

Application and Enrollment steps:

1. Family participates in a **Virtual Family Tour** – a two-part experience with an Admissions presentation via Zoom call followed by a drive-thru audio tour of the Community
2. Submit an **Admissions Application** if interested
3. An acknowledgment receipt will be sent via email
4. The Admissions Department will then set a **Virtual Conference*** to take place via Zoom

If Brookwood and the family agree that the applicant's needs may be met within Brookwood's programs, the next steps begin:

5. The Admissions Department sets a **Volunteer Day***, 10:00 am – 2:00 pm for the applicant to try out the Work Program
6. Brookwood will receive feedback from the Family and Work Program teachers for review; additional volunteer days may be scheduled
7. If Brookwood's support structure is not able to meet the needs of the applicant, the Director of Admissions will notify the family. Other options may be offered, potentially including attending with a helper
8. If Brookwood has a Work Program opportunity that may meet the applicant's needs, the Director of Admissions will notify the family to discuss an enrollment plan
9. The Admissions Department sends an **Enrollment Packet** for either the Day Program or Residential Program.
10. After the completed Enrollment Packet is received by the Admissions Department, an intake/start date will be set

** Depending on the current calendar, it may be a month or longer before we are able to schedule this step*