

# Ludlow Independent School District Preschool Program Handbook



**LUDLOW**  
INDEPENDENT SCHOOLS

Building Tomorrow

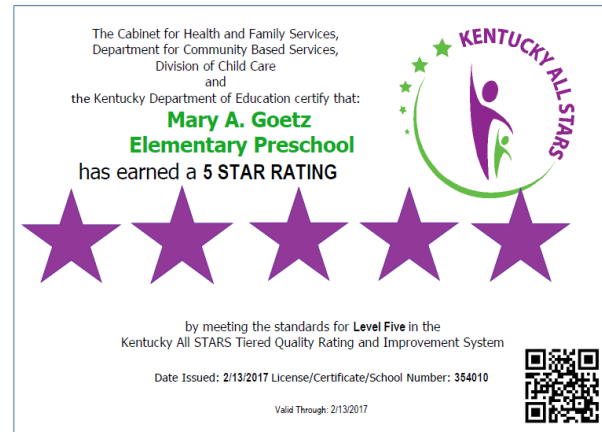
Revised 2024

## **Ludlow Independent School District Preschool Mission**

The Ludlow Independent School District is committed to providing high-quality learning experiences to all preschool students within the preschool program. This is grounded in the belief that all children can learn at high levels if provided with an environment that fosters nurturing, respect, engagement, family participation, and opportunities to grow.

### **Preschool Location**

Mary A. Goetz Elementary School  
512 Oak Street  
Ludlow, KY 41016  
(859)261-2100  
(859)655-8793 (fax)



### **Preschool Staff**

Aubrey Cahill	Special Education Director/Preschool Director
Andrea Krumpelman	Mary A. Goetz Elementary Principal
Aimee Rehkamp	IECE Teacher
Lisa McNee	Instructional Assistant
Elizabeth Bain	Speech/Language Pathologist
Josh Foster	Speech/Language Pathologist Assistant

### **Extended Care**

Ludlow Learning Center  
Room 215, extension 2151  
Amber Hardy  
Chasity Shepherd

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## **Definitions based on 704 KAR 3:410 Kentucky Preschool Program**

Daycare- a program which is designed to supplement, but not substitute for the parent's responsibility for the child's protection, development, and supervision, when it is necessary or desirable or the parent or child to be out of the home for all or part of the day or night.

Developmentally Appropriate Preschool Program - a program as defined by KRS 157.3175(2)

Double Session- a variation of the program that operates with one (1) teacher who works with a group of children in a morning session and a different group of children in the afternoon session.

Screening- a systematic process for determining which children from the general population may need further evaluation in a particular area.

## **Eligibility**

The Ludlow Independent School District board policies provide for the location, identification, and placement of three (3) year-old students with disabilities, and four (4) year-old students who reside within the district's jurisdiction. Policies address each requirement in the administration regulations concerning Preschool Education for Four-Year-Old Children (704 KAR 3:410) and Preschool Education for Children with Disabilities (707 KAR 1:150).

The Ludlow Independent Schools Preschool Program does not discriminate on the basis of race, sex, color, national origin, or handicapping condition. Children are eligible for enrollment in the preschool program if they are:

1. Resident of the Ludlow Independent School District
2. At least three (3) on or before August 1 of the current school year and disabled, as defined by the Kentucky Department of Education (KDE) and the Ludlow Independent School District Policies and Procedures Manual for Exceptional Children.
3. Four (4) years old by August 1 of the school year and approved for free lunch based on federal free lunch criteria in effect as of the child's initial day of attendance in preschool. Preschool eligibility may be determined up to four (4) months prior to the start of school. Once free lunch eligibility has been approved, the child shall remain eligible for enrollment in the preschool program for the remainder of the school year.
4. A resident child, or child of a Ludlow Independent School District employee, who is four (4) years old by August 1, but who is not eligible for the free lunch program may be served, if space is available.

