

# 2019-2020



## GROW Handbook

Getting Ready for Our World

Before and After Care (BAC)  
Universal Preschool (UP)  
Kindergarten Bridge  
Middle School JAM @ PVE



The mission of GROW programming is to provide value-added, enriching, fee based services for families of Zionsville Community Schools.

## **GROW Contact Information**

For more information on **Before and After Care (BAC)**, **Bridge**, **JAM** or any of the **GROW** programs, contact the **GROW** Office at **317-733-4847**. For more information on **Universal Preschool** contact the UP Office at **317-873-1251**.

All **GROW** staff are employed by Zionsville Community Schools. As public school employees, all staff are subject to criminal history checks and are trained in Non-violent Crisis Intervention.

### **GROW Office**

Mailing Address:  
800 Mulberry St.  
Zionsville, IN 46077

Email: [grow@zcs.k12.in.us](mailto:grow@zcs.k12.in.us) or [preschool@zcs.k12.in.us](mailto:preschool@zcs.k12.in.us)

### **GROW Website**

<http://zcsgrow.zcs.k12.in.us>

#### **Grow Office Contact Info:**

#### **Rental and GROW Manager**

Becca King  
[grow@zcs.k12.in.us](mailto:grow@zcs.k12.in.us)  
(317)733-4847

#### **Universal Preschool Asst. Program Manager**

Debbie Hainer  
[dhainer@zcs.k12.in.us](mailto:dhainer@zcs.k12.in.us)  
(317)873-2858 ext. 11705

#### **Universal Preschool Program Manager**

Shelley Lantz  
[slantz@zcs.k12.in.us](mailto:slantz@zcs.k12.in.us)  
(317)873-1251

#### **GROW Business Manager & BAC Director**

Sue Gregerson  
[sgregerson@zcs.k12.in.us](mailto:sgregerson@zcs.k12.in.us)  
(317)733-4846

#### **GROW Director**

Julie Oakley  
[joakley@zcs.k12.in.us](mailto:joakley@zcs.k12.in.us)  
(317)733-4842

## GROW Program Information

*The policies and procedures in this handbook are designed to serve as guidelines for program management. They are not intended to create any contract or binding agreement between families and ZCS-GROW programming. All policies and procedures outlined in this handbook are subject to change or modification at ZCS-GROW's discretion at any time that particular circumstances warrant.*

### GROW Program Registration

Register for all GROW programs online at <http://zcsgrow.zcs.k12.in.us>. Click on the EZChild Track link. If you are new to GROW you need to set up an account first. If you are a current GROW family and do not know your account number you will need to contact the GROW office prior to registering. All families will access the Parent Portal to register, make information changes and to access account information. All new program enrollees will go into "pending". The GROW office will check for program openings and to make sure your account is paid in full before you will be invited by e-mail to continue registration.

**For registration questions e-mail Becca King at [bking@zcs.k12.in.us](mailto:bking@zcs.k12.in.us) or call (317)733-4847.**  
**For billing questions e-mail Sue Gregerson at [sgregerson@zcs.k12.in.us](mailto:sgregerson@zcs.k12.in.us) or call (317)733-4846.**

### Tuition Assistance Policy –

GROW has a limited number of need-based scholarships available each year which will be awarded to qualifying families. In order to apply for assistance, families should follow the steps below.

- See if your household income makes you eligible for assistance. [Income Eligibility Guideline](#)
- If you feel you are eligible contact the GROW office for a financial aid application. Follow the instructions on the application.
- Families who apply for assistance for BAC must provide proof that parents or guardians are employed or are full-time students and need before or after care while they work or go to school.
- If financial assistance is awarded the **ZCS-GROW account must remain paid up to date. If not, services will be cancelled after two delinquent months and future enrollment will be denied.**
- Occasional Care is not eligible for scholarship. Full rates apply.
- No Universal Preschool financial assistance applications will be accepted after May 15. All other GROW programs have until August 15 to apply.

