARTICIPATED

<input type="checkbox"/> Day School	<input type="checkbox"/> Competitive Employment
<input type="checkbox"/> Sheltered Workshop	<input type="checkbox"/> State School
<input type="checkbox"/> Group / Family Care Home	<input type="checkbox"/> Private School
<input type="checkbox"/> Independent Living Situation	<input type="checkbox"/> Other, (Explain)

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH PROGRAM:

1) _____

Name	Dates		

Address	City	State	Zip

Type of Program			

Reason for Leaving			

Person to Contact for More Information			

2) _____

Name	Dates		

Address	City	State	Zip

Type of Situation (Refer to list at top of page)			

Reason for Leaving			

Person to Contact for More Information			

3) _____
Name _____ Dates _____

Address _____ City _____ State _____ Zip _____

Type of Situation (Refer to list at top of page)

Reason for Leaving

Person to Contact for More Information

4) _____
Name _____ Dates _____

Address _____ City _____ State _____ Zip _____

Type of Situation (Refer to list at top of page)

Reason for Leaving

Person to Contact for More Information

PLEASE ANSWER THE FOLLOWING:

Primary Diagnosis: _____

Secondary Diagnosis: _____

1. Please describe the student's general health, including information regarding any physical or developmental disability the student has been diagnosed with.

2. Please describe the student's social/emotional state **most** of the time (i.e. withdrawn, hyper-verbal, frustrated, sociable, even-tempered, etc.).

3. Please describe the student's ability to provide their own care. In what areas does the student need assistance?

4. Please describe the student's daily routines:

5. How do you think the student feels about his/her disabilities?

6. What are the student's specific aptitudes, interests, and/or strengths?

7. How might the student react if they are asked to participate in an activity or complete a household responsibility that he/she may not want to participate in?

8. Please describe any behavioral struggles or situations the student has experienced both in school and in the home: (i.e. tantrums, physical altercations with peers, teachers, or family members, self-harm, breaking items, or stealing items).

9. Has the student ever been in a situation in which another peer or individual has harmed him/her either on accident or intentionally? If so, please explain:

10. Has the student ever been abused physically, emotionally, or sexually? If so, please explain.

11. Does the student tend to respond better towards certain individuals more than others? If so, who does the applicant tend to respond better with?

12. Has the student shown a personal desire to attend Barnabas Prep and/or live more independently?

13. How does the student spend leisure time at home?

14. What indoor and outdoor activities does the student enjoy?

15. What hobbies does the student enjoy?

Has the applicant ever been involved with any of the following?

	Yes	No
Tobacco	_____	_____
Drug Abuse	_____	_____
Criminal Activity	_____	_____
Sexual Misconduct	_____	_____

If yes, please explain:

Please have the applicant answer the following questions.

1. What is a dream of yours? (i.e. a job you would like to have, where you would like to live, people you would like to know)

2. What do you want to learn at Barnabas Prep?

3. What makes you the most nervous about the possibility of coming to Barnabas Prep?

4. What makes you the most excited about the possibility of coming to Barnabas Prep?

Student Skills Evaluation

I. Speech/Language and Communication Skills

Please indicate which of the following apply in regards to the student's speech/language and communications skills:

<input type="checkbox"/> Uses speech intentionally	<input type="checkbox"/> Ability to engage in dialogue
<input type="checkbox"/> Uses speech to communicate needs	<input type="checkbox"/> Understands direct commands
<input type="checkbox"/> Uses complete sentences	<input type="checkbox"/> Ability to write
<input type="checkbox"/> Uses telegraphic speech	<input type="checkbox"/> Ability to read
<input type="checkbox"/> Uses sign language	<input type="checkbox"/> Makes little or no attempt to communicate
<input type="checkbox"/> Uses idiosyncratic gestures	

Describe any other pertinent information regarding the student's communication skills:

II. Functional Academic Skills (Math and Reading)

Please indicate which of the following tasks the student has mastered effectively:

<input type="checkbox"/> Identifies coins/bills	<input type="checkbox"/> Ability to use a calculator
<input type="checkbox"/> Counts money	<input type="checkbox"/> Ability to tell time
<input type="checkbox"/> Handles personal finances	<input type="checkbox"/> Comprehends concept of time
<input type="checkbox"/> Reads prices	<input type="checkbox"/> Reads for pleasure
<input type="checkbox"/> Pays for items purchased	<input type="checkbox"/> Writes name, address, phone number