## **Enrollment and Required Documents**

Enrollment of a child in the preschool program shall be at the discretion of the parent of legal guardian. To enroll a child, the following documents are required to process the enrollment:

1. Ludlow Independent School District enrollment form;
2. Proof of residency;
3. A copy of legal birth certificate as required by KRS 158.032(3);
4. A Kentucky Certificate of Immunization as required by KRS 214.034;
5. A medical examination meeting requirements of 704 KAR 4:00 conducted within six (6) months prior to entry into the school program;
6. Information as to eligibility for the National School Lunch Program (income verification)
7. Copy of social security card (optional);
8. In addition, a vision examination by an optometrist or ophthalmologist should be submitted to the school no later than January 1<sup>st</sup> of the first year of kindergarten enrollment.

Educational records are kept confidential according to the requirements of the Family Education Rights and Privacy Act regulations, 34 CFR Part 99. The Ludlow Independent School District shall assist the parent or legal guardian, as needed, through cooperation with existing medical and social services to obtain the physical examination required of all children prior to school enrollment.

In terms of preschool materials, we ask that every child have a backpack. Teachers send notes, student work, and important information home in the backpack, so be sure to check it each night. We also ask that each child have a complete change of clothes. If your child is wearing pull-ups or diapers, we ask that you send in a supply of pull-ups and wipes so that we may address his/her toileting needs. Please put your child's name on any item brought to school. Please do not send toys or candy to school. Consult your child's teacher before sending any treats or special items to school (e.g., birthday treat, etc.).

## **Child Find**

The preschool program has established and maintains an active recruitment process which systematically assures enrollment of eligible children. There are two developmental screenings scheduled at the beginning and end of each school year. Additional screenings are scheduled periodically throughout the year. Information about screenings is distributed throughout the community via flyers, school marquees, and the district website. In addition, contact is made to agencies and programs serving local preschool children or their families to encourage participation in the recruitment process, taking into account the demographic makeup of the community and the needs

of the children and their families. Please contact preschool staff if you or someone you know needs assistance or needs preschool information presented in parent's primary language.

During the developmental screenings, children participate in stations with preschool teachers, instructional assistants, and other staff to assess vision and hearing, as well as cognition, communication, and motor skills. Parents/caregivers are also asked to provide additional information in the areas of social/emotional skills and self-help/adaptive skills.

### **Calendar and Hours of Operation**

The Ludlow Independent School District Preschool Program is a double session that is half-day, four (4) days a week program, with the fifth day for services to children and their families, such as home visits, special experiences for children, parent training, or coordination of medial or social services. Children attend either morning sessions (8:00am-11:00am) or afternoon sessions (12:00pm-3:00pm), Monday through Thursday. Children do not attend preschool on Fridays. The preschool program operates on the same school calendar as the Ludlow Independent School District, though the preschool start and end dates are adjusted. The preschool start date is the day after Labor Day. The end date is two weeks prior to the last day of the rest of the school. On Fridays and during the two-week periods at the beginning and end of the school year when staff are present and preschool students are not, teachers and instructional assistants are engaging in various activities on behalf of students and families (e.g., instructional planning, parent/teacher meetings, home visits, evaluations, professional development, etc.).

Preschool will be canceled in the event of inclement weather, as determined by the superintendent. Please refer to local radio and television stations, as well as the district website for information on school delays and closures.

### **Attendance**

The preschool program believes that consistent attendance is critical to child development. If your child cannot attend school on a given day, please contact his/her teacher so she will be aware. Daily attendance records are maintained and submitted through the district's standard attendance reports. A parent or legal guardian shall be contacted with respect to an enrolled child whose participation in the program is irregular or who has been absent for four (4) consecutive program days to lend any assistance or support as appropriate.

### **Health**

To maintain a healthy environment, the preschool program requires that children who are sick stay at home. Children are sick if they have a fever of 100.4 degrees or more, vomiting, experiencing diarrhea, or have unidentified rashes or other symptoms which can be transmitted to other children. Children should be symptom free for 24 hours

before returning to school. If a child becomes sick at school, parents will be notified so arrangements can be made to pick up the child. In the event of a medical emergency involving the administration of first aid, the building principal and parents will be notified so that further decisions can be made as appropriate. Please be sure your child's contact information is accurate and remains current so that staff can contact you in a timely fashion.