### Payment Options and Deadlines

**GROW's** fee structure is designed as a monthly installment payment, for which your account is billed each month. The amount your account is billed will remain constant for the 10 billing cycles of the school year. After registration, your family will receive an email from EZChildTrack notifying you that you can set up your online account in the **Parent Portal**. You will pay your bill online and access your account information here. If you have any questions contact the GROW office. Payments for all GROW programming are due the 15th of each month. **GROW's** accepted forms of payment are Visa, MasterCard or e-check. On day 16 a \$35 late fee will be assessed for all accounts that are not paid in full. **All accounts must be paid in full before the next school year in order for any child in the family to be accepted into any GROW program.** Uncollected fees will be turned over to our collection agency. If the account is delinquent after two months, services will be stopped and the child will be de-enrolled from the GROW program. Auto-payment is the best option to avoid delinquency. Contact the GROW Business Director to make payment arrangements if needed. Student enrollment cannot be put on hold due to family travel. When you enroll your child in a GROW program, you are securing their spot for the entire school year. If de-enrolled from their program you will have to re-register and there is no guarantee the spot will be available when you return.

### **Late Pick-up Policy**

All BAC sites close at 6:00PM. A late fee will be applied for every minute past 6:00PM. 1<sup>st</sup> Occurrence: \$1.00/min/per child; 2<sup>nd</sup> Occurrence: \$2.00/min/per child; 3<sup>rd</sup> Occurrence: \$3.00/min/per child, etc. Dollar amounts increase as the number of late times increase. If you are running late or have an emergency please call the BAC site cell phone and communicate with the Site Lead. Children become very concerned when they have to wait for parents who are late. The communication with the Lead will help to ease their fears. BAC Leads work 8 hour days with split early/late shifts and so it is important that they are not staying past 6:00PM. If the Lead has not heard from the parent they will attempt to reach them and/or the emergency contact. If there has been no communication by 6:30PM the GROW Director will be called and possibly local emergency personnel. The GROW Director has the right to remove families from the program who have become habitual abusers of the 6:00PM pick-up policy.

GROW/BAC reserves the right to sever customer relationships with 48 hours' notice when it is clear that our services are not a match for a family as evidenced by repeat issues of concern for care, late or insufficient payment, or consistently negative or abusive communications with site or other GROW/BAC staff. While we are not perfect and can benefit from customers' feedback to ensure that the child experiences in BAC are of quality, it will not do for our caregivers or support staff to be disrespected by any parent. Contact BAC Director, Sue Gregerson [sgregerson@zcs.k12.in.us](mailto:sgregerson@zcs.k12.in.us) with concerns.

### **ZCS Discipline Policy**

The purpose of the school corporation's rules and policies for student conduct shall be to promote and maintain an atmosphere of respect which is conducive to learning and to carrying out the educational function and school purposes of the school corporation. Student supervision and the desirable behavior of students are responsibilities shared by students, parents, and teachers subject to the control of the principal of each school and the supervisory authority of the school corporation administrative staff. Standards of conduct apply in general to behavior in the classroom, on the school grounds, to all school-sponsored functions, and to any behavior outside of school which causes a substantial and material disruption of an educational function of school purposes. Rules or guidelines pertaining to student conduct are intended as a basis for the development of positive attitudes and appropriate behavior on the part of students interacting with parents, teachers, administrators, and others and are not meant to be simply punitive measures.

Suspension and/or expulsion may be considered for severe discipline cases. Due process procedures will be followed in these cases. A copy of the due process procedure is included in the parent/student handbook.

#### **BULLYING IS DEFINED IN I.C. 20-33-8-0.2 AND I.C. 20-33-8-13.5**

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect on the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to his/her school principal or designee who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the appropriate school personnel in charge of investigation. This report may be made anonymously.
5. The school principal or his/her designee shall investigate promptly all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken to

address the bullying conduct wherever it takes place. The parents of the bully and targeted student(s) shall be notified of the progress and the findings of the investigation and, as appropriate, any remedial action that has been taken to the extent disclosure is permitted by law.

