

Campbell County Schools

Preschool Program Handbook

<http://www.campbellcountyschools.org/>



Director of Special Education – Dr. Laura Clarke
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Main Office – 101 Orchard Lane, Alexandria KY, 41001 / Phone – 859-635-2173

Transportation – 859-635-2161

PRESCHOOL INFORMATION

All Classrooms – Monday-Thursday

AM – 8:30-11:30 am

PM – 12:20-3:20 pm

TIMES ARE APPROXIMATE

Cline Elementary

5586 E. Alexandria Pike, Cold Spring, KY 41076
859-781-4544
Principal – Connie Ryle

Crossroads Elementary

475 Crossroads Blvd, Cold Spring, KY 41076
859-441-9174
Principal – Kim Visse

Campbell Ridge Elementary

2500 Grandview Road, Alexandria, KY 41001
859-448-4780
Principal – Tony Mazzei

Reiley Elementary

10631 Alexandria Pike, Alexandria, KY 41001
859-635-2118
Principal – Susan Rath

PRESCHOOL PROGRAM GENERAL INFORMATION

CURRICULUM

Campbell County Schools' preschool program uses the High Scope Curriculum which is research based and emphasizes learning through doing.

ATTENDANCE/MEALS

1. Preschool students attend four days per week (Monday-Thursday) for a half day. Teachers will contact families if attendance is irregular or if the child has been absent for (4) consecutive program days.
2. Morning classes are 8:30am-11:30am (approximately). Afternoon classes are 12:20pm-3:20pm (approximately). Participation in morning or afternoon preschool is determined by transportation boundaries. This placement is unrelated to IEP or car rider status. Questions about boundaries should be directed to the transportation department - 859-635-2161.
3. Morning students will be served breakfast, and afternoon students will be served lunch. Check with your teacher for prices.

TRANSPORTATION

Transportation for preschool students is two-way (home to school/school to home).

HOME VISITS

Each student's family will have a minimum of two home visits a year with the preschool teacher. These will typically occur on Friday and may be conducted virtually.

CALENDAR

The start and end date for preschool is listed on the district calendar and posted on our website. For 2021-2022 the start date is August 15, 2022. The end date is May 18, 2023. Classes will be cancelled in the event of inclement weather. Parents will be notified via the all-call system as well as local weather and radio stations.

PRESCHOOL STUDENTS WITH DISABILITIES

1. Students with disabilities may attend the preschool program at ages three and four.
2. Preschool children eligible for special education must have an Individual Education Plan (IEP) instead of a 504 plan to receive State-Funded Preschool program services.
3. Students with disabilities may be transported to the program by the school district.

STUDENTS AT-RISK

1. Children eligible for the State-Funded Preschool program include three- and four-year-old children identified with disabilities and four-year-old children who are at-risk, as defined by federal poverty levels up to 160%. Please contact the central office for these forms.
2. Students meeting the **financial** requirements for services at four years old (by August 1 of the current school year) may attend the preschool program. Once eligible, these students may finish out the school year regardless of change in eligibility.
3. At-risk students may be transported to the program by the school district.

“UNIVERSAL” FOURS

Students who are four by August 1 of the current school year, but do not meet the requirements for disability or at-risk may attend preschool at no cost on a **SPACE AVAILABLE** basis. These students may be transported to the program by the school district.

PRESCHOOL STUDENTS ATTENDING A PRIVATE SCHOOL

Preschool students who are placed by their parents in a private school do not qualify for service plans. If a student meets eligibility criteria for speech services, that student must be enrolled in the public school by their parent in order to receive services under an IEP. Services shall be offered within the school day.

PLACEMENT

Students who are 5 by August 1 may not attend preschool. These students will attend kindergarten if enrolled in a public school.

Assignment to AM or PM preschool is not related to IEP or car rider status. It is assigned based on transportation boundaries. For students transitioning to kindergarten, participation in full or half day kindergarten is not related to IEP status.

There is no open enrollment in Campbell County Schools; all students attend their home school.

Some **K-12** students with special needs may be assigned to attend a school other than their home school because of the need to receive services in one of our specialized units:

- Structured Unit Class: Reiley, Crossroads, CCMS, CCHS
- Functional Unit Class: GLE, CRES, CCMS, CCHS
- Behavioral Unit Class: CCMS, CCHS

Assignment to one of these units is an ARC decision under the supervision of the special education director in collaboration with the building principals. Parents must submit the School Attendance Area Waiver to the Central Office to request consideration for siblings.

FIRST STEPS

1. Students transitioning from First Steps must have an eligibility decision completed before their third birthday. If they have a summer birthday, the decision **MUST** be made before the end of the current school year. The IEP will be implemented upon their third birthday as they begin to attend preschool.
2. If the evaluation data is in question, students may be tested for eligibility purposes. Generally speaking, a screening is not required. Participation in RTI is also not required.
3. The preschool teacher is responsible for contacting the parent and mailing an invitation to any meeting.
4. The preschool teacher will invite the First Steps Coordinator to the eligibility meeting.

SCREENING

1. There will be multiple screenings per year.
2. Parents should contact their elementary school for information or check the website.
3. Students who qualify for RTI services based on screening data will attend the preschool program and may be transported by the school district.
4. RTI students will attend class four days per week for approximately 6 weeks, after which time, an evaluation may be conducted to determine final eligibility.

ADMISSION / ENROLLMENT

The following forms must be on file in the office where your child attends preschool:

1. Certified copy of birth certificate
2. Copy of Social Security card(OPTIONAL)
3. Preschool enrollment form
4. Proof of residency
5. Physical examination form
6. Immunization form
7. Kentucky eye exam form
8. Lunch form/Income statement
9. Emergency contact

HEALTH

To maintain a healthy school environment, the school requires that children who are sick stay at home. Children should be symptom free for 24 hours before returning to school. If children become sick at school, parents will be notified immediately. If you have questions, each school has a school nurse on campus.

OUTDOOR PLAY

Gross motor skills are an important part of the physical development of children. The outdoor playground is utilized year-round, so you should dress your child appropriately for the weather condition. For specific guidelines, please contact your child's teacher.

BRINGING ARTICLES FROM HOME

1. Please put your child's name on any item brought to school.
2. Always consult with your child's teacher before sending any treats or special items to school.
3. Book Bags/Backpacks – your child's bag needs to be large enough to hold notices that are 8.5"X11". Please make sure to check your child's bag daily.
4. Extra clothes – please send a change of clothes that can be kept at school. This should include underwear, socks, shirt, and pants/shorts.
5. Toys and candy – please do not send any toys or candy to school.

PARENT PARTICIPATION

Parents are a child's first and most important teacher. There are many ways you can participate in the preschool program. The best way you can develop an understanding of the program is to be an active participant in your child's education. Make sure to check in with the office to schedule a visit and find out the procedures in place for visiting in your building. When you have your appointment, be sure to sign in and get a visitor's pass. We encourage your involvement at every opportunity.

