

## 2022 Summer Program Application Process

Please be sure the following information is included with your child's application. If we are missing information, we will not be able to process the application.

### Step One: Application

- Completed Application (enclosed) and \$75.00 nonrefundable application fee, made payable to Centreville Layton School **by May 15, 2022**
- Completed Teacher Report Form (enclosed)
  - Please ask your child's teacher to complete this form and mail it to the attention of Meghan Kivler at Centreville Layton School.
- A copy of your child's most recent report card
- A copy of your child's most recent Psychological/Educational Evaluation (if applicable)
- A copy of your child's most recent Occupational Therapy and/or Language Therapy Evaluation (Unfortunately we cannot provide these services without an evaluation on file)
- Please address all applications, registration forms, and paperwork to the attention of Meghan Kivler at the address below.

### Step Two: Acceptance

- After careful review of your child's application by the Admissions Committee, you will receive confirmation in writing and by phone of acceptance or denial into the Summer Program. Should we need further information about your child, we will contact you.
- Upon your child's acceptance you will receive a packet with a contract and information required to complete your child's enrollment. Please fill out the documents included in this packet and return them with your deposit.
- A deposit of \$500.00 is required at the time of acceptance. This deposit will secure a spot for your child and will be applied to summer tuition.

### Step Three: Finalizing Enrollment

- Final payment is due by June 1, 2022. If payment is not made in full by this time, your child's spot cannot be guaranteed. A late fee of 12% APR on any outstanding balance will be charged after a five-day grace period.

Centreville Layton School is a nonprofit, nonsectarian school that accepts students without regard to race, creed, or national origin.

Please contact me with any questions or concerns,

Meghan Kivler  
Director of Admissions  
[mkivler@centrevillelayton.org](mailto:mkivler@centrevillelayton.org)

Rich Taubar  
Director of Summer Program  
[rtuabar@centrevillelayton.org](mailto:rtuabar@centrevillelayton.org)



# CENTREVILLE LAYTON SCHOOL APPLICATION FOR ADMISSION SUMMER PROGRAM 2022

6201 Kennett Pike • Centreville, DE 19807 • 302.571.0230 • F 302.571.0270 • centrevillelayton.org

---

### APPLICANT AND PARENT/GUARDIAN INFORMATION

Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Child's Full Name \_\_\_\_\_ Preferred First Name \_\_\_\_\_

Male  Female    Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_    Age \_\_\_\_

Applying to Grade \_\_\_\_\_ Applying for School Year \_\_\_\_\_ to \_\_\_\_\_

#### FATHER or GUARDIAN #1

#### MOTHER or GUARDIAN #2

Name \_\_\_\_\_

\_\_\_\_\_

Nickname \_\_\_\_\_

\_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

City, State, Zip \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

\_\_\_\_\_

Cell Phone \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_

\_\_\_\_\_

Type of Business \_\_\_\_\_

\_\_\_\_\_

Title/Position \_\_\_\_\_

\_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Work Telephone \_\_\_\_\_

\_\_\_\_\_

Preferred Method of Contact \_\_\_\_\_

\_\_\_\_\_

### EDUCATION

High School \_\_\_\_\_

\_\_\_\_\_

Colleges \_\_\_\_\_

\_\_\_\_\_

Highest Degree \_\_\_\_\_

\_\_\_\_\_

Community  
Activities

**FAMILY INFORMATION**

Please check  if applicant is only child

Applicant's Siblings	Name	Age	Current School	Any Difficulties?
----------------------	------	-----	----------------	-------------------


**GRANDPARENTS' NAMES, ADDRESSES AND PREFERRED CONTACTS**

Paternal \_\_\_\_\_  
\_\_\_\_\_

Maternal \_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

Applicant lives with: Parents Mother Father Other: \_\_\_\_\_

Legal Custody: Parents Mother Father Other: \_\_\_\_\_

Adopted at Age: \_\_\_\_\_

How did you hear about our school? Friend Event Newspaper/Magazine Internet Other \_\_\_\_\_

