



# **Head Start Program**

## **Bath County Family Transition Handbook 2023-2024**

Gateway Head Start would like to thank you for participating in the Head Start program and hope that your child leaves our program with the school readiness skills that he/she will need to help them to become a successful adult.

**Bath County Head Start Staff**  
**(800)927-1833**  
**EXT 1300 or EXT 1301**



**Tiffany Samaniego- Director of Early Childhood**

Brittany Fannin- Area Coordinator  
Kimberly Fannin- Family Service Advocate  
Denice Bradley- Teacher  
Regina Harmon- Instructional Assistant  
James Wagers- Bus driver  
Sarah Preston- Teacher

Kira Romans- Teacher  
Rebecca Reeder- Cook  
Brooklyn Eversole- Instructional Assistant  
Virginia Goldie- Floater  
Wanda Davis- Floater

The purpose of this packet is to provide families that are moving from our Head Start program to Kindergarten with valuable information. We work in collaboration with the school district to promote a smooth and seamless transition. A clear understanding of policies and expectations of the district will avoid anxieties that often accompany change. We encourage you to carefully review the packet in order to be well informed as your child moves to the next phase of their education.

Thank you for being a part of the Head Start program and we wish you and your family success in all your future endeavors.

*A child's mind is not a container to be filled, but rather a fire to be kindled.~ D. Brandle*

## Owingsville Elementary School Staff Directory

[www.bath.k12.ky.us](http://www.bath.k12.ky.us)

606-674-2722

### **Superintendent**

Steven Evans

### **Special Education Director**

Kim Whitt

Kim.Whitt@bath.kyschools.us

### **Principal**

Dr. Sean Bailey

### **Special Education Assistant**

Christina Nelson

Christina.Nelson@bath.kyschools.us

### **Assistant Principal**

Tracy Vice

### **Family Resource Center**

Michele Johnson, Director

### **Guidance Counselor**

Beth Williams

### **Kindergarten Teachers**

Hannah Harmon

Kerri Donahue

Megan Sorrell

Sarah Pruitt

### **Health Unit**

Sarah Cooper, Nurse

Krista Staton, Nurse Assistant

### **Transportation Director**

Phillip Dettwiller

### **School Aged Child Care**

Patricia Seabolt, Director

**Crossroads Elementary School Staff Directory**  
**606-674-2101**

**Principal**

Lara Little

**Assistant Principal**

TJ Knox

**Kindergarten Teachers**

Taneika Adams

Kim Moore

Lora Utterback

Amanda Gregory

**Health Unit**

Melinda Menix, Nurse

Billie Roark, Nurse Assistant

**Family Resource Center**

Melania Allen, Director

Kim Gee, Secretary

**School Aged Child Care**

Patricia Seabolt

## Bath County School District Calendar 2023-2024

This calendar is subject to change



August 10th	First day for students
September 4th	Labor Day Holiday
October 9th- October 13th	Fall Break No School
November 7th	Closed
November 20th-November 24th	Thanksgiving Holiday Break
December 18th-January 1st	Christmas Break No School
January 15th	Martin Luther King Day No School
February 19th	President's Day No School
April 1st-April 5th	Spring Break No School
May 21st	No School
May 22nd	Last Day for Students

## Daily Schedule

6:00	School Aged Child Care opens for daily services
7:30	Buses begin unloading Building unlocked (Students that are not a part of the child care program can not be brought prior to 7:30) Breakfast program begins
7:50	Sign-in time for teachers
8:05	School day begins
11:00	Lunch program begins
3:12	Afternoon announcements
3:15	Instructional day ends 1 <sup>st</sup> Dismissal <ul style="list-style-type: none"><li>● Dismiss Pick-Up Students</li><li>● Dismiss Day Care Students</li></ul>
3:20	2 <sup>nd</sup> Dismissal-Dismiss First Bus
3:25	3 <sup>rd</sup> Dismissal-Dismiss Second Bus
3:30	4 <sup>th</sup> Dismissal-Dismiss Third Bus
6:00	School Aged Child Care daily services conclude and children must be picked up by 6:00 pm

**Please do not bring your children to school before 7:30 am. there is no one available to properly supervise them prior to 7:30 am.**

**If you are transporting your child to school and they are eating breakfast with us, they need to be at school no later than 7:45. This gives your child time to eat breakfast and get to the classroom before 8:05, which is the start of instruction.**

## Arriving At School

School is unlocked at 7:30 a.m.