6. The school principal or designee will be responsible for working with the school counselor and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined by this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment within the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
11. Training will be provided to school personnel and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

**Elementary BAC, Bridge, JAM and ZCS-GROW Day Camp have a discipline contract that will be electronically initialed at online registration. Students who cannot follow the discipline contract may be asked to withdraw from GROW programming.**

#### **ZCS Insurance Policy**

The school corporation does not provide medical or accident insurance on students, nor does it administer any special accident plan for purchase by students. You may wish to check with your health and accident insurance carrier to assure that your policy includes coverage for injuries to your child which may occur at school.

**BAC Director (BAC/Bridge/JAM):  
Sue Gregerson 317-733-4846  
[sgregerson@zcs.k12.in.us](mailto:sgregerson@zcs.k12.in.us)**

#### **Middle School JAM @ PVE**

Jam is a supervised middle school aged before and after school program housed at Pleasant View Elementary School. Students from both ZMS and ZWMS can participate in JAM and are transported from PVE in the morning and to PVE in the afternoons. AM and/or PM options are available. Jam participants are given a PM snack and an opportunity to complete homework. Wi-Fi is available for netbooks. Jam students have their own adolescent friendly lounge equipped with a flat screen TV and Wii, games, books and an iPod dock.

ZCS GROW staff will be running activity bus shuttles to and from ZMS/ZWMS for middle students who would like to participate in after school clubs, sports or other activities. 24 hour notice is required to request transportation for the GROW bus. ZCS will also transport middle school students from the ESC study hall to PVE on E-Days. On delay days GROW will transport

registered students to their middle school in time for the morning bell. An occasional care fee is charged for delay day attendance if not a full time JAM participant.

Fees: Registration fee of \$35 and monthly installment below

Full Time: 10 installments X \$210

AM: \$105 PM: \$105

Occasional Care: \$16 AM or PM

## **Kindergarten Bridge**

### **Guiding Principles**

This program is an optional hour of enrichment and play designed to “bridge” the kindergarten students’ day between 8:00AM – 9:00AM. This will allow students to participate in ZCS transportation and/or allow them to attend BAC. Students will participate in fine and gross motor activities, character development and social development activities.

### **Registration and Tuition Information**

**GROW’s Bridge Program** offers full time or occasional care. This full time plan is 5 days/week.

Families who wish for their children to participate less than 5 days per week can enroll in occasional care. The monthly fee for the **Bridge Program** will be \$100 for full time care and \$16 per day for occasional care. The \$20 registration fee is non-refundable.

<b>Plan</b>	<b>Registration Fee</b>	<b>Monthly Fee</b>
Bridge Program 8:00-9:00 AM	\$20	\$100 / 10 Pays

## **Before and After Care (BAC)**

### **Guiding Principles**

BAC sites are provided at your child’s elementary school so that your child can enjoy a safe and fun environment before and after their school day. The program provides academic study, physical activity and free time built into their day.

### **Activities**

Everyday activities vary in the **BAC** sites. Physical activity is a large component of the **BAC** daily schedule. All of our **BAC** sites have access to the playground at our ZCS schools, and most **BAC** sites have regular access to the school gymnasium throughout the winter.

Participants in the **BAC** program will be provided snack after school at 2:30 PM each day. One of the most family friendly features of **BAC** is that each day, immediately following snack time in the afternoon, children are given the opportunity to work on their homework. For approximately 20 - 30 minutes, **BAC** Site Leads and Assistants work to ensure a quiet and respectful environment in which students can fully concentrate on their studies. The PM BAC program offers two activity sessions per day.

**Inclement Weather Policy**

**BAC Basic Plan** enrollees are welcome to take advantage of **BAC** beginning at 6:45 AM on inclement weather days.

**Delay Days:** Families who need to use before school care on delay days and are enrolled in **BAC's** Occasional Plan will be charged their regular occasional care rate for sessions attended.