Describe any other pertinent information regarding the student's academic skills:

III. Motor Skills

Use the rating scale to evaluate the student's performance in the following areas:

<input type="checkbox"/> Large muscle control	1. Exhibits great difficulty
<input type="checkbox"/> Fine motor coordination	2. Is moderately capable
<input type="checkbox"/> Balance when walking	3. Needs minimal support
<input type="checkbox"/> Balance when running	4. Exhibits no difficulty

Describe any other pertinent information regarding the student's motor skills:

IV. Eating Skills

Use the rating scale to evaluate the student's performance in the following areas:

<input type="checkbox"/> Handles eating utensils	1. Exhibits great difficulty
<input type="checkbox"/> Swallows properly	2. Is moderately capable
<input type="checkbox"/> Has appropriate table manners	3. Needs minimal support
<input type="checkbox"/> Chews food properly	4. Exhibits no difficulty
<input type="checkbox"/> Eats meals independently	

Describe any other pertinent information regarding the student's eating skills:

V. Dressing Skills

Use the rating scale to evaluate the student’s performance in the following areas:

<input type="checkbox"/> Selects appropriate clothing	1. Exhibits great difficulty
<input type="checkbox"/> Dresses self-independently	2. Is moderately capable
<input type="checkbox"/> Ties shoes	3. Needs minimal support
<input type="checkbox"/> Manages buttons	4. Exhibits no difficulty
<input type="checkbox"/> Manages zippers	

Describe any other pertinent information regarding the student’s dressing skills:

VI. Personal Hygiene/Grooming Skills

Please check the appropriate boxes next to the tasks.

Task	Does Alone	With Help	Does Not Do	Comments
Washes face				
Washes hands				
Takes bath/shower				
Toileting				
Manages menstrual period				
Brushes teeth				
Washes hair				
Combs/brushes hair				

Cuts fingernails/toes				
Uses deodorant				
Nasal hygiene (i.e. nose blowing)				
Knows how to shave properly				

IV. Domestic Skills

Task	Does Alone	With Help	Does Not Do	Comments
Wash and dry dishes				
Put dishes away				
Operate dishwasher				
Clean kitchen surfaces				
Set table				
Clean off table				
Plan grocery list				
Go grocery shopping				
Put food away				
Prepare food				
Operate microwave				
Operate electric stove				

Operate electric oven				
Chopping				
Can use measuring spoons/cups				
Uses sharp knives correctly				
Use of small appliances				

VIII. Laundry

Task	Does Alone	With Help	Does Not Do	Comments
Sort laundry				
Operate washing machine and dryer				
Fold laundry				
Iron clothes				
Hang clothes on hanger				

IX. Cleaning

Task	Does Alone	With Help	Does Not Do	Comments
Clean bathroom surfaces				
Change toilet paper roll				
Recognizes appropriate cleaning supplies				
Vacuum				
Mop floor				

Shake out rugs				
Dusting				
Wash car				
Wash windows				
Make bed				
Change sheets				
Take out trash				

X. Yard Care

Task	Does Alone	With Help	Does Not Do	Comments
Water Plants				
Rake Leaves				
Mow grass				
Pull Weeds				

Describe other household responsibilities the student engages in at home and if these can be done independently or need to be supervised:

Overall Program

Please describe any other pertinent information needed to ensure the success of your student at Barnabas Prep:

Please note that the application must be completed in full before it can be reviewed.

Please read and sign:

I affirm that the preceding information is a complete and true statement of all the facts and circumstances relative to the student's application for the Barnabas Prep program.

We, the undersigned, do give our permission for Barnabas Prep to contact any and all of the references, programs, schools, and professionals listed on this application.

Signature of Parent/Guardian

Date

Signature of Applicant

Date

Family Story

Please write at least a page all about the student's family story and history. This is to help us better understand the family dynamics in which each student is coming from.

Please include information on parents and siblings and any other information that might help the Prep staff better understand the student's overall life.

Student Story

This is to be completed by each student, (parents can help if needed). Please let us know all we can about the student that will be attending Barnabas Prep.

Student, please share the story of your life, why you want to come to Barnabas Prep, and any information you want us to know about you.

