



## 2017-18 Universal Preschool Enrollment Guidelines

Registration opens Wednesday, January 18, 2016 at 8:00am EST for **all current and new** families who wish to enroll their child in our Universal Preschool Program for the 2016-17 school year. Unlike in the past, we only have one enrollment date this year.

Children will be accepted into classrooms at their desired preschool site based on priority. Currently enrolled students have first priority as long as they register on January 18. New families will be placed in any openings after current families have registered.

There is a \$150 non-refundable registration fee to enroll a child into Universal Preschool. Your credit card will not be charged until you have been accepted into a program. All registrations will go into "pending" status for up to 48 hours before confirmation into a program. If your desired program fills up we will contact you about whether you would like to choose a different preschool site within Zionsville Community Schools.

**NEW** preschool families must provide adequate paperwork **before** your enrollment will be accepted. The last day to turn in paperwork is Friday, January 13 at 4:00PM at the Educational Services Center at 900 Mulberry St. Only original copies are accepted. Electronic copies are not accepted. School offices do not accept enrollment paperwork. **Preschool students, enrolled in the 2016-17 school year do not have to submit paperwork to the ESC for the 2017-18 school year.**

See the registration site for more info: [ZCS School Enrollment](#)

- Proof of Zionsville School Corporation residency
- Birth certificate
- Current immunizations

## How to register through EZChildTrack

**What is EZChildTrack:** EZChildTrack is the online childcare management software we use for registration and billing. Through this site you can:

- Make online payments using credit card or bank account
- Register online for various programs (e.g. after-school care, summer camps, Bridge)
- Manage information on your child
- Manage information on family members, emergency contacts, etc.

- Enroll in auto-pay (automatic payment by credit card or bank account)
- Track account transactions
- Print invoices and payment reports
- Print Tax Statements

You can access the EZChildTrack portal by clicking on the link below, or you can visit the Zionsville Community School website, click on GROW/Childcare, and look for the EZChildTrack link.

Click Here: [EZChild Track](#)

**Please Note: You must submit your registration documents to the Educational Services Center (ESC) before completing your on-line registration. Your preschool enrollment will not be accepted until registration documents have been obtained.**

1. Choose New Customer- Open and Account (If you have a child who has been enrolled in Bridge, Summer Camp, BAC, you should already have an account).
2. Choose 2016-2017 Universal Preschool.
3. Fill out the information requested. Please have handy the names and contact information for your Emergency Contacts, anyone whom you authorize to pick up your child, plus your/your spouse's driver's license #. You will also need the contact for your child's doctor as well as allergy information.
4. Choose either Preschool (3 or 4) or PreK (4 by August 1<sup>st</sup> and Kindergarten bound for the following year).
5. Choose your enrollment choice which will include location. If it does not appear on the list, it is probably full.
6. Add your child.
7. Pay your non-refundable registration fee of \$150.

**After you complete your submission you will receive a confirmation email within 48 hours from GROW which will include your log-in information. Please keep that information in your records for future reference.**