



UNIVERSAL PRESCHOOL UPDATE 3.17.25

PURPOSE

This document offers Universal Preschool updates to local providers.

UPDATE

The second round of matching is now complete. Providers can review their matched families in the Provider Portal under "Placed" status.

What you need to know:

- **March 12 - March 21:** Providers review and accept or decline matches.
- **March 23rd** - Your LCO will finish reviewing your declines if you submitted any.
- **March 24, 12:00 pm:** Matches will be published to your Families!

What you need to do:

- Please review MATCHING instructions beginning on [page 23 of the Provider Handbook](#).
 - **To ACCEPT a match: you do not take any action.** Simply leave the student as "Placed"; the system will move any placed student to be matched based on the matching timeline.
 - **To DECLINE a match:** you must select the decline button, enter the decline reason, and click submit. Note: Once you submit the decline form, it is forwarded to your LCO for review.

We recommend that you review your matches as soon as possible and let your LCO know when you have completed your review.

Reminders

The Enrollment form for the 2025-26 school year is ready for providers to fill out. Be advised there are some changes, which look slightly different from the 2024-25 enrollment form.

ROUNTABLES

Next Roundtable: Will be March 20th at 11:00 AM and 6:00 PM. The zoom link is on the UPK page at www.jointinitiatives.org/upk. We will go through the direct enrollment steps and answer any other questions that you may have.

CORRECTION TO MINIMUM HOURS REQUIRED PER PROGRAM PER YEAR

This information is on Page 7 of the Provider Handbook.

PROVIDER PROGRAM & DURATION

A provider can offer many program options for families to choose from. "Duration" is the number of hours per week a program offers. Program types include:

- **PART-TIME** 10-15 HRS/WK, AM or PM
- **HALF-DAY** 15-30 HRS/WK, AM or PM
- **FULL-DAY** 30-40 HRS/WK
- **EXTENDED DAY** 41+ HRS/WK
- **OTHER** - If a location offers weekly hours that do not fit into these categories, a program duration may begin with "Other." Because child care licensing requirements require meals when children attend for more than four (4) hours as (as outlined above), meal time can be included in the instructional hours to determine the half-day (15 hours) and full-day (30 hours) rate, depending on the schedule and program design.

Example: 12-hour program adds their lunch time and therefore accesses the 15-hour rate. A 25-hour program includes lunch as part of instructional time, thus extending the total time to 30 hours. Mealtime cannot be included in the instructional hours for part-time preschool programs.

PRESCHOOL SERVICE

- A minimum of 10 hours per week is considered "part-time," requiring at least 360 hours of direct services per program year
- A minimum of 15 hours per week is "half-day," requiring at least 450 hours of direct services per program year
- A minimum of 30 hours per week is "full-day," requiring at least 900 hours of direct services per program year

Have a great week and thanks for all that you do for children and families!