**Full Day Cancellations:** On days when school is cancelled, **BAC** will be made available at our **Pleasant View Elementary** site. Please use entrance 2 in the upper building. Your child will need to **bring a lunch on these days**, as ZCS Food Service is unavailable when school is cancelled.

**Midday Cancellations:** Should it be determined that school must be cancelled during your child's regular school day, **BAC** will be provided at your child's **regular site until 6:00 PM.**

**Access Day:** Check the ZCS main webpage for up to date information regarding whether the PVE site will remain open during a school cancellation.

**Safety and Security**

All families will be given a pin code which will access the designated site door. This code should not be shared with others. The code will change monthly. The Site Lead will notify you of the new code prior to the change.

**Attendance Procedure**

BAC Site Leads have tablets where families will enter a family code for check-in (AM) or check-out (PM). This is a unique family pin code.

<b>BAC Site Leads and Cell</b>		<b>Phones</b>	<b>Entry Door</b>
Karen Bourbeau	Eagle (PK-4)	317-690-0938	#6
Tina Tamburini	PVE (PK-8)	317-524-8038	#2
Sue Lewis	SGE (PK-4)	317-524-8036	#14
Trever Dixon	Union (PK-4)	317-524-8704	#15
Tahereh Kahedizadeh	BME (PK-4)	317-696-9533	#1
Vicki Stewart	ZWMS (PK)	317-605-8223	#2

**BAC Fee Structure**

**BAC** allows families to adapt care as needed through the offering of multiple plans. In addition to our regular plans, **BAC** helps your family to optimize care for your children, by offering a variety of options for care on days on which school is not in session. Our Access Day Packages offer families the opportunity to truly rely on BAC for all of their childcare needs.

**Basic Plan**

This is our most popular offering. Families who choose to enroll their children in the **Basic Plan** will have access to carefully selected and nurturing caregivers every school day from 6:45 – 8:00 AM and/or 2:30 – 6:00 PM. On inclement weather delays BAC is open from 6:45 – 11:00 AM, and days on which school is canceled from 6:45 AM – 6:00 PM. Preschool hours are 6:45-8:15AM and/or 2:45-6:00PM.

**Occasional Care Plan**

For families who would prefer to have their children join in the activities at **BAC** less than 5 days per week, we offer our **Occasional Care plan**. All fees for **Occasional Care** must be paid in full prior to service.

We do require that all of our **Occasional Care** families access the EZChild Track website and pre-register and pre-pay for Occasional Care. In extenuating circumstances, call the GROW office at (317)733-4847 for any last minute needs.

**BAC Registration and Tuition Information**      **Registration fee is non-refundable.**

<b>Plan</b>	<b>Registration Fee</b>	<b>Monthly Fee (10 total)</b>
<b>Basic AM BAC</b> 6:45 – 8:00 AM	\$35	\$115 10 Monthly Pays
<b>Basic PM BAC</b> 2:30 – 6:00 PM	\$35	\$320 10 Monthly Pays
<b>Basic AM/PM BAC</b> 6:45 – 8:00 AM And 2:30 – 6:00 PM	\$35	\$350 10 Monthly Pays
<b>Occasional Care AM</b> 6:45 – 8:00 AM	\$55	\$15.00 per session
<b>Occasional Care PM</b> 2:30 – 6:00 PM	\$55	\$25.00 per session
<b>Occasional Care AM/PM</b> 6:45 – 8:00 AM And 2:30 – 6:00 PM	\$55	\$40.00 per day

**Access Day Fees**

There are multiple days throughout the school year in which school is not in session, yet many families still need care for their school aged children. **BAC** offers the opportunity to purchase care for those days. Parents must send a sack lunch on Access Days. Lunch is not provided, but one afternoon snack is included. All Access days are held at one central location – Pleasant View Elementary School – enter Door 2. Parents will be called if their child cannot behave properly at an Access Day and may be asked to pick up their child early with no refund.

