



2019-20 Universal Preschool Enrollment Guidelines

Registration opens Wednesday, January 23, 2019 at 8:00am EST for **all current and new** families who wish to enroll their child in our Universal Preschool Program for the 2019-2020 school year.

Classroom placement is based on priority and available space. Current students have priority *only if they register **prior to January 23***. New families will be placed in available 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, we will contact you regarding your options.

NEW preschool families must provide required paperwork to the Educational Services Center **before** your enrollment will be accepted. **Deadline is Friday, January 18 at 4:00PM.** Only originals are accepted. We will make copies and return your originals. School offices do not accept enrollment paperwork. **Enrollment only takes place at the Educational Services Center 900 Mulberry St. Zionsville.**

Preschool students, enrolled in the current school year do not have to submit paperwork to the ESC for the next school year.

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

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 (use a computer and **not** a mobile device).

Click Here: [EZChild Track](#)

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

1. Choose new customer - open an account (if you have a child who has been enrolled in Bridge, Summer Camp, BAC, you should already have an account).
2. Choose the Universal Preschool year in which you want to enroll.
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 Pre-K (4 by August 1st 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.