

# Hartford Central School

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*"Hartford Central School, a community of educators, students, parents, and friends, dedicates itself to developing citizens who are productive and compassionate, and who, through their creativity and responsibility, will be assets to the greater community."*

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Dear Parents/Guardians,

March 1, 2021

During this unprecedented time, it is necessary for Hartford Central School to revise procedures for UPK registration for the 2021-22 school year. Starting **Monday, April 12, 2021**, parents/guardians may register their child, who will be 4 on or before December 1, 2021, in one of the following three ways:

1. Download the UPK Registration packet available on our district website and mail the completed packet, along with a copy of your child's birth certificate, immunization records, proof of Physical, and proof of residency, to:

Linda Parrott-Fuller  
Guidance Office  
Hartford Central School  
PO Box 79  
Hartford, NY 12838

2. Download the UPK Registration packet available on our district website and return the completed packet, along with a copy of your child's birth certificate, immunization records, proof of Physical, and proof of residency, to Mrs. Getty in the Middle School/High School Office **on or after April 12th**.

3. Call Linda Parrott-Fuller at (518) 632-5222 x306 to request a UPK Registration packet be mailed to you. Please leave a message stating your name and phone number. Linda will return your call to confirm a mailing address. The packet, along with a copy of your child's birth certificate, immunization records, proof of Physical, and proof of residency, need to be mailed or returned to school (see above information). Immunization records can also be faxed directly from the pediatrician's office to Linda at (518) 632-5148.

Morning and afternoon Pre-K classes will be created by mid July and parents notified by the first week in August. If you have an extenuating circumstance and need to request a specific session, please contact Mrs. Mannix directly at (518) 632-5222 x120 prior to July 1st. Parents are encouraged to return the completed packet as soon as possible in order to help us best prepare for the 2021-22 school year.

Thank you for registering your child for UPK in one of the above ways. Please feel free to contact Mrs. Mannix or Mrs. Parrott-Fuller if you have any questions.

Sincerely,