



HART COUNTY SCHOOLS

Preschool Program Handbook

2026-2027

Mr. Bo Chenoweth, Superintendent
Dr. Kristin Froedge, Director of Special Education & Preschool
Ms. Kathy Bradley, Administrative Assistant

25 Quality Street
Munfordville, Kentucky 42765
Phone (270) 524-4313 or (270) 524-4588
Fax 524-2634
www.hart.kyschools.us

Parents and Guardians:

Please review this Parent-Student Handbook. Sign the signature page at the end and return to your child's teacher.

PROGRAM OVERVIEW

The Hart County Schools Preschool Program offers a comprehensive, four-day weekly schedule (Monday-Thursday) that focuses on the total development of the child. We emphasize essential socialization, interpersonal skills, and academic readiness. Fridays are reserved for preschool staff to conduct home visits, participate in professional development, and prepare high-quality lessons that help our students thrive.

All five of our preschool locations have earned a 5-star rating through the Kentucky All STARS quality rating system. This prestigious achievement reflects our commitment to providing the highest quality early childhood education, ensuring every eligible child in our county has the strongest possible start to their learning journey.

We welcome questions and suggestions and ask that we be given a chance to address any concerns. Through a close relationship between parents and teachers, we believe children will greatly benefit from their preschool experiences.

POLICIES

FULL DAY PROGRAM

All students will attend preschool from 8:00 am to 2:45 pm Monday-Thursday, unless an alternative schedule is agreed upon based on individual needs. Students will be assigned a grade level based on their date of birth.

Grade assignment in IC for 26-27 Enrollment

- 99 - If Date Of Birth is between Aug 1, 2021 - July 31, 2022
- 98 - If Date Of Birth is between Aug 1, 2022 - July 31, 2023
- 97 - If Date Of Birth is between Aug 1, 2023 - July 31, 2024

ELIGIBILITY & SCREENING

A child shall be eligible for enrollment in the preschool program if the child is:

- (a) A resident of the district;
- (b) Is 3 years old and has a developmental delay or disability OR
- (c) Is 4 years old and has a developmental delay or disability **or** income eligible
 - (i) Income eligibility may be determined up to 4 months prior to the start of school. Once the income eligibility has been approved, the child shall remain eligible for the remainder of the school year.

Exceptions to residency **will be honored** if the child's parent/guardian is an employee of the district. Other exceptions to residency **may be considered** at the discretion of the Director of Special Education.

Prior to determining preschool eligibility and enrollment, each child must be screened. Screenings will include a variety of instruments to help determine a student's strengths and areas of potential developmental delays. If a child has a medical diagnosis that may indicate a possible disability, please share that documentation during the screening process. A household income form is also required for all children that will be collected during the screening process.

If no concerns are noted during the screening, the child will not proceed any further (unless they are 4 and meet income eligibility guidelines). If the concerns are noted, the child will be allowed to enroll and have the opportunity to receive interventions.

TUITION OPTION

If a school has spots open after our last July screening/enrollment event, these spots may be filled by children not meeting eligibility criteria but willing to pay tuition on a first come/first serve basis. Tuition costs will be calculated at a rate of \$25/day - based on the preschool calendar and NOT the actual attendance of the student.

Payments are divided equally (\$375/month) into 8 months, with the first payment due by September 1, 2026, and the final payment due April 1, 2027. Tuition payments are due on the 1st of every month. Should payment not be received by the 15th of the month, the child will be dismissed from the program and that spot will be opened to any student on our waiting list. Please do not give tuition payments to your child's teacher or the school. Checks should be made out to Hart County Schools (with preschool tuition in the subject line) and mailed to:

Attn: Kristin Froedge
Hart County Preschool Program
25 Quality Street
Munfordville, KY 42765

ENROLLMENT

Once a student is determined eligible and **prior to attendance** parents must complete the online new student application in Infinite Campus and provide the Preschool Department a copy of the following documents:

- Copy of a legal birth certificate
- A Kentucky Certificate of Immunization
- Social Security Card
- A current physical (conducted within 6 months prior to preschool entry)
- Eye Examination by January of entry year into Preschool

STUDENT TO STAFF RATIOS

No preschool classroom will exceed 20 students, and will be staffed with 1 certified Interdisciplinary Early Childhood Education (IECE) Teacher and 1 Instructional Assistant. Consideration is given to increasing the number of staff or decreasing the group size depending upon the needs of the children, including the needs of children with disabilities.

