

## **FAQ for TOTS/All Aboard Registration 2021-2022**

### **Registration Information:**

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

A: Donna Benedict is the registrar and can answer questions about registration. She can be contacted by phone at 317-867-8017 or by email at [benedictd@wws.k12.in.us](mailto:benedictd@wws.k12.in.us)

Q: When does enrollment take place?

A: Enrollment is open from January 11th at 6:00 am through February 8th, 2021 at 11:59 pm on the program's webpage at [www.wws.k12.in.us](http://www.wws.k12.in.us)>departments>Student Support Programs>EZChildTrack>then choose either 2021-2022 TOTS or 2021-2022 All Aboard.

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

A: No. If there are more families than spaces, enrollment will be done through a lottery on February 10th, 2021, weather permitting. Any family that has all required documents submitted will be in the lottery. This is usually a public event but because of COVID, nobody will be allowed to attend. Families will be notified about lottery results by February 16th, 2021.

Q: What do I need to do to be included in the lottery?

A: The online registration, information form, birth certificate(if the child is born), proof of residency, and registration fee must be submitted to WWS Administration Building in care of Donna Benedict 1143 E. 181st Street Westfield, IN 46074 by February 8th, 2021.

Q: What is the first thing I need to do to get started?

A: If your family is new to TOTS/All Aboard, you will need to set up an account on EZChildTrack. The instructions to do this are included at the end of this document. Please Note: **Setting up an account does not enroll your child.** After you set up your account, you then need to do the registration.

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

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

Q: I am trying to login to my EZChildTrack account but can't remember my password. What do I do?

A: Call Donna Benedict at 317-867-8017 to get help resetting your password.

### **Registration Information (continued):**

Q: What if I am a returning family to TOTS and All Aboard?

A: Returning families need to complete registration each year in order to enroll the child for the next year.

Q: What location do I choose when I am enrolling my child for All Aboard?

A: When you complete your enrollment online, choose your first choice school site. In the event that your first choice school site is full and you are okay with an alternate location, you will want to rank the school sites on the information form. By choosing more than one location, your child may go to the next level of the lottery if you aren't selected for your first choice school.

Q: What are the levels and age requirements?

A: Infants must be at least 12 weeks old but not more than one year old by August 1, 2021. Toddlers must be between one year old and three years old by August 1, 2021. Preschoolers must be three years old by August 1, 2021 and MUST be completely toilet trained. All Aboard students must be four years old by August 1, 2021 and MUST be completely toilet trained. More information on required milestones will be shared in the parent handbook upon acceptance into the program and are also included on the recording meeting.

Q: How do I know which level to sign my child up for?

A: You need to use the age your child will be before August 1, 2021. If your child is not yet born, use the date you completed registration online and use the due date on the information form.

Q: What is the All Aboard Readiness Plan, and if I want to sign my child up for Readiness and am wondering how that impacts our chances for a spot in All Aboard.

A: All Aboard Readiness is the part-time plan that meets Tuesdays, Wednesdays, and Thursdays from 8 a.m. to 1 p.m. When the lottery is done for placement into All Aboard, full time families are chosen first. Should there be additional spots available, Readiness families go through a lottery for the available spots.

Q: My child will be three by August 1st, 2021 but I don't have older children in the school district. Is there any chance my child could get a spot in a TOTS preschool classroom?

A: Families who have older children in the school district get first priority during the lottery. Should there be additional spots, families who don't have children already attending a school in the district would be put into a lottery for any available spots.

### **Classroom Locations:**

Q: Can you tell me exactly which school my toddler's class will be housed at?

A: No. Our site locations are dependent on elementary enrollment at each school. Because of this, all TOTS enrollments should select Monon Trail as the school site. Once enrollment is completed and the sites and rooms are approved by administration, you will be notified of your child's TOTS classroom location.

Q: I am a teacher. If I have children in different classes, am I guaranteed that they'll be at the same school?

A: No. Unfortunately the TOTS classes are placed in schools based on available rooms. We try our best to keep the number of drop off spots to a minimum. This is done by considering the teacher's work location, their residence, and the nearest school to those two locations.

Q: I want my child to be in TOTS or All Aboard but don't want to start until later. Is that a choice?

A: Parents who plan to start at the beginning of the school year will get first choice in the lottery. Those who choose to delay the start date will be moved to the end of the list and will be required to pay 50% of the regular rates to hold the spot till a later date. This applies to infants when the child is twelve weeks or older.

### **Extended Care Opportunities:**

Q: My job requires me to work year round and not just days on the school calendar. Will there be care available for my child on days when elementary school isn't in session?

A: Children who are in the preschool or All Aboard program will have the option to sign up for fall break, the day before Thanksgiving, Winter Break (doesn't include December 24, 2021 or December 31st, 2021), President's Day, Spring Break, and Summer Care. There is no school on Martin Luther King Jr. Day so that staff can participate in training.

Q: I need care for my child during the summer of 2021. Will that be available?

A: Yes. Summer care will be available for three and four year olds at an additional cost and with a separate registration. The summer program begins June 7 through August 4, 2021. Your child does not need to be enrolled in 2021-22 TOTS or All Aboard to enrollment for summer. Summer enrollment for preschool and pre-k is limited, and online enrollment begins March 1, 2021.

**Payment Information:**

Q: Where can I find information about cost and days available for care?

A: The program webpage has information about fees and other costs.

Q: I know that schools sometimes close due to bad weather. Will TOTS/ All Aboard stay open if the weather is bad?

A: TOTS preschool and All Aboard will remain open on bad weather days unless Hamilton County issues a travel warning or there are circumstances out of the district's control. Programs will open at 7:15am instead of 6:45am to allow grounds crews to better clear snow/ice. TOTS infants through two year olds will attend at Monon Trail and the program will be open from 8:00am-11:30am. Preschool and All Aboard will open at the regular locations from 7:15 am to 5:30 pm.

Q: If my child misses or the program closes because of bad weather or circumstances out of the district's control, will I be required to pay?

A: Because our programs are fully funded through parent fees, and we do not get any funds from the school district, parents are required to pay so that we can continue to meet our payroll costs.

Q: With COVID, children are sometimes asked to quarantine. Do I pay if my child has to quarantine?

A: You will be required to pay if your child is asked to quarantine so that we can continue to pay our classroom employees. In the event that a whole class is quarantined, you would not be required to pay unless your child was the reason for the class quarantine.

**Miscellaneous Information:**

Q: Where are the classes at each level located during the 2020-21 school year?

A: Infants are at Monon Trail Elementary. The young one year olds are at Shamrock Springs Elementary and the older ones are at Washington Woods Elementary. Both two year old classrooms are at Monon Trail Elementary. One preschool classroom is at Oak Trace and the other is at Washington Woods. Each elementary school has an All Aboard. Because of growth within the district, we can't guarantee that classes will remain at these locations.

**Miscellaneous Information (continued):**

Q: My child still has frequent accidents and is not independent in the bathroom. Can I still sign my child up for TOTS preschool?

A: Yes BUT your child will need to be independent in the bathroom by August 1st. We are a state licensed facility and are required to have specific changing equipment if a child is not toilet trained. Our three and four year old classrooms do not have this equipment so children need to be completely toilet trained by August 1, 2021.