Please note that all fees for our **Access Days** are one-time fees. Fees for your chosen **Access Days** must be paid prior to the first date of service. There is no second child discount for Access Days.

<b>Grades K - 8</b>	<b>Registration Fee</b>	<b>Daily Rate</b>	<b>2019-20 Access Days</b>
<b>Dates of Service</b>	<b>\$35</b>	<b>\$55/day</b> Any Access Day Sign up in EZChild	Oct. 14-18 Jan. 2 – 3 Jan. 20 Feb. 17, 18 Mar. 27, 30, 31, April 1-3



## **ZCS Preschool Programs**

[Preschool@zcs.k12.in.us](mailto:Preschool@zcs.k12.in.us)

317-873-1251

### **Universal Preschool Staff**

#### **Universal Preschool Program Manager**

Shelley Lantz

[slantz@zcs.k12.in.us](mailto:slantz@zcs.k12.in.us)

(317)873-1251

#### **Universal Preschool Asst. Program Manager**

Debbie Hainer

[dhainer@zcs.k12.in.us](mailto:dhainer@zcs.k12.in.us)

(317)873-2858 ext. 11705

#### **Zionsville West Middle School Site**

5565 S. 700 E.

Whitestown, IN 46075

#### **Pleasant View Elementary Site**

4700 South 975 East

Zionsville, IN 46077

#### **Union Elementary Site**

11750 E. 300 South

Zionsville, IN 46077

#### **Boone Meadow Elementary Site**

5555 Main St.

Whitestown, IN 46075

#### **Eagle Elementary Site**

350 N. 6<sup>th</sup> St.

Zionsville, IN 46077

#### **Stonegate Elementary Site**

7312 W. Stonegate Dr.

Zionsville, IN 46077

**Developmental** Preschool follows the ZCS calendar and is available for students eligible for Special Education services only. Some preschool sites do not offer DP services. Your child may need to be relocated if it is determined that they need services.

### **Universal Preschool Sites**

Families may choose any site for their child to enroll based on convenience to their home or work. Families may not switch their site once school starts whether they have relocated or not unless there is an opening at the desired school. ZCS and Universal Preschool will make every effort to honor enrollment registration at each site; however, K-4 enrollment may dictate space availability which may necessitate a relocation or closure of some preschool classrooms. If K-4 enrollment necessitates a UP closure after the registration window, all registration fees will be reimbursed to the family. **Families registering for UP placement acknowledge there is no guarantee of this service as our buildings must support the core mission of our K-4 programming in ZCS.**

### **Access Days**

All school year Access Days for Universal Preschool will be housed at **Pleasant View Elementary School**. All other sites will be closed during all ZCS school closings.

### **ZCS Universal Preschool Guiding Principles:**

Children learn through actively participating in their environment. We will help the children use their hands and senses to experiment, explore, and discover their surroundings. Each child will be treated with dignity as the child's successes and strengths will be celebrated.

Universal Preschool provides a hands-on learning experience, focused on the whole child, in an inclusive and supportive environment that ensures maximum growth for life-long learning. We will also be using a style of instruction known as social language curriculum. This involves speaking to and teaching the children in a manner that will aide them as they make friends, follow directions, and learn more about our world. The Indiana Foundations for Young Children will be the framework for Universal Preschool academics. At Universal Preschool, our focus is on fostering a love for learning while also challenging students to do their personal best.