Policies and Agreement Overview

The following agreements and policies will be enforced upon acceptance and enrollment in the Barnabas Prep program. Please carefully and thoroughly read each of the agreements and policies below, signing off on each once understood and agreed upon. If the student is accepted and enrolled into Barnabas Prep, the policies and agreements will reappear in the enrollment paperwork and must be signed and notarized prior to the student arriving to Barnabas Prep.

Enrollment Agreement

Barnabas Prep reserves the right to dismiss, at any time, any student who in conduct, industry, or progress, proves not to be in harmony with Barnabas Prep's programs, standards, or policies. If at any time it is apparent the program is not suited to meet the person's needs, the undersigned and/or surrogate parents and/or the next of kin will be advised. It is the responsibility of the undersigned to assist in the disenrollment and removal of the individual from the Barnabas Prep program in a timely manner. If none of these individuals can assist in the removal of the student, Barnabas Prep will utilize any resource it can to facilitate this removal, including law enforcement agencies, city, county and/or state protective agencies, etc.

Records will be kept on each person's progress while he/she is at Barnabas Prep. All files are strictly confidential and are available only for the Barnabas Prep staff that deal with the education of the student. These records will be released only after:

- A. The proper written consent is secured from the undersigned.
- B. All tuition, fees and/or penalties are paid.
- C. Student is properly cleared by the Executive Director.

For services and care provided by the Barnabas Prep Program, the undersigned agrees to pay the registration fees, deposits, and intake fees as well as the monthly tuition rate set by Barnabas Prep. **Monthly payments are due the first of each month; however, advance annual or semester payment options are available.** Because space and service is reserved for each student, no credit shall be allowed for vacations, home visits, hospitalizations, or other absences.

Barnabas Prep is dedicated to the development of the individual and the right to have a meaningful role in an appropriate society, and consequently, Barnabas Prep's discipline is directed toward that end. Should a student's behavior become problematic that student will be removed from the program. **Under these extremely rare circumstances at least 70% tuition is expected to be paid in accordance to the Barnabas Prep Financial Policy.**

In the absence of Parent/Guardian, the undersigned designates the following person(s) to be the Surrogate Parents(s) who will be responsible in case of medical or other emergency.

Consent must be given for the resident to be **photographed** and his/her name used in **Barnabas publications**.

It is the responsibility of the parent, guardian, or surrogate parent to keep the **Emergency Medical Information** updated and complete. Both pages of the **Emergency Medical Information** must be completed, signed, and returned.

In order to protect the health and safety of each student, Barnabas Prep must be informed in a written statement of ANY RESTRICTIONS WHICH SHOULD BE PLACED UPON THE STUDENT'S PARTICIPATION IN THIS PROGRAM.

Barnabas Prep shall have no liability or responsibility in the event of accident or injury. In the event that medical attention is required, the Barnabas Prep staff will use its best efforts to notify the undersigned or the person designated above. If notification is not possible, the undersigned gives permission for Barnabas Prep to obtain medical attention at its own discretion.

The use of drugs or other illegal substances at Barnabas Prep is STRICTLY PROHIBITED. Any and all offenses regarding this policy will be dealt with immediately and can result in prompt dismissal from the Barnabas Prep Program.

Note: The Barnabas Prep program is a non-profit corporation, the annual expenditures of which substantially exceed its tuition income. In order to limit tuition increases while continuing to improve and guarantee the quality of training and educational opportunities, it is expected that the undersigned and interested parties will accept the responsibility of supporting the fundraising industries. It is hoped that parents, grandparents, and friends will recognize the importance of participation both presently and by will in the various industries provided by Barnabas Prep.

Barnabas Prep Financial Policy

Barnabas Prep is dedicated to providing the best care and independent living experience possible. However, Barnabas Prep is dependent upon the tuition of those who are participating in the program to sustain all that we do. In light of this, we have set a financial policy that will help to ensure that we are able to complete each enrollment year successfully.

It is understood that when enrolling a student in the Barnabas Prep program that a family is committing a student to the full nine month program and committing to payment of the entire amount of the tuition for the entire term. **The full tuition amount is due on or before the student's program completion. A late fee of \$150.00 per month will be charged to the**

account each month past the time that it is due.