The Ludlow Independent School District coordinates with existing medical and social services so that all children participating in the program receive child development and health screening.

- a. Health screening shall include growth assessment, vision and hearing screening, assessment of current immunization status, and general health status.
- b. Child development screening shall include screening of gross and fine motor skills, cognitive functioning, communication skills, self-help skills and social-emotional skills.
- c. Child development screening may be accomplished through various means, including systematic observation in the classroom or other natural setting. Screening results shall not be used for determining placement or planning the curriculum.
- d. Child development and health screening shall be completed within thirty (30) school days of enrollment by personnel trained in the procedures utilized.
- e. Contact shall be made with the parent or legal guardian if screening results indicate a need for further assessment by a specialist, follow-up, or referral for special education and related services or other appropriate resources.

### **Medication**

If your child requires medication while at school, please bring it to the attention of the preschool teacher. Do not send medication to school with your child or in your child's backpack. Medication must be in the original bottle with a prescription label. Appropriate forms must be completed and signed by the parent or guardian before any medication can be administered at school. Any over-the-counter medications must follow the same guidelines and physicians must sign paperwork before any over-the-counter medication can be administered.

### **Classrooms**

The preschool classrooms are staffed with a certified teacher and an instructional assistant. These educators participate in professional development activities relevant to their job responsibilities and as required by the Ludlow Independent School District. Decisions regarding student placement and group size are made with consideration given to the individual needs of students; however, the maximum class size is 20 eligible students, and staff follow established procedures for assistance to ensure that the ratio of students to adults does not exceed 10:1 (i.e., an additional adult is contacted for assistance; if that adult is unavailable, the school office is contacted for assistance).

## **Curriculum**

The Ludlow Independent School District Preschool Program includes developmentally appropriate experiences in cognitive, communication, social, physical, and emotional development, as well as creative expression. The preschool program assists young children with their intrapersonal, interpersonal skills, and in maximizing self-management and independence. In preschool, children are encouraged to explore, experiment, and problem-solve in a supportive and caring environment. Our program promotes a positive self-concept, an acceptance of all children, and the facilitation of friendships. Classrooms provide a language-rich environment, staff teach, guide, and modeling appropriate adult and peer communication and interaction at all times. Classroom instruction and materials are reflective of various people, places, cultures, and abilities. The program utilizes teaching and learning activities as appropriate to meet the needs of students with disabilities, and supports/accommodations are in place for all children as appropriate.

Due to the nature of the preschool program and individual student needs, the schedule must have both structure and flexibility. Classroom rules and expectations are communicated clearly in developmentally appropriate language. Students participate in a variety of large-group, small-group, and individual activities, some being teacher-initiated, and many being student-initiated. The preschool program includes opportunities for ongoing student observation and developmentally appropriate assessment, including information from parents, for the purpose of informing instruction to address student needs, both individually as students and collectively as classes. Student progress and assessment information in the various developmental areas is shared regularly with parents via meetings, phone calls, daily communication, etc.

## **System of Interventions**

Research-based instruction and intervention are required prior to, or as part of the preschool special education referral process. When the results of a developmental screening indicate a potential delay in one or more areas, the Director of Preschool and/or preschool staff meet with parents to discuss and explain the preschool Multi-tiered System of Support (MTSS) process. In such cases, the parent has the option to allow the child to participate in the preschool program temporarily in order to receive instruction and intervention in targeted areas. This intervention process continues for approximately four to six weeks, during which time teachers implement instruction and interventions, and collect progress monitoring data. At the end of the intervention process, a meeting is convened with the parent to analyze the data and discuss how the child has responded to instruction and intervention. Children who have made adequate progress with no further concerns are dismissed from the intervention process and are no longer eligible for preschool services. Children who have not made adequate progress may continue in the intervention process for appropriate next steps, which may include additional interventions and/or a referral for an evaluation to determine whether the child presents with a disability and is eligible to receive special education services and supports through the preschool program.



