

# Important Application/Admission Dates and Acceptance Information

The WCU Reading Center's Reading Programs run parallel to each fall, spring, and summer II semester of the University's current academic year. Applications are free and accepted at any time throughout the year. Upon acceptance and admittance into one of our programs, **the one-time total cost of tuition (per semester) is \$100.00.**

## Fall and Spring Programs:

Students admitted for a fall or spring program will attend **weekly one-hour tutoring sessions** over the course of the semester. Fall and spring tutoring sessions begin at **4:30pm and end at 5:45pm** (15 minutes is included for drop off/pick up time). Tutoring for our Fall 2015 session will be on Wednesday nights. Please contact the Reading Center in November to find out what night tutoring sessions will held for our Spring 2016 session.

### General admittance dates for the fall and spring:

- Fall tutoring typically begins in mid-September and ends the first or second week of December  
*-The review and admission notification process for fall semester admits does not begin until **August**.*  
*-In **late August**, after the admission notification process, the Reading Center Supervisor will set the exact start and end dates of the fall program.*
- Spring tutoring typically begins in early to mid-February and ends the first or second week of May.  
*- The review and admission notification process for spring semester admits does not begin until **late December/early January**.*  
*-In **late January**, after the admission notification process, the Reading Center Supervisor will set the exact start and end dates of the spring program.*

Reading Center staff will not be able to update you on the status of your child's acceptance into one of our sessions until the end of the review and admission notification process. At the end of this process, a Reading Center representative will contact you if your child has been selected to attend a session of the Reading Center's Reading Program; at this time you will be offered a seat in one of our programs and then asked whether or not you would like for your child to be fully admitted into the program. The Reading Center will hold your child's seat in the program for one week from the date of initial attempted contact/notification before offering your child's seat to another student. **Note:** Your acceptance confirms your commitment to attending EVERY session, and also your timeliness.

## Summer Programs

Students admitted for a summer II program will attend daily tutoring sessions for four days a week (Monday through Thursday) over a four (possibly five) week time period. Though exact start and end dates (and exact session times) for the program are not determined **until the first week of June**, the program usually begins at and runs for the full month of July.

The Reading Center runs two program sessions during summer II; one session is for students in grades K-4<sup>th</sup> grade, and the second is for students in grades 5<sup>th</sup>-12<sup>th</sup>. Each session is **an hour and fifteen minutes long**. The hour and fifteen minute sessions will typically fall within the time ranges of 8:00am to 10:15am for students in the K-4 level, and 10:30am to 12:45pm for students in grades 5<sup>th</sup> -12<sup>th</sup>.

### General admittance dates for the summer program:

- 1<sup>st</sup> and 2<sup>nd</sup> weeks of May**- Applications go under review
- Last week of May**- Reading Center Supervisor finalizes summer roster of seat offerings
- 1<sup>st</sup> week of June**- A Reading Center representative will contact you if your child has been selected to attend a summer session; at that time, you will be asked whether or not you would like to accept your child's seat. Note: Your acceptance confirms your commitment to attending EVERY session, and also your timeliness.

## Acceptance Information

If your child is selected to participate in one of West Chester University's Reading Programs, a WCU Reading Center representative will contact you during:

- August (for fall programs)
- Late December/early January (for Spring programs)
- First week of June (for summer programs)

If you are offered a seat into a Reading Program you:

- Have one week from the date of the Reading Center's initial offer to reply and confirm your child's acceptance. Failure to confirm will result in a forfeit of your child's reserved seat.
- Confirm your acceptance and commitment to having your child be on time and present for **EVERY** weekly tutoring session. **Perfect attendance is mandatory!**
- Agree to pay the one-time total cost of tuition (per semester) of \$100.00.  
-Payment is due before/by the date of your second scheduled tutoring session.
- You will receive a packet in the mail containing acceptance materials one to two weeks after you have confirmed your child's full acceptance. This packet includes a:
  - Welcome letter with important start dates, times, and ceremony information (as well as other helpful information specific to your child's current program)
  - Invoice for tuition
  - Campus map that indicates your expected drop off/pick up location, and the location of our Reading Center, Recitation Hall room 209
  - Teacher Report (this form should be given to your child's teacher for him or her to fill out and send back to the Reading Center)
  - Internet/Video Permission form
- Your email address will be included in a contact group of current Reading Center attendees so you can receive important notifications pertaining to your child's specific tutoring program. Please add [WCUReadingCenter@wcupa.edu](mailto:WCUReadingCenter@wcupa.edu) into your contacts so you are sure to receive our important notifications.  
-The Reading Center uses discretion when sending notifications; at the end of the program, your email will be removed from the contact group and you will not receive future emails if they do not pertain to you.
- On the first day of tutoring, your child will be given a Reading assessment by his or her tutors; tutors will develop their instruction and set goals for your child based off of the results of this assessment.
- On the last day of the program, you and your family members are invited to attend your child's last scheduled tutoring session, and join in celebrating his or her achievements. There will be no tutoring the day of the celebration; however, during that time your child's tutors and the Reading Center Supervisor will discuss and present your child's case report.

At the end of the program, please contact the Reading Center if you would like for your child to be considered for the next upcoming program. Please note, prior admittance/acceptance into one session does not guarantee admittance into future sessions. Please contact the Reading Center 2-4 weeks prior to the start of each respective application review period of the program for which you would like your child to be considered.

## If Your Child was not Accepted:

Admittance into the Reading Program is not first-come-first serve. There are many variables that determine a child's acceptance, such as; diversity, age/grade, child's need for support, etc.. If your child was not accepted and you would like to be considered for future sessions, please contact the Reading Center 2-4 weeks prior to the start of the respective application review period of each program for which you would like your child to be considered.

The Reading Center is currently working to update a tutoring list of recent Reading Center tutors. These tutors have either completed enough coursework in their M.Ed in Reading program, or have graduated and can now apply for their Reading Specialist Certificate. All tutors are certified teachers. This list will be made available once it has been completely updated (summer 2015). In the meantime, you may contact the Reading Center's Coordinator for recommendations, or email [WCUReadingCenter@wcupa.edu](mailto:WCUReadingCenter@wcupa.edu) and request to receive the list once it has been completely updated.