If a student chooses to pay their tuition monthly, **tuition fees are due on or before the first day of the month and extraordinary fees are due upon receipt. Late fees will be charged monthly on overdue accounts.** In the event any account becomes 30 days overdue, a conference must be scheduled in order to plan an intervention to avoid dismissal. When an account becomes 60 days overdue, a collection agency/credit bureau may be contacted and plans for dismissal will begin. After an account is 90 days overdue, Barnabas Prep may initiate a transfer to another agency on behalf of the family.

If a student leaves the Barnabas Prep program prior to their graduation date for any reason, those who are financially responsible for the student's tuition **will be expected to pay all remaining tuition costs up to at least 70% of the total cost.**

In the situation in which a student leaves Barnabas Prep without completing the program, the continued financial obligation as outlined in this policy and the terms of payment will be discussed with the Barnabas Prep Executive Director and CEO of the Barnabas Foundation, Inc. If necessary, a payment plan will be set up with the Barnabas Foundation, Inc. financial officer.

Barnabas Prep Behavioral Policy

At Barnabas Prep we desire for each and every person to feel safe. In light of this desire, we are implementing written standards as set forth below that must be reviewed by all participants and parents/guardians.

Please read each section carefully and place your initials beside each section indicating that you have read, understand and agree to these standards.

In all situations in which someone is hurt in any way, whether by accident or intentionally, the incident will be recorded in an incident report and kept on file for FIVE (5) years.

Altercations

_____ In the event where there is an extreme physical altercation with another student or staff member, the offender may be immediately expelled from the program if it is felt that safety cannot be maintained for the offender, other students or staff members. The decision to expel will be made at the discretion of the Executive Director of Barnabas Prep and the CEO of Barnabas Foundation, Inc. "Extreme physical altercation" means physical harm that requires significant medical attention or hospitalization.

_____ A first altercation of a student with another student or staff member at Barnabas Prep will result in parents being contacted after the incident. In this incidence, the Executive Director of Barnabas Prep will work alongside parents to create a plan of action at Prep to

ensure that the behavior does not occur again. Altercations include but are not limited to:

- Hitting - Biting - Punching - Pushing - Kicking
- Using any kind of physical force that could injure another person
- Excessive/continued bullying
- Verbal abuse

_____ A second altercation of any kind will result in parents being contacted after the incident by the Executive Director of Barnabas Prep. This **may result** in the student being asked to return home for 2-4 days. During that time, the Executive Director and parents will continue to work towards developing a behavioral plan that will help the student and those around the student.

_____ A third altercation **will result** in a student being asked to return home for a full 7 days. During the 7 day period, the Executive Director, CEO of Barnabas Foundation, Inc. and parents will meet and determine if the student is able to return safely to Barnabas Prep. If it is determined that a student will return to Barnabas Prep, the Executive Director, CEO and parents will develop a clearly structured written behavioral plan setting forth goals, guidelines and plans of action to prevent any further altercations. If it is determined that a student will not return, then the Executive Director will work with parents to ensure that the transition out of the program goes as smoothly as possible for the student and the other students within the program. **If a student leaves the program due to behavioral struggles, please note that families will be financially responsible for up to 70% of the student's tuition no matter the time of year in which a student is dismissed.** For any further questions on this, please refer to the Barnabas Prep Financial Policy.

Student Victim Policy: If your student is the victim of any extreme behaviors from a fellow student, we at Barnabas Prep want to ensure and preserve the emotional and physical safety of your student. After a situation occurs, we will notify the parents immediately. The staff at Barnabas Prep will remove the student from the situation, debrief the incident with the student, and keep a close watchful eye on the victim for the next 24-48 hours, including periodic "check-ins". The Barnabas Prep Executive Director will work with the parents of the victim to prepare and execute a plan of action if necessary. Actions can include, but are not limited to, the following: scheduled time at home, physical distancing from other student(s), roommate changes, and/or counseling sessions with a local counselor.

Emotional Distress

_____ At Barnabas Prep there is a daily routine; but with 20-30 people living each day together there can be a lot of change. We understand this can be sometimes difficult for students and we desire to help students walk through these struggles. However, if a student is extremely emotionally distressed on a daily basis due to the everyday routine and tasks at Barnabas Prep, we must consider alternative options for a student's participation. If a student shows continual distress over everyday situations, the Executive Director will contact parents

when it is felt necessary.