INTERVENTIONS

If during the screening there were identified areas of potential delay, your child will receive tailored interventions by the preschool teacher. If after the interventions, the child continues to have areas of concern; the child will then be referred for a formal evaluation. After the evaluation is completed, the Admissions and Release Committee (ARC) will then meet to determine if the child has a disability. Children with a disability remain eligible for preschool services and an Individualized Education Plan (IEP) will be developed.

If the child makes sufficient progress when interventions are provided OR goes through the evaluation process and does not qualify for special education services, the child is no longer eligible to attend preschool. However, they may keep their spot as a tuition student for the remainder of the school year.

ARRIVAL & DEPARTURE

Hart County preschool will follow state regulations for hand-to-hand transfer. Parents/guardians will physically hand transfer a child to appropriate school personnel. Hand-to-hand transfer will also be followed during departure. Parents/guardians are responsible for securing children in car seats or seat belts. Each school has an individual arrival/departure procedure. Your teacher will review this procedure at the beginning of the year.

Parents should drop students off between 7:45-8:00. Children should not arrive at school prior to 7:45 as there will not be any supervision for children before that time. If they arrive after 8:00, you must check them in through the front office.

Students must be picked up between 2:45-3:00. Parents/guardians will be provided a school-issued tag that will be visible by school personnel when picking up a preschool student in the pickup line. If you come to pick your child up early, please sign them out through the front office. The office will call the room and someone will walk the child to the office to meet you.

If someone other than the parent/guardian will be picking your child up from school, the person picking the child up must have a note from the parent/guardian. You must also call the school to confirm this change. This is to ensure the safety of your child.

ATTENDANCE/ABSENCES/EXCUSE POLICIES

In order to provide quality academic instruction, regular and punctual student attendance is very important. Your child can best benefit by being on time and present every day possible. The starting time for preschool children is 8:00 a.m. They will be considered tardy after 8:00 a.m. Although preschool attendance is not mandatory, regular attendance allows students to achieve greater success both socially and academically.

Since your child will be in kindergarten in the near future, strong attendance prepares students for the K-12 attendance policy. The Kentucky Compulsory Attendance Law defines a student as truant who has accumulated three or more days without a proper excuse. When a student accumulates six unexcused absences a "Final Notice" will be issued. If the student accumulates nine unexcused absences, an Educational Neglect petition will be filed against the parent.

SCHOOL CLOSING INFORMATION

During the school year, when inclement weather like sleet, snow, or freezing rain and other emergencies occur, school delay or cancellation decisions must be made. Every effort will be made to make the decision as early as possible.

Hart County Schools will notify local radio and television stations. Notification of any change in schedule (delays or cancellations) will also be posted on the district and school facebook page, district webpage, and phone or text messages through the AppTegy app.

Hart County Preschool will participate in the Non-Traditional School Days (Raider Days). On these days the student will be assigned activities by the preschool teacher to complete at home. All preschool staff will be available to answer questions or assist with work completion on these days.

HEALTH/MEDICATION POLICIES

Each school has a full time nurse on staff that works collaboratively with the Healthy Kids Clinic through Cumberland Family Medical Center. No medical services, screenings, or consultations will be performed without a completed Consent to Treat form on file, *except in the case of a life-threatening emergency*. This form is part of the child's enrollment forms provided the first week of school. Furthermore, our staff will make every effort to contact a parent/guardian before a child is seen by the clinic for acute symptoms. Parents will be immediately notified upon any medical emergency.

The nurse can administer prescription medication needed during school hours as directed by the child's physician. Other medical services offered include acute medical care (minor injury treatment; rapid illness screening for strep, Covid, flu, etc; telehealth appointments with on-call physician for prescription needs) as well as preventative care (physicals, screenings, dental cleanings). As stated above, to access these services, a consent form must be on file.

Any child showing signs of communicable illnesses such as severe colds, chicken pox, flu, or elevated temperature should not be sent to school. Children must be fever free for a minimum of 24 hours prior to returning to school after being ill.

