Ludlow Independent School District
Preschool Program
Handbook

LUDLOW
INDEPENDENT SCHOOLS
Building Tomorrow

Revised 2026

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


The Cabinet for Health and Family Services,
Department for Community Based Services,
Division of Child Care
and
the Kentucky Department of Education certify that:
Mary A. Goetz
Elementary Preschool
has earned a 5 STAR RATING
KENTUCKY ALL STARS
by meeting the standards for Level Five in the
Kentucky All STARS Tiered Quality Rating and Improvement System
Date Issued: 2/13/2017 License/Certificate/School Number: 354010
Valid Through: 2/13/2017

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


CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES
Kentucky ALL STARS
RECOGNIZES
Ludlow Learning Center
As a Level 5 Provider in the Kentucky All STARS Tiered Quality Rating and Improvement System
Date Issued: 6/15/2026 Valid Through: 3/31/2029
L384541
This certificate is issued under regulations 922 KAR 2:270. The holder of this certificate is subject to the terms and conditions of the Cabinet for Health and Family Services. This rating certificate is not transferable.
Division of Child Care
275 East Main Street, 3C-F
Frankfort, Kentucky 40621
Telephone: 844-269-2657
https://chfs.ky.gov/agencies/dcbs/dcc
TEAM KENTUCKY

Table of Contents

Definitions	4
Eligibility	4
Enrollment & Required Documents	5
Child Find	5
Calendar and Hours of Operation	6
Attendance	6
Health	7
Safety	7
Medication	7
Classrooms	8
Curriculum	8
Discipline	9
Systems of Interventions	9
Meals	10
Outdoor Play	10
Transportation	10
Parent Involvement	10
Family Visits	11
Collaboration with Community Agencies	11
Program Evaluation	11
Extended Preschool Program	11

Definitions based on 704 KAR 3:410 Kentucky Preschool Program

Child Care- 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.

Evidence-based- is defined by 20 U.S.C. sec. 7801(21).

Paraprofessional- is defined by 704 KAR 3:550(2).

Screening- a systematic process to determine if a child needs enhancement, support, or further evaluation, and explicitly state that it is not an initial evaluation to determine a disability.

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), Preschool Education for Children with Disabilities (707 KAR 1:150), and Elementary and Secondary Education Act of 1965 (ESEA).

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 six (6) 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 & Required Documents

Enrollment of a child in the preschool program shall be at the discretion of the 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 or other reliable proof of the student's identity and age, and an affidavit of the inability to produce a copy of the birth certificate as required by KRS 158.032;
4. A current immunization certificate as required by KRS 214.034, or exception as permitted by KRS 214.036;
5. Preventative student health care examinations meeting requirements of 702 KAR 1:160 conducted within one (1) year prior to entry into the school program;
6. Information as to eligibility for the National School Lunch Program (income verification);
7. In addition, a vision examination by an optometrist or ophthalmologist and a dental examination should be submitted to the school no later than January 1st 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 legal guardian, as needed, through cooperation with existing medical and social services to obtain the examinations 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

Eligible children shall not be placed on a wait list and that continuous recruitment processes must be maintained. 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, considering 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 family 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 statewide student information system.

Guardians must be contacted if a child's attendance is irregular or if the student misses four (4) consecutive program days.

At-risk students who miss sixteen (16) consecutive school days without a documented excuse may be unenrolled, provided there is written parental consent or at least four (4) documented reengagement attempts.

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 covering motor, cognitive, communication, self-help, and social-emotional domains.
c. Child development screening may be accomplished through various means, including systematic observation in the classroom or other natural settings. 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) days of enrollment by personnel trained covering motor, cognitive, communication, self-help, and social-emotional domains.
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.

Safety

At least one staff person trained in emergency first aid and CPR to be on the premises at all times.

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 group size of twenty (20) children and standard ratio of 1 adult per 10 children (10:1). At no time shall one adult be left alone with more than 10 children.

The Principal and Preschool Director shall actively consider increasing staff or decreasing group size based on individual student developmental, medical, or behavioral needs, as well as IEP accommodations.

Under Administrative Procedure 08.113 AP.1, designated cross-trained staff (aides, office staff, or nearby certified teachers) must be identified to answer emergency pages/calls and provide immediate support.

Curriculum

The Ludlow Independent School District Preschool Program requires an evidence-based curriculum aligned with Kentucky's Early Childhood Standards (revised 2021) which includes developmentally appropriate experiences in cognitive, communication, physical, and an evidence-based social-emotional supplemental curriculum, 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 positive self-conception, the acceptance of all children, and the facilitation of friendships. Classrooms provide a language-rich environment, staff teach, guide, and always modeling appropriate adult and peer communication and interaction. Classroom instruction and materials are reflective of various people, places, cultures, and abilities. The program utilizes teaching and learning activities appropriate to meet the needs of students with disabilities and support/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. Centers in the classroom shall include space for activities including art, blocks, dramatic play, library, manipulative materials, mathematics, technology, music, science, and writing. Technology centers and screen time shall provide developmentally appropriate content designed as an educational supplement to help children explore, create, problem-solve, interact, and learn with and from one another; and not substitute for active play, engagement, and interaction with other children and adults.

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.

Children shall not be retained in the preschool program.

Discipline

We are committed to maintaining an environment where children feel safe, supported, and understood. Our discipline practices aim to help children learn self-regulation, respect for others, and the ability to make positive choices. We strive to guide children through natural and logical consequences, helping them understand the impact of their actions and encouraging problem-solving skills.

We recognize that each child is unique, with their own cultural, emotional, and developmental needs. Our discipline practices are grounded in equity, ensuring all children, families, and staff members are treated with fairness and respect. We will work to understand and celebrate each child's background and context, providing individualized support and guidance that is reflective of their experiences and needs.

We do not support the use of suspension or expulsion as disciplinary measures. We believe that removing a child from the learning environment does not promote growth or address the underlying causes of behavior. Instead, we focus on creating supportive strategies that allow all children to remain in a safe, educational environment where they can continue to learn and grow.

We are committed to working collaboratively with families and staff to ensure discipline strategies are consistent, constructive, and supportive of each child's growth. Together, we aim to create a caring and respectful environment where every child can thrive.

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. 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 with 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 brings 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.

Hand-to-hand release to an authorized individual when district transportation is used is required.

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 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.

Family 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. Family 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, family 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 professionals 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 and Wraparound Services

When space is available, the Ludlow Independent School District partners with a local accredited childcare provider to provide wraparound childcare services with 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 the director of preschool.