1. Upon arriving, students eating breakfast should go directly to breakfast. Students not eating should go to the gym. At 7:50, students will be dismissed from the gym to go to their classroom. The buses will begin unloading at 7:30.
2. If your children need supervision prior to 7:40 our School Aged Child Care program would be happy to enroll them.
3. Parents transporting students to school should **unload** students on the east side of the building (the side closest to town). Drive your car to the sidewalk and then allow your child to walk through the door on the east side. Parents are allowed to park in the parking lot to walk their child in the building if needed. **Do not unload students in front of the building.** The front drive is for bus traffic only. Staff members will be at the east wing door to greet students. For safety purposes, no children should be unloaded on the west (cafeteria) side of the building.
4. Bus transportation is provided for all students. We encourage parents to utilize this means of getting your children to and from school. It assures punctuality and cuts down on traffic jams in the parking lot.

## Dismissal From School

1. Students riding the bus will come to the gym and sit with their bus group. No student will be released to board buses until all buses have lined up and have come to a complete stop. Adults on bus duty will assist students on the buses. Buses will load after fully stopped.
2. Students who are picked up by parents will be dismissed at 3:15. All doors, except the front doors, will be locked from the outside. Parents are asked to park on the East side and go to the gym. No one will be allowed in the hallways after 3:00pm. Standing outside the classroom door distracts the students and teachers from very important “end of the day” instruction.

### **Arriving Late/Leaving Early**

1. Signing in: A student who arrives at school after 8:05 must sign-in at the office. A parent/guardian is responsible for signing the student in. He/she will not be admitted to class without an attendance slip signed by the principal or principal designee. He/she will be counted unexcused if no excuse slip is given.
2. Signing out: To sign a student out, you must come to the office and be identified with a valid social security number or driver's license number. The student will then be called to the office and you can sign him or her out. **The only people who will be allowed to pick up a student are those who are identified by the parents/guardians as those authorized to be on the pick up list. Those people must identify themselves by providing the office personnel with their social security number or driver's license number. This is for the protection of the children and is strictly enforced.**

### **Attendance**

#### **Absences And Excuses**

All students are expected to attend school regularly and to be on time for classes in order to gain the most benefit from the instructional program and to develop traits of punctuality, self-discipline, and responsibility. Therefore, the Board has adopted the following attendance provisions.

Students in Bath County Schools will be excused for the first six(6) days accumulated absences. Any absence (partial day or full day) after six(6) accumulated days will require a medical excuse, court excuse, or emergency Principal's excuse. After 10 medical excuses, the Bath County Board of Education Medical Excuse Form must be completed in order to receive additional medical excuses. This form can be picked up at each school and shall be returned to each school.

#### **Truancy**

Personal contact with a student's parent/guardian will be established by the Director of Pupil Personnel designee upon notification in writing that the student has six(6) unexcused absences or tardies. At such time "FINAL NOTICE" will be issued personally or by certified mail notifying the parent/guardian of a student's habitual truancy. Court referrals will be made for any unexcused absence after final notice is issued. Legal action shall be initiated in the Bath County District Court in cases of habitually truant students. Legal action shall be taken against the parents/guardian of the truant student younger than twelve (12) years of age.



## **School Policy**

### **Transportation Changes**

Parents will not be allowed to phone the school to inform us of a change of transportation arrangements for their children. For the protection of your child a change in transportation must be made in writing by the parent/guardian and signed by the principal.

### **Birthday Parties**

Children will be allowed to bring in a classroom treat for their birthday. This should be scheduled in advance with the classroom teacher. Children will not be allowed to pass out party invitations during school unless every child in the class receives an invitation.

## **Student Services**

### **Food Services**

Breakfast and lunch will be served. Students have 15 minutes for breakfast and 25 minutes for lunch. The schools participate in the federal government free or reduced price food service program. The program is for children from families whose income makes them eligible for these meals. Free or reduced food service applications will be given to each child on the first day of school. An application must be completed, approved and on file at the school for the child to receive this service. If an approved application is not on file at the school, parents will be responsible for payment of the child's meal.