If a student has an active case of head lice and/or nits, they will be sent home from school due to the close proximity of students in the preschool classrooms. S/he may return to school once they have been treated and are lice/nit free. The student will be checked by designated school personnel before returning to the classroom.

RESTROOM USE AND POTTY TRAINING

For children who are using the restroom independently but still need a bit of assistance, our staff is there to help. Most of our preschool classrooms have a private restroom within the classroom. For those that do not, a staff member will accompany the student to the primary hall restroom.

It is not required that children are potty trained prior to preschool, but we ask that parents communicate where their child is in the process so we can provide consistent support. We ask that families provide an ample supply of diapers/pull-ups and wipes.

DISCIPLINE

We follow the Pyramid Model for nurturing and responsive relationships, which promotes positive behavior and social-emotional competence. Regular instruction will include strategies and skills to help students self-manage their big emotions and behaviors. Parents and students will be made aware of their classroom expectations. Behavior issues that are unable to be resolved within the classroom will require additional communication with the parent to discuss a plan to meet the needs of the child. A document outlining the Preschool Process for Individual Interventions for Students with Persistent Challenging Behaviors can be found on the district website.

MEALS

Every student will be served breakfast and lunch at no cost to the student. The school menus are shared each week on Hart County's website. Please refer to these resources for information about the food your child will be served. Please advise the preschool teacher if your child needs a special diet of any kind or has any food allergies.

Parents are welcome to send lunch from home for their child. Please note that we do not have the facilities to refrigerate or heat up individual meals. To ensure your child's lunch stays at a safe and enjoyable temperature, we recommend using an insulated lunch bag with a cold pack for chilled items or a thermal food container for warm items. Even if you choose to send lunch from home, your child will still participate in the lunch line routine. This ensures that every student has the opportunity to supplement their meal with fresh fruit, vegetables, or milk if they desire.

BIRTHDAYS

Since birthdays are very important in the life of a child, we will recognize each child's birthday throughout the year. Parents may provide simple cookies, cupcakes, or nutritious snacks for birthday celebrations. According to health department code, all food items served to preschool children from home should be purchased in a store or bakery and brought to the school in the original packages. Please clear all of this with your child's teacher in advance of the birthday.

CHILDREN'S CLOTHING

When dressing your child for school, keep in mind that ACTIVE PLAY is the basis of our program. Children can feel inhibited about activities if they are afraid their clothing will get soiled. Play clothes and gym shoes work best. Some activities will include water/sand play, playdough, painting, cooking activities and outside experiences. Please dress your child appropriately for outside play. They will need coats, mittens and hats in cold weather. On the first day of school send a complete outfit, which will remain at school in case of accidents. Label these items with your child's name and/or initials.

PARENT AND FAMILY ENGAGEMENT

We believe that parents are a child's first and most influential teachers. Our goal is to create a bridge between home and school, ensuring that your child feels a sense of continuity, security, and support. We don't just enroll a student; we welcome the entire family. A successful preschool experience is built on a partnership of open communication, shared expectations, and mutual trust. When we work together, we create an environment where your child can thrive socially, emotionally, and academically.

How We Partner With You

To keep you connected to your child's learning journey, we commit to:

- Provide transparent communication through regular updates on your child's progress, daily activities, and classroom milestones.
- Make the classroom feel like an extension of your child's home through a family photo wall and the 'traveling bear' - a classroom stuffed animal that goes home with a different child each weekend. The family can take pictures or write a sentence about the 'bear's adventure' to share with the class on Monday.
- Kindergarten Readiness Workshops - in the spring, we will provide opportunities for parents to discuss and plan for specific skills their child needs for the next big step.

Opportunities for Engagement

We invite you to be an active part of our school community. There are many ways to get involved, depending on your schedule and interests:

- We may occasionally send home 'bridge activities' - simple, fun ways to extend what we are learning in the classroom into your evening or weekend routine.
- Join us for our quarterly parent and family engagement activities. Most of these activities will be held after school hours, but occasionally they may be during the school day. Information on these events will be sent home in plenty of time to make plans to attend.
- If you would like to volunteer in the school and/or classroom, please contact our Family Resource Youth Service Center (FRYSC) for more information. They provide the required volunteer training throughout the year.
- Each school has an active Parent-Teacher Organization (PTO/PTA/PTSA). Meetings are held throughout the year and preschool parents are welcome to join.