### **Kindergarten Readiness**

Many students may have advanced knowledge of mathematics and literacy with parents at home in a 1:1 setting. However, to be ready for kindergarten, students need to have control over their bodies and actions in a group setting. This is why Universal Preschool adopted the Second Step Social Emotional Learning Curriculum for younger students. We use whole body listening which teaches social skills to students with sophisticated minds. Knowing how to read and perform advanced math skills is important, but having advanced knowledge is not the only skill students need to be successful in a classroom setting. Our end of the year assessment and basic goals for the year help to insure that all students have a baseline of knowledge of academics and social skills before entering Kindergarten. We are also able to identify which children are ready for greater challenges and will make sure each child's needs are met. Parents may choose to keep their child in Universal Preschool for a third year, but Universal Preschool requires a five day enrollment and the placement with a new Lead teacher for the third year. In order for Pre-Kindergarteners to prepare for Kindergarten, Universal Preschool feels a five day full placement is the best option. However, we realize that every student progresses at his or her own pace. There may be a limited number of three day and two day options available in our Pre-Kindergarten classrooms for the 2020-2021 school year. If available, these spaces will be filled on a first come, first serve basis.

### **Attire**

As **UP**'s philosophy of education centers on an active classroom environment, we strongly recommend that children come dressed in clothing appropriate for activity. Children will run, experience sensory input, and participate in group time that will require them to be physically active every day at **UP**. We recommend that children come to school each day dressed in play clothes and sneakers for their safety and well-being while at **UP**. It is also recommended that a change of underwear, top, and bottom remain in your child's classroom

at **UP**. Though we don't anticipate needing this extra clothing on a regular basis, accidents do happen. We recommend that a set of clothes with their name clearly marked be sent with your child to school on the first day of their **UP** experience.

### **Outdoor Activity**

Children will go outside at midday as often as possible. **UP** staff will make the determination as to whether outdoor play is appropriate based on weather conditions and precipitation. Children will be allowed outdoor play time in winter. Children should bring snow pants/suits, boots, hats, gloves/mittens, coats, and any other snow apparel with them if directed by the preschool Lead teacher.

### **Rest Time**

**UP** participants who are enrolled for the duration of the day will be given a rest time after lunch and recess. Rest time is scheduled for approximately 30 - 90 minutes after their lunch time. During rest time children are allowed to have a pillow, stuffed animal, and/or blanket from home. These items will be kept on their personal cot in their classroom. Your child should take their belongings home on a regular basis for cleaning. We typically recommend weekly cleaning of personal items.

### **Personal Belongings**

Other than comfort items for rest time, necessary supplies for class, or items specifically requested by our classroom teachers, we recommend that children do not bring personal belongings with them to **UP**.

### **Drop Off and Pick Up Procedures**

Arrival: 8:05-8:15am; Dismissal: 2:35-2:45pm Car line drop-offs/pick-ups will not begin in the fall until notification from the child's teacher. See your teacher for half day program procedures. Please limit late arrivals and early pickups to minimize classroom disruption. No child is dismissed to an outside agency before the end of the academic day.

### **Late Pick-Ups**

Children who are not picked up by 2:50PM will be taken to BAC. If the child is not registered for BAC a registration fee and an Occasional Care fee will be assessed. If the child is registered for Occasional Care BAC – the daily fee will be assessed.

### **Meals and Snacks**

Parents will be asked to donate snacks for participants. The classroom teacher will set up a schedule and provide a list of appropriate snacks. This will probably occur for one week each semester. Lunch is not provided as a part of tuition. Send in a sack lunch or place money in your child's lunch account if you would like them to have the school lunch. ZCS is a "**nut separated**" environment. Students who have a nut allergy will eat at a nut-separated space in the lunch room. Send in a snack from home if your child has a food allergy as we cannot be 100% sure our snacks have been manufactured in a nut free facility.

### **Family Communication**

Throughout the year, families will receive communication, via email, from their child's **UP** Lead, the building principal and the GROW Director. These updates will contain information on classroom activities, special events, and upcoming celebrations.

Please know that all **UP** Leads are encouraged to promote open lines of communication with our families. Two way communications is imperative, as we strive to create an environment in which your child can be optimally successful. If you have concerns, please discuss these directly with your child's teacher before contacting administration.

**Assessments** will be sent home up to 3 times per year so that you can see your child's progress. Parents are not permitted to observe during evaluations in order to minimize disruption and also so that the child is observed in their consistent preschool setting.