_____ If a student continues to show extreme emotional distress on a daily basis, it may be determined by the Executive Director that the previously set plan is not effectively helping a student in the area of his or her emotional adjustment. At this time there will be a meeting involving family and staff in an effort to create a written behavioral plan.

_____ If there continues to be extreme emotional distress on a daily basis, it may be determined that this program is not best suited for the student. This **may result** in the dismissal from Barnabas Prep. **If a student leaves the program due to behavioral struggles, please note that families will be financially responsible for up to 70% of the student's tuition no matter the time of year in which a student is dismissed.** For any further questions on this, please refer to the Barnabas Prep Financial Policy.

If you have any concerns about your student's ability to meet these standards, we would ask that you please take thoughtful consideration as to whether Barnabas Prep is the best program for your particular student. We desire for everyone who is at Barnabas Prep to be successful and we will work hard and strive to help each person achieve all they can. However, if a student is a danger to themselves, or others around them, we must consider what is best for the individual student and also for our program.

By initialing and signing all of these policies you state that you have read, understand and agree to the conditions that are stated above. If you have any questions concerning these policies please feel free to contact the Barnabas Prep Executive Director.

Name: _____

Signature: _____

Relationship to Student: _____

MEDICAL HISTORY

Has there been an incidence of any of the following?

<input type="checkbox"/> Seizures	<input type="checkbox"/> Depression
<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Hallucinations
<input type="checkbox"/> Head Trauma	<input type="checkbox"/> Delusions
<input type="checkbox"/> Aggressive Behaviors	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Self-Inflicted Injury	

If yes, please describe:

Describe any hospitalizations and major illnesses (including dates):

Describe any psychological or psychiatric treatments (including dates):

IMPORTANT

Please describe any other concerns or factors that could influence the care, health, and well-being of the student at Barnabas Prep:

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize anyone who has any information on:

(Student)

to release said information they hold on him/her to Barnabas Prep.

Parent/Guardian Signature

Date

Copies of this release may be used to obtain information from anyone listed on

_____ application for enrollment into Barnabas Prep.

(Student)

Parent/Guardian Signature

Date

Barnabas Prep Recommendations

Please give forms to three people who know the student well and can thoroughly answer and confirm the readiness of the applicant. The application will not be considered as complete until all three are returned to Barnabas Prep.

Please use at least one personal reference (friend, neighbor, etc) and one professional reference (school teacher, colleague, employer or volunteer supervisor).

Recommendation forms should be mailed back to Barnabas Prep directly from the person providing the recommendation.

Barnabas Prep Recommendation Form

Student's Name: _____

Name of person completing this form:

Relationship to student: _____

Please write a recommendation for the student in regards to why you feel they would do well in the Barnabas Prep program. Attach the recommendation to this form and return it to the following address:

**Barnabas Prep
Attn: Brock Shonkwiler
282 Doulos Road
Branson, MO 65616**

The Barnabas Prep program provides a 9 month residential life-skills college experience for young adults with special needs, building skills that will lead them to a more independent life. Barnabas Prep is a certificate program and exiting students will receive a certificate of completion along with their personal portfolio.

Candidates for the Barnabas Prep program will need to meet the following criteria:

- Have been diagnosed with an intellectual, cognitive, or developmental disability
- Completed a high school level of education
- Demonstrates basic communication skills, either through language or a communication device
- The student must possess a personal desire and potential to benefit from a post-secondary educational experience, in which they will be participating in daily activities such as cooking, cleaning, community living, full time social interaction, classroom work, and work program work
- Be motivated to become an independent adult
- Possess sufficient emotional maturity and stability to participate in all aspects of a community residential college like program
- Demonstrate the ability to accept and follow reasonable rules and expectations
- Interact respectfully towards others including leaders, teachers, staff members or other students
- Have the ability and willingness to attend and participate in classes, work, and on campus or off campus activities related to the Barnabas Prep program

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Name of person completing this form:

Relationship to student: _____

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- Demonstrate the ability to accept and follow reasonable rules and expectations
- Interact respectfully towards others including leaders, teachers, staff members or other students
- Have the ability and willingness to attend and participate in classes, work, and on campus or off campus activities related to the Barnabas Prep program