



Head Start Program

Morgan 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.

(800) 927-1833

East Valley Head Start- EXT 4300

Morgan Central Head Start- EXT 4310

Wrigley Head Start- EXT 4320



Tiffany Samaniego- Director of Early Childhood

Jasmine Adkins- Floater

Melissia Daniel- Teacher

Teresa Ison- Teacher

Tracey Back- Teacher

Tamera James- Teacher

Lindsey Hoskins- Family Advocate

Bridgette Hamilton- Teacher

Faith Kendrick-Floater

Tina Clemons- Instructional Assistant

Melissa Smith- Instructional Assistant

Chrystal Back- Instructional Assistant

Regina Ross- Instructional Assistant

Amy Bellerson-Floater

ShaKoda Gamble-Floater

Janet Smith- Instructional Assistant

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.

Morgan County School Staff Directory

606-743-8002 Board of Education

Superintendent

Ralph Hamilton

Special Education Coordinator

Leann Sargent

Transportation Director

Jeremy Bush

Director of Pupil Personnel

Katlin Haney

East Valley Elementary School Staff Directory

606-522-8152

Principal

Kristen Wheeler

Kindergarten Teacher

Melissa Hospkins

Health Unit

Angie Price, School Nurse

Family Resource Center

Bobbi Havens, Director

Secretary

Shonna Perkins

Ezel Elementary School Staff Directory

606-725-8202

Principal

Miranda Bolin

Kindergarten Teacher

Lindsey Fugett

Secretary

Connie Keeton

Family Resource Center

Laura Vest, Director

Health Unit

Amanda Fraley, School Nurse

Morgan Central Elementary School Staff Directory

606-743-8502

Principal

Kasey Hampton

Kindergarten Teachers

Kim Hampton

Kaitlynn Standsfer

Secretary

Elizabeth Keeton

Family Resource Center

Laura Vest, Director

Health Unit

Tracey Hatton, School Nurse

Wrigley Elementary School Staff Directory

606-743-8302

Principal

Larissa Johnson

Kindergarten Teachers

Megan Risner

Dee Collins

Secretary

Tena Oney

Family Resource Center

Bobbie Havens, Director

Health Unit

Alicia Stacy, School Nurse

Morgan County School District Calendar

2023-2024

This calendar has been approved by the board of education.



Wednesday August 16 th	First Day of School
Monday September 4 th	Labor Day No School
Friday September 22 th	No School
Friday October 20 st	No School
Tuesday November 7 th	No School
Monday November 20 th –24 th	Thanksgiving Break No School
Monday December 18 th –January 1 st	Christmas Break No School
Monday January 15 th	Martin Luther King Day No School
Friday March 29 th	No School
Friday May 17 th	Last Day of School

East Valley Elementary Daily Schedule

7:10	Doors Open
7:10	Buses begin unloading
7:10	Breakfast
7:50	Instructional day ends
10:45	Lunch Begins
3:15	Instructional day ends

Ezel Daily Schedule

7:05	Doors open
7:05	Buses begin unloading
7:10	Breakfast begins
7:50	Instructional day begins
10:50	Lunches begin
3:10	Instructional day ends

Morgan Central Daily Schedule

7:15	Doors Open
7:15	Buses begin Loading
7:15	Breakfast begins
7:45	Instructional begins
10:50	Lunches begins
3:00	Instructional day ends

Wrigley Daily Schedule

7:10	Doors open
7:10	Buses begin Loading
7:10	Breakfast begins
8:00	Instructional day begins
10:50	Lunches begins
3:20	Instructional day ends

Arriving at school

East Valley Elementary

School is unlocked at 7:10

1. Upon arriving all students go to the cafeteria for breakfast. Breakfast is served from 7:10-7:45.
2. Parents transporting students to school should drop off at the back of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

Dismissal from school

1. Students who ride the bus leave their classroom and go to the cafeteria and then their bus number is announced. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:15. All doors will be locked from the outside. Parents are asked to park in the back-parking lot and come in the office to sign the student out.