- Breakfast      Student-\$1.00   Adult-\$1.50   Extra Milk-\$.25
- Reduced        Student-\$.30
- Lunch           Student-\$1.50   Adult-\$2.50
- Reduced        Student-\$.40

Parents are welcome at any time to come to school and eat with their child. You will also be invited to eat lunch with your children during one of our special holiday meals (either Christmas or Thanksgiving). If your child has a food allergy a doctor's excuse is required in order to place this information in the computer and make necessary accommodations.

**Students and Adults will no longer be allowed to charge meals or extra's.**

## **School Nurse**

A registered nurse is stationed at both schools. She provides immunizations, physical exams, first aid treatment, screening, and tender loving care to students who do not feel well or have had an accident. Parents must sign a **Permission to Treat** or a **Medical Release** form before the school nurse may administer first aid to your child.

## **Head Lice**

The nurse and nurse's assistant will conduct head lice screening on a regular basis for the entire school. The following procedures will be followed in dealing with students with head lice/nits:

- The Bath County School System has a **NIT FREE** policy
- A child with head lice and/ or nits will be sent home immediately.
- A child shall not return to school until checked and determined to be free of head lice and/or nits before returning to the classroom.
- A referral to the Department of Social Services will be made on any child found to be infested with head lice and/or nits three (3) times.
- Referrals to the Family Resource Center will be made for a child found with head lice and/or nits.
- The first time the child is sent home will be excused.
- Future absences from head lice and/or nits are unexcused.

## **Site Based Decision Making Council (SBDM)**

The council meets once a month, time will be announced. The meetings are open to the public and **parents** are encouraged to attend.

## **Family Resource Center**

### **What is a Family Resource Center?**

The FRC was established through the Kentucky Education Reform Act (KERA) to create bridges between schools, the community and the family. The program is funded through the state, and the amount of funding is based on the number of eligible for free meals at each school. However, once a center is established, all children may receive services.

### **Services provided through FRC**

- Readifest / Open House / Kindergarten Orientation-A time for students and parents to meet the teachers and school staff
- Referrals for health and mental health services, registered nurse and health aid to provide screenings, physicals, immunizations, and preventative health care lessons. Pathways therapist will be available for mental health needs
- Substance Abuse Prevention
- Violence Prevention
- Dental Van-UK dental van will provide eligible students with screenings, sealant, and fillings
- Parent Education Programs
- Referrals for child care and other community resources
- Child Care Training and Child Care Subsidy
- Lending Library-library of children's books, videos, and parenting books
- Preventative Health Information
- Basic Needs Assistance
- Clothing-FRC keeps clothing on hand for students that may require a change of clothes during the day
- Summer Learning

## **Bath County Adult Education 606-674-2664 Alicia Wilson**

### **Services Provided All Services Provided Free**

- Basic Reading, Math and Writing Skills
- GED Preparation and Testing
- Free Internet Courses-Study at Home
- Job Application and Resume Preparation
- Kentucky Employment Certification (KEC)
- Preparation for College/Tech Entrance Exam
- College/Tech Financial Aid Assistance

### **School Supplies**

Items may change depending on the teacher

- Paper (kindergarten tablet)
- # 2 pencils
- Kleenex's
- Paper Towels
- 3 Glue Sticks
- Crayola Crayons
- Crayola Markers
- Scissors
- Elmer's Glue
- Regular paper loose leaf
- Back Pack (carry packs only)

# 25 Things

Your child needs to know before entering kindergarten

- Say his/her name
- Identify specific body parts (wrist, heel, chest)
- Stand on one foot
- Walks backwards heel to toe
- Identify primary and secondary colors
- Draws shapes
- Draw detailed person
- Print name (first and last)
- Count in order to 30
- Count objects
- Identify uppercase letters
- Identify lowercase letters
- Write uppercase letters
- Write lowercase letters
- Puts things away after use
- Open doors
- Stay on task for at least 20 minutes
- Feed himself/herself with utensils
- Dress himself/herself without assistance
- Play well with others
- Understand that books are read left to right
- Read words
- Distinguish fact from fiction
- Retell stories

All children who are 5 years of age on or before August 1<sup>st</sup> are eligible for kindergarten.