## **Meals**

Preschool students are provided breakfast or lunch free of charge. If your child has any food allergies, be sure to contact your child's teacher and provide them with medical documentation so that appropriate substitutions and accommodations can be made. All meals are served in the preschool classrooms under the supervision and guidance of the preschool staff. Children may also choose to bring their own breakfast or lunch to school. If your child bring their own lunch, we ask that parents give careful consideration to the contents of their child's meal, and remember that preschool staff work hard to teach and model healthy, nutritious eating habits.

## **Outdoor Play**

Outdoor play promotes a healthy lifestyle and is an important part of child development. The preschool program uses the preschool playground area year-round; weather permitting and provides the "feels like" temperature (accounting for wind chill and heat index) ranges from 40 to 90 degrees. Please dress your child appropriately for weather conditions (and contact preschool staff for assistance as needed). Preschool students also have access to suitable indoor play areas when weather conditions prevent the use of the outdoor preschool playground.

## **Transportation**

Transportation to/from preschool is the responsibility of the parent/family, and please know that preschool children will only be released to parents and caregivers on the student pick-up list. If someone new will be picking up your child, your child's teacher must be notified prior to dismissal and that person will be required to provide a photo ID before your child will be released to him/her.

## **Parent Involvement**

Parents and families are children's first and most important teachers. Active parent involvement is a critical component of our preschool program. There are many ways parents can be involved in the program. Parents are always welcome to visit our classrooms (be sure to check in at the front office to receive a visitor's pass). Parents who wish to volunteer in the classroom may do so after completing a criminal background check and receiving appropriate training. Contact preschool staff if you are interested in volunteering. Additional parent involvement activities include parent/teacher meetings, home visits, parent training, and other school activities.

### **Home Visits**

Preschool teachers are required to conduct at least two home visits each year for each child in their classroom, with the first visit conducted within sixty (60) school days after enrollment. Home visits help parents and teachers develop positive working relationships. They also allow teachers to observe students in their home settings and are a great opportunity for parents and teachers to discuss student progress and address any questions or concerns. In addition, home visits help children understand that their teachers care about them and that school is important.

### **Collaboration with Community Agencies**

The preschool program collaborates with local community agencies (e.g., childcare, healthcare, social services) to help coordinate resources and services for children and families. The preschool program participates in the regional Early Childhood Council, a group of community agencies that work cooperatively to coordinate services for young children and their families. The preschool program collaborates with Head Start to ensure the full utilization of both programs. In addition, the preschool program works cooperatively with KEIS (Kentucky Early Intervention System) (previously First Steps) to ensure that eligible students have an IEP in place prior to their third birthday and experience a smooth transition into preschool (KEIS coordinators are always welcome at preschool eligibility meetings).

### **Program Evaluation**

At least annually, parents, staff and other professional shall be involved in evaluating the Ludlow Preschool Program's effectiveness in meeting the needs of participating children. The program evaluation addresses:

- a. Rate of participation by eligible children;
- b. Parental satisfaction with services provided;
- c. Success of participating children as they complete the preschool program and progress through the primary school program; and
- d. Adherence to state administrative regulations on the subject area.

Toward the end of each school year, parents and staff complete program evaluations with results analyzed and used to identify the strengths and weaknesses of the program and to improve its ability to serve students and families as effectively as possible.

### **Extended Preschool Program**

When space is available, the Ludlow Independent School District partners with a local accredited childcare provider to provide wraparound childcare services for our preschool students. This service provides before and after preschool childcare, along with childcare on Fridays. The extended preschool program is housed within the elementary school, adjacent to the preschool classroom. This program is separate from the Ludlow Preschool Program but works in conjunction to coordinate schedules and

curriculum. Questions about the extended preschool program should be directed to Aubrey Cahill, [Aubrey.cahill@ludlow.kyschools.us](mailto:Aubrey.cahill@ludlow.kyschools.us).