Specifically, what event, ad, person, or website: \_\_\_\_\_

**MEDICAL INFORMATION**

Describe any significant medical incidents in your child's life. Include age, length of incident, and a description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC INFORMATION**

Current School \_\_\_\_\_ Date of Entry \_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_

School Telephone \_\_\_\_\_

Other Schools Attended \_\_\_\_\_ Grade(s) \_\_\_\_\_ Year(s) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Grade(s) \_\_\_\_\_ Year(s) \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Grade(s) \_\_\_\_\_ Year(s) \_\_\_\_\_ to \_\_\_\_\_

Has your child repeated a grade?  No  Yes  At your request?  At teacher's request? Grade: \_\_\_\_\_

Is Applicant:  Right Handed  Left Handed

Has your child been in a resource room?  Yes  No Has your child received tutoring?  Yes  No

Subjects and Reason: \_\_\_\_\_

Educational Testing Evaluation Date: \_\_\_\_\_ Administered by: \_\_\_\_\_

Neurological Testing Evaluation Date: \_\_\_\_\_ Administered by: \_\_\_\_\_

Does your child have a formal diagnosis? Yes \_\_\_\_ No \_\_\_\_ Diagnosis: \_\_\_\_\_

IEP or  504 Plan Recent Implementation Date: \_\_\_\_\_

Occupational Therapy Evaluation Therapist's Name and Phone: \_\_\_\_\_

Reason for Therapy/Frequency: \_\_\_\_\_

Speech or Language Therapy Evaluation Therapist's Name and Phone: \_\_\_\_\_

Reason for Therapy/Frequency: \_\_\_\_\_

Did your child achieve their age appropriate developmental milestone? Yes \_\_\_\_ No \_\_\_\_

If no, please describe: \_\_\_\_\_

If your child received counseling for any reason, list all Therapists/Counselors starting with the most recent.

<i>Name</i>	<i>Phone</i>	<i>Time Period</i>	<i>Permission to Contact</i>

--	--	--	--

**PARENT SIGNATURES**

- ❖ I grant permission to Centreville Layton School to share all admissions documentation, testing, and reports submitted as part of the application process with the Admissions Committees and relevant staff.
- ❖ I grant permission to Centreville Layton School to conduct an observation of our child in their current school setting as part of the application process.

**A non-refundable \$75 fee must accompany this application.**

Please make checks payable to Centreville Layton School.

**I (we) affirm to the best of my (our) knowledge the above information is complete and accurate. I (we) understand and accept that falsification or deception in any aspect of the application process may result in an immediate review and possible revocation of admission.**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

*This preliminary application is merely a statement of intent, not an enrollment contract.  
A formal enrollment contract must be signed after the applicant has been accepted for admission.*

Centreville Layton School is a non-profit, nonsectarian, nondiscriminatory organization founded in 1974 and incorporated in 1978. We accept students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities available to students at this school. We do not discriminate on the basis of race, color, gender, creed, or national or ethnic origin in the administration of our education, admissions, financial support, athletic or other programs administered by the school.

**TUITION BREAK DOWN**

Please indicate below the program your child is being enrolled in. Upon acceptance you will receive a contract based on your choices. If more information is needed our summer program director will contact you.

	<b>Tuition</b>
<input type="checkbox"/> <b>5-week Daily Morning Care</b> 7:30am - 8:10am	\$150.00
<input type="checkbox"/> <b>My child may occasionally attend Morning Care</b> 7:30am - 8:10am	Billed \$10.00/per attendance
<input type="checkbox"/> <b>Pre-K to 8<sup>th</sup> Grade Academic Morning Program</b> <b>Reading   Writing   Math</b> 8:30am – 12:30pm This includes therapy if deemed necessary	\$2,750.00
<input type="checkbox"/> <b>5-week Daily Recreation Afternoon Program</b> 12:30pm – 5:30pm	\$1,200.00
<input type="checkbox"/> <b>The Recreational Afternoon Program is also available at a drop in rate of \$65.00/day</b>	\$65.00/day



## 2022 Summer Program LS Teacher Report Form

\_\_\_\_\_ has applied to attend Centreville Layton School's Summer Program. The goal of this program is to help students maintain and develop academic skills. Your input is very helpful to us. Please complete this form and return it to Centreville Layton School Summer Program by May 1, 2022.