### **Birthdays**

Universal Preschool staff work to ensure that each child's birthday is recognized. In order to align with the Zionsville Community Schools wellness policy and to minimize interruption to instruction, birthday sweets are not allowed. Invitations can be distributed at school only if there is one for every class member.

### **Three Year old Enrollment Requirements**

- All children must be age three by August 1. Birth certificate must be provided before registration will be accepted.
- All children must be toilet trained in order to attend Universal Preschool. Occasional accidents may happen, but repeated wet/soiled pants take away from the academic goals of our program. Families may be denied continued enrollment and registration fee will not be refunded.

### **Pre-K Enrollment Requirements**

- Must be age 4 before August 1. Birth Certificate if a new enrollment.

### **REQUIRED DOCUMENTATION to complete preschool registration:**

To enroll in Zionsville Community Schools Universal Preschool program, you must reside within the district boundaries and provide the following documentation listed below. Your child's enrollment will not be official until these documents have been submitted to the ESC at 900 Mulberry St:

- two of the following pieces of proof of residency: (All documentation is subject to verification.)  
2 original, different current utility bills (e.g.: gas, electric, water, sewer) (Cell phone bill or driver's license are not acceptable.)

OR 1 current utility bill and 1 of the following:

- signed rental agreement with date of occupancy
- signed purchase agreement with closing date
- signed closing documents
- signed letter from builder (on letterhead) with closing date
- original birth certificate or current passport
- immunization records
- registration form, which you may elect to print and fill out at home or fill out in our office

Click on the [Registration](#) tab on the ZCS webpage for more information.

### **Background Checks**

Family members who wish to volunteer or visit their child's school must complete a Full Criminal History check to volunteer or a Safe Visitor Scan with their license at the school office to visit. For details click here.

### **Volunteers and Visitors**

### **Before and After Care (BAC) Options for Universal Preschool Families**

Families will have access to their BAC program from as early as 6:45 AM to as late as 6:00 PM. BAC time is exploration time for children in which they are allowed to participate in planned centers, have snack, and access our active play facilities.

Those who choose the **Universal Preschool Before and After Care** will receive a **PIN number** by which they will access the building between the hours of 6:45 – 8:15 AM and 2:45 – 6:00 PM and is only activated on days **Universal Preschool** is in session during the prescribed times. These are unique to the site and should not be shared with others. The code will change monthly. The Site Lead will notify you of the new code. ZWEST does not have a code system, but they do have a video phone system for entrance.

Morning BAC is closed to preschoolers during school **delays**. Preschool carline will start at 10:05am or if the delay turns into a cancellation day preschoolers can go to PVE for Access Days.

### **BAC Attendance**

BAC Site Leaders have tablets where families will enter a family code for check-in (AM) or check-out (PM). This is a unique pin code for each family. There is no longer a paper attendance sheet therefore tracking of individual parent/guardian pick-ups will not be tracked.

### **Preschool Attendance**

Preschool classroom enrollment is limited due to state student to adult ratio guidelines. All of our sites have waiting lists for families who want their child registered into our preschool program. Therefore, we cannot approve a family who wants to suspend tuition payments and hold their child's spot so that they can take an extended vacation. If you unregister, the spot will be filled. If a spot is available at any of our sites when the family returns you will be required to pay the \$150 registration fee to enroll the child again.

## **Inclement Weather Policy**

### **School Cancellation**

On days when ZCS is cancelled, Universal Preschool and BAC will operate on the child's regular schedule at Pleasant View Elementary 4700 South 975 East. Site Cell Phone: 317-524-8038. The full year Preschool Leads run preschool on these days. Your child will need to bring a lunch to school, as ZCS Food Service is unavailable. Please park and walk your child to Door 14. The car line does not operate on a cancellation day. If you need BAC on these days you need to drop off at PVE Door 2 and a BAC staff member will greet you.