Please feel free to contact the preschool staff to talk about your child. You may do this by leaving a message in the office or using the teacher's preferred communication method. The preschool teacher will return your call at a convenient time. It is our hope that all communication and experiences during preschool are positive. If you have a complaint, talk with your child's teacher first about your concern. If you feel the situation has not been resolved, please contact Kristin Froedge, Director of Special Education and Preschool Services, at 270-524-4588.

Download the Apptegy App to receive school related newsletters and updates.

SAFETY POLICIES

The preschool program follows each school and/or district safety policies regarding:

- Accident Reporting
- First Aid & Medical Emergency Plans
- Fire & Natural Disaster Plans
- Dispensing of Medications
- Reporting of Child Abuse & Neglect

NOTIFICATION OF FERPA RIGHTS

Family Educational Rights and Privacy Acts

The Federal Family Educational Rights and Privacy Act (FERPA) and the Kentucky Family Education Rights and Privacy Act (KY FERPA) afford parents and “eligible students” (students over 18 years of age or who are attending a postsecondary institution) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal/designee a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or in violation of the student’s privacy or other rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or in violation of privacy or other rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading, or in violation of their privacy or other rights.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA and/or KY FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District shall disclose education records without consent to officials of another school district in which a student seeks or intends to enroll or to other entities authorized by law.

4) The right to prohibit the disclosure of personally identifiable information concerning the student to recruiting representatives of the U.S. Armed Forces and its service academies, the Kentucky Air National Guard, and the Kentucky National Guard.

Unless the parent or eligible student requests in writing that the District not release information, the student’s name, address, and telephone number (if listed) shall be released to Armed Forces recruiters upon their request.

5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

Hart County Schools are required to maintain special education records for three (3) years after the date of the last activity. Therefore, the school district will destroy all records three years after graduation or three years after a student has exited a special education program. If you have reason to believe you will need these records at a later date, you must notify the Hart County School District that you want the records prior to the designated time for destruction. You may request your records by contacting Kristin Froedge, Director of Special Education, at 270-524-4589.

ELEMENTARY SCHOOL DIRECTORY

Bonnieville Elementary School

Kurtis Wright, Principal
7874 North Dixie Hwy
Bonnieville, KY 42713
kurtis.wright@hart.kyschools.us
270-531-1111

Memorial Elementary School

Joey Sexton, Principal
1400 North Jackson Hwy
Hardyville, KY 42746
joey.sexton@hart.kyschools.us
270-528-2271

Cub Run Elementary School

Daniel Hawkins, Principal
170 East Gap Hill Road
Cub Run, KY 42729
daniel.hawkins@hart.kyschools.us
270-524-0531

Munfordville Elementary School

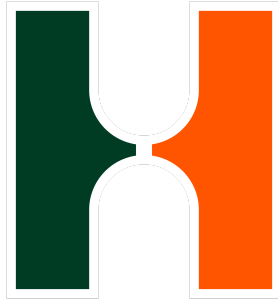
Christina Boone, Principal
505 W Union St
Munfordville, KY 42765
christina.boone@hart.kyschools.us
270-524-4651

LeGrande Elementary School

Rachael Hensley, Principal
70 LeGrande School Rd
Horse Cave, KY 42749
rachael.hensley@hart.kyschools.us
270-786-2746

HART COUNTY BOARD OF EDUCATION

Andrea Robertson, Chairman
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Tina Rutledge



HART COUNTY SCHOOLS

Preschool Program

2026-2027

RETURN THIS SIGNED SIGNATURE PAGE TO YOUR CHILD'S TEACHER

I have read the 2026-2027 Preschool Parent-Student Handbook and fully understand and agree with the policies and guidelines established by the Hart County Preschool Program.

PRINT NAME OF STUDENT

PARENT/GUARDIAN SIGNATURE

DATE

The Hart County Preschool Education Program will be publishing articles and pictures involving many of our preschool students, including, but not limited to: school/district social media, district website, local newspapers, etc.

☐ Yes ☐ No I give consent to the school to release my child's photograph, work and/or audio/video production for publication.