Arriving Late/Leaving Early

1. Signing in: A student who arrives at school after 7:50 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

Arriving at School

Ezel Elementary

School is unlocked at 7:05

1. Upon arriving all students go to the cafeteria for breakfast. Breakfast is served from 7:05-7:45.
2. Parents transporting students to school should drop off in the front of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

Dismissal from school

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:10.

Arriving Late/Leaving Early

1. Signing in: A student who arrives at school after 7:50 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

Arriving at School
Morgan Central Elementary
School is unlocked at 7:15

1. Upon arriving all students go to the cafeteria for breakfast. The buses will begin unloading at 7:15. At 7:40 students will be dismissed from the gym to go to their classrooms.
2. Parents transporting students to school should drop off in the front of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

Dismissal from school

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
1. Students who are picked up by parents will be dismissed at 3:00.

Arriving Late/Leaving Early

1. Signing in: A student who arrives at school after 7:45 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

Arriving at School
Wrigley Elementary
School in unlocked at 7:10

1. Upon arriving all students go to the gym for breakfast. Breakfast is served from 7:10-8:00. At 8:10 students will be dismissed from the gym to go to their classrooms.
2. Parents transporting students to school should drop off in the front of the building. Students are to be at school at 8:00 am, the doors will be locked at 8:00 am.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

Dismissal from school

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:20.

Arriving Late/Leaving Early

1. Signing in: A student who arrives at school after 8:00 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student will be called to the office for pickup. You must

provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

Student Services

Food Services

Breakfast and lunch will be served. Students have 15 minutes for breakfast and 25 minutes for lunch. The school participates in the federal government free or reduced food service program. The program is for children from families whose income makes them eligible for the meals. Free or reduced food service applications will be inside the child's packet at the front of the year.

Parents/guardians must complete the application and get it back as soon as possible preferably the first week of school. If an approved application is not on file at the school, parents will be responsible for payment of the child's meals.

- Breakfast Student-Free Adult-\$2.50 Extra Milk-\$ 0.35
- Lunch Student-Free Adult-\$3.50

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 extras.

Attendance Policies

Regular school attendance helps ensure success. Morgan County Schools have implemented procedures for the purpose of protecting learning time. Students will be excused for the first five (5) accumulated absences. Any absence (partial or full day) after five (5) will require a medical or court excuse, or emergency principal excuse. Parents are notified by the school after three unexcused absences and may be asked to attend a conference at the school upon four (4) or five (5) unexcused absences.

Truancy

Six (6) unexcused absences or tardies will result in the school notifying the director of pupil personnel (truant officer) who may serve a FINAL NOTICE, court referrals will be made for any unexcused absence or unexcused tardy. Legal action shall be initiated in court. Cases of habitually truant students and shall be taken against the parent/guardian of the truant student younger than twelve (12) years of age.

When students are absent from school, it is the parent/guardian responsibility to notify the school for the reason for the absence. Upon students returning to school, the parent is responsible for ensuring that parent notes, medical, or court excuses are submitted to the attendance clerk. Notes will not be excused without administrative approval if submitted beyond five (5) days of the date of the absence. By sending your children to school regularly, parents help ensure optimal learning occurs.

School Nurse

A registered nurse is stationed at each school. She provides physical exams, first aid treatment, screening, and tender loving care to students who do not feel well or had an accident. Parents must sign a **Permission to treat** or **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 screenings on a regular basis for the entire school. The following procedures will be followed in dealing with students with head lice/nits:

- Morgan 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 by the school nurse and determined to be free of head lice and/or nits. The parent must transport the child to school and accompany him/her to the health unit for a head check.

- Referrals to the Family Resource Center will be made for a child found with head lice and/or nits.

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

- Jumpstart/Open House/Kindergarten Orientation-a time for students and parents to meet the teachers and school staff
- Referrals for health and mental health services, Pathways therapist will be available for mental health needs
- Substance Abuse Prevention
- Violence Prevention
- Kids first dental van will provide eligible students with screenings, sealant, and fillings
- Parent Education Programs
- Student academic tutoring
- Referrals for child care and other community resources
- 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

Morgan County Adult Education 606-743-1599

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

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 1st are eligible for kindergarten.