

The Colonial Early Education Program (CEEP) is committed to meeting the needs of preschool aged children with and without identified disabilities and their families. Children with identified disabilities/IEPs will receive free special education services (FAPE) at The Colwyck Center, at John G. Leach School, or at an early learning program in the Colonial feeder pattern via itinerant special education service providers.

- **The families of children with IEPs do not need to apply for program admission, with one exception.** Children who receive speech services as a child with a “Preschool Speech Delay (PSD)” who have a “Speech Only” IEP are considered “Typical Peers” and must apply for program admission.
- **Children without identified disabilities/IEPs are Typical Peers and must apply for admission to participate in onsite programming at The Colwyck Center and at John G. Leach School.** For a child to be considered for admission as a Typical Peer, the child must not be eligible for special education services. If a child has not been found to be eligible for special education services on the date that the parent/guardian applies for admission to the Typical Peer Program, but the child is subsequently determined to be eligible for special education services, the child’s parent/guardian is to notify the Typical Peer Coordinator, Dawn Alexander, that the child has been found to be eligible for special education services. Then, the child’s Typical Peer Application will be withdrawn.
- The number of Typical Peer openings may change at any time based on factors such as student withdrawals, reassignment of students to other classes, program finances, etc.

#### **Typical Peer Application Process:**

- **Children eligible for CEEP Typical Peers slots must be 1) Colonial School District residents or 2) children of Colonial School District employees. Residency/Home Address** must be in the state of Delaware with the primary or shared custodial parent(s)/legal guardian(s). Residence/Home Address must be student’s primary home, not a rental or business property.
- CEEP will accept applications throughout the year, and will offer an “Open Application Period” prior to each school year. **The 2018-2019 Open Application Period is November 6, 2017-March 15, 2018.** The Colonial School District will advertise the CEEP Open Application Period in a variety of ways, such as on the CEEP website, at district schools, and at community events.
- All interested families will complete a Typical Peer Application during the Open Application Period. Families will complete an online Typical Peer Application at <http://colonialschooldistrict.org/schools/preschool/>. Families without internet access may visit The Colwyck Center, 12 Landers Lane, New Castle, DE 19720 to complete a paper application. All paper applications must be submitted to Dawn Alexander.
- **Typical Peers attending as three year olds are automatically accepted for their four year old year and do not need to reapply.**
- **The waitlist does not carry over year to year. Families who applied for Typical Peer slots when their children were three, but who were not invited/accepted, must reapply.**
- Parents/guardians may only submit one application per child per year.
- During the Open Application Period, all applicants must be at least three years of age on or before August 31<sup>st</sup> to apply for following school year. Colonial School District will attempt to fill all half-day slots with children who are at least three years of age on or before August 31st. Once the school year begins, if half-day slots are available, Colonial may enroll children whose third birthdays are on September 1st or after.
- Parents/Guardians must agree that the information submitted via the Typical Peer Application is true and/or correct. Providing information that is not true and/or correct may result in a Typical Peer Application being removed from the Applicant Pool or the child being placed at the bottom of the waitlist.

## Typical Peer Lottery Process:

- If oversubscribed at the end of the Open Application Period, CEEP will hold a lottery in March, applying the preferences described below. Children whose applications are received after the Open Application Period will be placed on the waitlist. If not oversubscribed, CEEP will conditionally admit all students who apply during the Open Application Period, and will add students, based on the preferences below.
- Families will be notified of their child's invitation or placement on the waitlist on or before the last day of March.

## Preferences will be applied to fill CEEP Typical Peers slots in the order listed below:

1. Enrolled children who are eligible to return (not yet kindergarten age).
2. Children who attended CEEP as students with identified disabilities, have been dismissed from special education services, and are Colonial School District residents.
3. Siblings of children who are Colonial School District residents, are currently attending The Colwyck Center and/or John G. Leach School, and will be in attendance the next year. This preference may be applied to the siblings of newly accepted students before, during, and after the lottery period. The Sibling Preference is intended to keep families together. A sibling is defined as a biological/adoptive sibling, a step-sibling, or a foster child residing within the same household. Step siblings living in different households are not considered for a sibling preference. An alumnus of the school with a sibling applying for the following year does not qualify for the sibling preference. If a student is enrolled from the lottery based upon the sibling preference, and the student currently attending CEEP withdraws to go to another school, the sibling accepted during the lottery will be deemed to have lost acceptance status. Same age siblings will be treated as one single applicant unit, rather than as multiple applicants. When that one applicant unit is drawn in the lottery, the same age siblings will be numerically ordered on the waiting list or conditionally accepted dependent upon where in the lottery that applicant unit was drawn. NOTE: Siblings of current students must submit an application during the Open Application Period to receive the sibling preference.
4. Children who are eligible for Early Childhood Assistance Programming (ECAP) and are Colonial School District residents. A weighted criteria based on the 2016 Head Start Program Performance Standards will be applied. This criteria will be used to fill ECAP slots only, may be applied before, during, and after the lottery period.
5. Children who are eligible for Purchase of Care (POC) and are Colonial School District residents. Whenever possible, 50% of half-day Early Childhood (three year old) slots will be reserved for children who are POC eligible. This preference may be applied before, during, and after the lottery period.
6. Children who have a Preschool Speech Delay (PSD) and are Colonial School District residents. This preference may be applied before, during, and after the lottery period.
7. Children whose parents/guardians are Colonial Employees and reside in Colonial School District.
8. Children who reside in Colonial School District.
9. Children whose parents are Colonial School District Employees who reside outside of Colonial School District but within the state of Delaware.

## Typical Peer Invitation and Registration Process:

- **The families of invited children must take a program tour as part of the registration process.** Children whose families fail to attend a program tour will have their invitation rescinded, and will be placed on the waitlist.
- At any time, Colonial may choose to invite/enroll children who are district residents and have been evaluated for special education eligibility, but do not qualify for services.
- Parents/guardians of Typical Peers must complete updated Developmental Screening at least one time every 12 months, or as requested by CEEP Staff. Families who do not complete updated Developmental Screening as requested may be withdrawn from CEEP or excused from programming until Screening is completed.