### **Midday Cancellations**

Should Zionsville Community Schools cancel early during your child's regular school day, **UP** will operate as usual, but parents can pick up early due to weather concerns.

### **Delays**

**Universal Preschool** is delayed. Carline will begin at 10:05am. (UP morning BAC is not open on school delays.)

**GROW (UP or BAC) will NOT operate if a state of emergency is declared in Boone County.**

**2019-20 Universal Preschool Registration and Tuition & BAC Rates Information**

Universal Preschool <u>Tuition</u> Payment Schedule						
Schedule	T/TH – Day Plan (3/4yr only)		M/W/F – Plan (3/4yr only)		5 – Day Plan	
Plan	<u>Partial Day</u> 8:15 AM – 10:45 AM	<u>Basic</u> 8:15 AM – 2:45 PM	<u>Partial Day</u> 8:15 AM – 10:45 AM	<u>Basic</u> 8:15 AM – 2:45 PM	<u>Partial Day</u> 8:15 AM – 10:45 AM	<u>Basic</u> 8:15 AM – 2:45 PM
Registration/Annual Fee	\$150	\$150	\$150	\$150	\$150	\$150
Installment Fee 10 monthly installments	\$260	\$367	\$362	\$442	\$556	\$618

Universal Preschool <u>BAC</u> Payment Schedule						
Schedule	T/TH – Day Plan (3/4yr only)		M/W/F – Day Plan (3/4yr only)		5 – Day Plan	
	\$180 AM/PM		\$230 AM/PM		\$385 AM/PM	
Plan	<u>AM</u> 6:45 AM – 8:15 AM	<u>PM</u> 2:45 PM - 6:00 PM	<u>AM</u> 6:45 AM – 8:15 AM	<u>PM</u> 2:45 PM - 6:00 PM	<u>AM</u> 6:45 AM – 8:15 AM	<u>PM</u> 2:45 PM - 6:00 PM
Occasional Care	\$15	\$25	\$15	\$25	\$15	\$25
Installment Fee 10 monthly installments	\$58 AM	\$160 PM	\$70 AM	\$200 PM	\$115 AM	\$328 PM

**UP** offers plans ranging from 2 days per week to 5 days. Registration fee is non-refundable. UNIVERSAL PRESCHOOL Program change fee is \$25 per request. Anytime families alter their child's preschool schedule there are tedious changes that need to happen in many systems and programs. If you request a change there will a fee added to your account.

## Access Day Fees

There are multiple days throughout the school year in which school is not in session, yet many families still need care for their school aged children. **BAC** offers the opportunity to purchase care for those days. Parents must send a sack lunch on Access Days. Lunch is not provided, but one afternoon snack is included. All Access days are held at one central location – Pleasant View Elementary School – enter Door 2. Parents will be called if their child cannot behave properly at an Access Day and may be asked to pick up their child early with no refund. Please note that all fees for our **Access Days** are one-time fees. Fees for your chosen **Access Days** must be paid prior to the first date of service. There is no second child discount for Access Days.

	<b>Registration Fee</b>	<b>Daily Rate</b>	<b>2019-20 Access Days</b>
<b>Dates of Service</b>	<b>\$35</b>	<b>\$59/day</b> Any Access Day Sign up in EZChild	Oct. 14-18 Jan. 2 – 3 Jan. 20 Feb. 17, 18 Mar. 27, 30, 31, April 1-3

### Future GROW Winter Break Access Dates at PVE for Pre-K – 8<sup>th</sup> Graders

#### 2019

Closed Dec. 23 – Jan. 1

Open Jan. 2, 3, 2020

#### 2020

Open Dec. 21, 22, 23; 28, 29, 30

Closed Dec. 24, 25, 31, Jan. 1, 2021

#### 2021

Open Dec. 20, 21, 22; 28, 29

Closed Dec. 23, 24, 27, 30, 31

#### 2022

Open Dec. 21, 22, 27, 28, 29