**Grade level 2021-2022 school year:** \_\_\_\_\_

Does this student receive language therapy? (Circle one)      Yes      No

Does this student receive occupational therapy? (Circle one)      Yes      No

**Rating Scale:**

- 1      Independent skill
- 2      With minimal teacher support
- 3      Emerging skill
- 4      With constant teacher support
- NA    Not applicable

**READING:**

**Please fill out the appropriate grade level.**

**Instructional Grade Level:** \_\_\_\_\_      **Name of Program used:** \_\_\_\_\_

Reading	Rating	Reading Vocabulary	Rating
1. Reads own name in print	_____	1. Reads words in isolation	_____
2. Names uppercase letters	_____	2. Reads words in context	_____
3. Names lowercase letters	_____	3. Reads orally with fluency	_____
4. Makes letter/sound association	_____	<b>Word Identification Skills</b>	
5. Uses phonetic skills in decoding words	_____	1. Uses phonics skills in context	_____
6. Reads words in context	_____	2. Uses structural analysis in context	_____
7. Recalls literature facts read by:		<b>Comprehension</b>	
Self	_____	1. Recalls key literal content	_____
Teacher	_____	2. Recalls sequence of events	_____
8. Appreciates stories read aloud	_____	3. Answers "why" questions	_____
9. Listens with comprehension	_____	4. Makes predictions	_____
10. Organizes ideas into expressive language	_____		

Concerns in the area of reading:

---

---

---

---

---

**LANGUAGE ARTS:**

Please fill out the appropriate grade level.

Instructional Grade Level: \_\_\_\_\_

**Writing Process**

**Rating**

1. Prewriting – selects and plans appropriate topics
2. Writing – expresses ideas clearly
3. Revising – improves writing by making changes
4. Editing – proofreads for mechanical errors
5. Publishing – creates final drafts

---

---

---

---

---

**Handwriting and Organization**

1. Forms manuscript letters correctly
2. Forms cursive letters correctly
3. Forms numbers correctly
4. Written work is legible

---

---

---

---

Other concerns in the areas of the writing process or handwriting and organization:

---

---

---

---

---



**MATHEMATICS:**

Please fill out the appropriate grade level.

Instructional Grade Level: \_\_\_\_\_

**Number Sense and Operation:**

**Rating**

1. Names numerals	Range:	_____	_____
2. Writes numerals	Range:	_____	_____
3. Understands number concepts	Details:	_____	
4. Word problems			_____
5. Demonstrates computation proficiency:			
	Addition		_____
	Subtraction		_____
	Multiplication		_____
	Division		_____
	Fractions		_____

**Concepts of Measurement:**

1. Can tell time	Details:	_____	_____
2. Understands money	Details:	_____	_____
3. Measurement	Details:	_____	_____

Other concerns in the area of math:

---

---

---

---

---

**ACADEMIC LEARNING SKILLS:**

**Rating**

- 1. Uses critical thinking and problem-solving skills \_\_\_\_\_
- 2. Exercises appropriate and safe use of instruments and materials \_\_\_\_\_
- 3. Demonstrates attention to the task \_\_\_\_\_
- 4. Transitions independently between activities \_\_\_\_\_
- 5. Demonstrates cooperation \_\_\_\_\_
- 6. Shows effort and participation \_\_\_\_\_
- 7. Respects self and others \_\_\_\_\_
- 8. Completes activities in a timely manner \_\_\_\_\_

Other concerns in the area of Academic Learning Skills:

---

---

---

---

---

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

\_\_\_\_\_  
Contact - Phone and/or Email