

Hartford Central School

PO Box 79

Hartford, New York 12838

518-632-5222

www.hartfordcsd.org



"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."

Andrew Cook
Superintendent
632-5931

Shelley Dupuis
Middle School/
High School Principal
632-5923

Bethellen Mannix
Elementary Principal/
Special Education
Chairperson
632-5222

Amanda Howard
District Treasurer

632-5931

BOARD OF EDUCATION

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Dear Parents/Guardians,

March 22, 2023

Hartford Central School UPK registration for the 2023-24 school year starts on **Monday, April 3, 2023**. Parents/Guardians may register their child, who will be 4 on or before December 1, 2023, in one of the following three ways:

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

Jennifer Nims
Guidance Office
Hartford Central School
PO Box 791
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 Jennifer.Nims in the Guidance Office **on or after April 3rd**.

3. Call Jennifer Nims 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, and she 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, emailed or returned to school (see above information). Physicals and immunization records can be faxed directly from the pediatrician's office to (518) 632-5148 and are due no later than September 1, 2023.

Morning and afternoon Pre-K classes will be created by the end of 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 2023-24 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. Nims if you have any questions.

Sincerely,