

Universal Preschool Frequently Asked Questions

Registration Information

Q: Who should I contact if I have questions about registration?

A: Please send an email to Preschool@zcs.k12.in.us, and someone from our team will get back to you.

Q: When does enrollment take place?

A: Enrollment opens in mid-January. Please check the Universal Preschool website for the specific enrollment window.

Q: Is enrollment done on a first-come, first-served basis?

A: No. If there are more interested families than available spaces, enrollment will be done through a lottery. Any family that has completed a registration request through EZChildTrack will be included in the lottery. Families will be contacted with results on the date listed on our website.

Q: How does the lottery work?

A: The EZChildTrack requests will be grouped by specifics (building locations, ages, number of days requested), and names will be drawn from those groups depending on available enrollment options.

Q: What is the first step to get started?

A: If your family is new to the GROW program, you will need to set up an account on EZChildTrack. Instructions for doing this are available on the Universal Preschool website. *Please note: Setting up an account does not enroll your child.* After setting up your account, you must complete registration on your eligible enrollment day.

Q: If I already have an EZChildTrack account, can I add a new child without creating a new account?

A: Yes. If you already have an account, you can add a new child during the enrollment process.

Q: I can't remember my EZChildTrack password. What should I do?

A: Contact Becca King at bking@zcs.k12.in.us for password assistance.

Q: My child is currently enrolled and returning next year. Am I automatically enrolled?

A: No. Returning families must complete registration each year to enroll for the following year.

Q: Which location should I choose?

A: You should enroll at the school assigned to your home address. If you are unsure, please contact Lynn Kissel at lkissel@zcs.k12.in.us.

Q: What if I move during the school year? Will my registration transfer?

A: Because we cannot exceed our child-to-adult ratio, it is unlikely that space will be available to transfer to another school location.

Q: What are the program levels and age requirements?

A: This information is posted on the Universal Preschool website.

Q: I have twins. Will both be enrolled if only one is selected in the lottery?

A: Families are entered into the lottery as a unit. If selected, we will do our best to accommodate both siblings.

Q: Is there a waitlist?

A: Yes. If your family is not selected for the lottery, we will contact you to see if you would like to be added to our waitlist or discuss other options.

Q: Can I delay my child's start date until later in the year?

A: Yes, but you must pay the fee to hold your child's spot until attendance begins.

Q: Can I tour the building before enrolling?

A: Due to high demand and six different preschool locations, we do not offer individual tours. However, there will be an Open House a few days before school starts where you and your child can visit the classroom.

Transportation, Drop-Off, Weather & Illness

Q: How does carline drop-off and pick-up work?

A: Unless your child is registered for a program (BAC, Eagle Rec), staff will meet you at your car at a designated location to receive/deliver your preschooler. Times vary slightly by school but are generally around 8:15 a.m. and 2:45 p.m. Details will be provided by your classroom teacher.

Q: Can I drop off my preschooler with their older Kindergarten sibling?

A: No. Preschoolers cannot be dropped off with kindergarten students unless the kindergarten child is enrolled in Bridge. Please avoid late drop-offs as they disrupt the preschool schedule.

Q: Can my preschooler ride the bus with an older sibling?

A: Bus service is only available to preschool children who qualify for Special Education services. Universal Preschool does not provide transportation.

Q: What happens when schools close due to weather?

A: Universal Preschool will offer care at Pleasant View Elementary when ZCS closes due to weather. Parents must provide lunch and drop off (no carline) at Door #3.

Q: Do I still pay if my child is absent or if preschool is closed due to circumstances beyond the district's control?

A: Yes. Tuition payments are still required so we can meet payroll costs.

Q: Do I pay if my child is out sick?

A: Yes.

Q: Do I pay if we go on vacation?

A: Yes. Tuition must continue during extended absences to hold your child's spot.

Extended Care Opportunities

Q: What before- and after-school programs are offered for preschool students?

A: Before and After Care (BAC) and classes through Eagle Recreation and Enrichment (ERE) are available. More information is posted on the Universal Preschool website.

Q: When can I enroll in BAC?

A: A start date for BAC enrollment has not yet been set. Our office will notify enrolled preschool families when that date becomes available.

Q: Is care available when ZCS is not in session?

A: Yes. GROW offers Access Days (Fall, Winter, and Spring Breaks) and ZCamp (summer). Enrollment is available through your EZChildTrack account.

Miscellaneous Information

Q: My child still has frequent bathroom accidents. Can I still enroll?

A: Yes, but children must be bathroom-independent by August 1. Staff and equipment are not available to handle frequent accidents.

Q: Can my child skip nap time?

A: All children participate in at least 30 minutes of quiet rest time. If a child falls asleep, we do not wake them, as this indicates they need rest. Quiet activities may be provided if needed.

Q: Do you provide lunch?

A: Families may send lunch from home or purchase lunch from the school cafeteria. Details are posted on the Universal Preschool website.

Q: What about snacks?

A: Families are asked to donate healthy snacks throughout the year. Your child's teacher will provide more information.

Transitional Preschool Program at Pleasant View Elementary

Q: What is the structure of the Transitional Preschool program?

A: The Transitional Preschool is a 50/50 program, meaning half of the students have Individualized Education Plans (IEPs) and the other half are "typical peers." If your child has an IEP unfortunately, they are not eligible for this program. Please let Chelsey Davern know if this is the case by emailing Preschool@zcs.k12.in.us.

Q: What is the teacher-to-student ratio in the Transitional Preschool?

A: The program maintains a ratio of 3 adults to 20 students' ratio, with 2 instructional assistants and 1 certified teacher (licensed in both General Education and Special Education). Universal Preschool teachers are not required to be licensed.

Q: Is the curriculum the same as Universal PreK? What does the curriculum look like?

A: The curriculum for Transitional Preschool follows the Early Learning Foundations from the Indiana Department of Education, like the Universal PreK program. Transitional Preschool also incorporates:

- Heggerty Reading Curriculum: Focused on phonemic awareness (rhyming, sound isolation, blending, and segmenting) to build early literacy skills.
- Learning Without Tears: A program that uses a multisensory approach to teach handwriting and early literacy skills in a fun, play-based way.
- Second Step Early Learning: A social-emotional learning curriculum designed to help children develop skills for managing emotions, problem-solving, and building relationships.

Q: Does the program offer bus transportation?

A: No, the program does not provide bus transportation.

Q: What are the hours for Transitional Preschool?

A: The hours for the Transitional Preschool program are from 8:00 AM to 2:30 PM. Different from 8:15 AM to 2:45 PM time for Universal Preschool.

Q: What is the nap-time policy? My child does not nap. Can he be provided with an alternative activity?

A: Children are required to have a rest time, though some children may fall asleep, and others may not. For those who do not nap, quiet activities are provided on their cot, such as a book bag or other calm activities. Alternative options like coloring or having a quiet space can be offered as well.

Q: Is learning separated into groups, or is it all together?

A: Learning in the classroom occurs in a combination of formats:

- Whole group instruction is typically followed by
- Small group learning stations where children practice what was taught during the whole group instruction. This provides opportunities for both group learning and individualized attention.