



## Bullitt County Public Schools

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TO: Jesse Bacon, Superintendent *JB*  
FROM: Sheri Hamilton, Director of Elementary Education *SH*  
DATE: August 16, 2018  
RE: Revision of Preschool Policy 08.1114

A revision to the Preschool Policy 08.1114 has been requested in order to be in compliance with KDE Preschool Program Assurances. The assurances requires a written plan that addresses: recruitment of children; educational programming and related services; developmentally appropriate experiences in cognitive, communication, social, physical, and emotional development as well as creative expression; a curriculum that is relevant of the needs of the population served, in which a variety of skills are integrated into activities targeted toward the interests of children; parent outreach and active involvement; coordination of health and social services; coordination with the primary program; and an evaluation plan. The required supervision of students policy is also included in this revised policy due to KSBA coding expectations.

A new requested revision of Preschool Policy 08.1114 has been submitted for your approval. It has been reviewed by Amanda Hale, KSBA and Eric Farris.

*1st Reading*  
Approved by the  
Bullitt County  
Board of Education  
Date: ~~AUG 27~~ 2018

Equal Education and Employment Institution

## **Preschool Education ~~Supervision~~ Policy**

### **AVAILABILITY**

~~Preschool education shall be provided for all at-risk four-year-olds and all three- and four-year-old students with disabilities, according to state guidelines.~~

~~Preschool regulations require that an adult shall not be left alone with more than ten (10) preschool students. The Principal/designee shall assign a staff member (certified to cover certified and classified to cover classified) to assist in the preschool classroom in the event that one adult needs to leave the classroom when more than ten (10) child are present.~~

### **ENROLLMENT**

Parents/Guardians enrolling their child(ren) in preschool shall follow board policy and state and federal laws and regulations.

Prior to attendance, each child shall have on file:

- a. A copy of a legal birth certificate as required by KRS 158.032(3);
- b. A Kentucky Certificate of Immunization as required by KRS 214.034;
- c. A medical examination meeting the requirements of 704 KAR 4:020 conducted within six (6) months prior to entry into the school program; and
- d. Information as to eligibility for the National School Lunch Program.
- e. An educational record shall be kept confidential according to the requirements of the Family Education Rights and Privacy Act regulations, 34 CFR Part 99.
- f. Daily attendance records shall be maintained and submitted through the Districts standard attendance reports or an approved, verifiable alternative method. 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.

### **ELIGIBILITY**

Children who reside in the District, are at one-hundred sixty percent (160%) over the poverty level, and are four (4) years old by August 1 are eligible to enroll in preschool.

Children who reside in the District and meet eligibility criteria as having a disability are eligible to enroll as of their third (3rd) birthday.

### **RECRUITMENT**

The District preschool program actively recruits children in the community through the following means: monthly screenings, distribution of flyers at community events and local agencies, social media platforms, and through collaborating with local health professionals and mental health agencies.

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## **Preschool Education**

### **SCREENING**

Children who do not qualify for preschool on the basis of income may be eligible for preschool due to a diagnosed disability or a significant developmental delay.

District-wide screenings are held annually, in the spring and summer. The screening includes a brief assessment of the child's skills in the five areas: communication, cognition, self-help, social skills, and motor development. Additionally, the child's vision and hearing are screened.

### **TRANSPORTATION**

Bus transportation is provided for all students enrolled in preschool. Parents may also choose to transport their child. Parents and monitors are required to use hand to hand transport procedures for bus transportation.

### **EDUCATIONAL PROGRAMMING**

Classroom teachers will engage their preschool age students with developmentally appropriate experiences that focus on the needs of the whole child. Experiences will enhance fine and gross motor skills, higher order thinking, numeracy, self-regulation, adaptive and self-help skills, and oral and written language, dialogic reading.

### **SUPERVISION OF STUDENTS**

Preschool regulations require that an adult shall not be left alone with more than ten (10) preschool students. The Principal/designee shall assign a staff member (certified to cover certified and classified to cover classified) to assist in the preschool classroom in the event that one (1) adult needs to leave the classroom when more than ten (10) children are present.

### **PARENT OUTREACH AND ACTIVE INVOLVEMENT**

Preschool teachers will conduct a minimum of two (2) home visits per year, with the first being completed within the first sixty (60) days of enrollment.

During the first home visit, a parent needs survey will be distributed and completed, with the compiled results to be used for planning family involvement activities. A minimum of three (3) family involvement activities will be held, with the activities and topics correlated to the needs of the families at each preschool site. In addition, monthly parent education flyers are sent home providing information on how to assist their children in various developmental domains.

### **COORDINATION OF HEALTH AND SOCIAL SERVICES**

A family needs survey will be distributed and completed during the initial home visit. Results of the survey will allow preschool teachers to identify primary needs of the child and the family. Families can request information on a variety of topics, including school readiness, nutrition, bedtime routines, and assistance with challenging behaviors. The survey results assist teachers with collaboration and coordination of community-based services for families as well.

## **Preschool Education**

### **COORDINATION WITH THE PRIMARY PROGRAM**

Annually, in the spring, preschool teachers coordinate a Step Up Day, where preschool children transitioning to kindergarten are involved in activities with the kindergarten staff and students.

Preschool teachers are involved in assisting primary grades in school wide family events. Preschool children are also invited to participate in family nights at their local elementary schools.

### **PRESCHOOL EVALUATION PLAN**

At least annually, parents, staff and other professionals shall be involved in evaluating the local preschool program's effectiveness in meeting the needs of participating children.

### **REFERENCES:**

KRS 157.3175  
702 KAR 3:250; 702 KAR 5:150  
704 KAR 3:410; 704 KAR 3:420  
707 KAR 1:020 et seq.  
20 U.S.C. Section 1400 et seq.  
P. L. 114-95, (Every Student Succeeds Act of 2015), 20 U.S.C. § 6301 et seq.  
McKinney-Vento Act, 42 U.S.C. 11431 et seq.