



Head Start Program

Lewis County

Family Transition

Handbook

2024-2025

Updated April 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.

Tiffany Samaniego- Senior Director of Early Childhood

Jacob Litteral- Director of Program Operations

Vanceburg Head Start Center

(800)-927-1833 EXT 6820



Head Start Staff

Christina Monteith- Area Coordinator

Angela Shope- Teacher

Dreama Tackett- Family Service Advocate

Kelly Fogleman- Teacher

Marsha Swearingen- Instructional Assistant

Pamela Blevins- 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.

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

Lewis County Schools District Office Staff

Board of Education 606-796-2811

Superintendent

Jamie Weddington

Transportation Director

Bill Allen

Special Education Coordinator

Paula Lewis

Director of Pupil Personnel

Lori O'keefe

**Lewis County Central Elementary
School Staff Directory 606-796-2831**

Principal

Stacy Kidwell

Health Unit Staff

Melissa Ruggles- Nurse

Guidance Counselor

Megan Spence

Jera Case

Family Resource Center

Michael Kennedy

Rachel Applegate

Kindergarten Teachers

Julia Lancaster

Sarah Kelly

Melinda McGlone

Emilee Willis

Kindergarten Teacher Assistants

Margie Royal

Paige Smith

Rhonda Cooper

Trina Blevins

Family Resource Center

Michael Kennedy

Rachel Applegate

Special Education Teacher

Terrence Smith

Speech Pathologist

Debbie Harris

Occupational Therapist

Shauna Spencer

Haylee McClurg

Central Elementary Daily Schedule

7:15- 7:50	Parent Drop Off
7:15-7:50	Breakfast
7:50	Instructional day begins
10:30-12:00	Lunch
2:45	Instructional Day ends

School begins at 7:50 am and starting at 7:51 students will be counted tardy. Breakfast and parent drop off begins at 7:15 and drop off ends at 7:50.

If you are transporting your child to school, you must drop him/her off by the cafeteria doors. Drop offs are not allowed in the bus lane or at the front of the building. If your child arrives after 7:50 you must sign the student in at the front desk where he/she will receive an excused or unexcused slip.

Early duty is in the gym from 7:10-7:50 and the classrooms are not open until 7:50. The front doors are locked at all times and you will need a picture ID to enter the building. Pickups at the end of the day start after 2:45. If you will be picking your child up daily you will be issued a pickup number that is placed in your vehicles windshield that corresponds with a number your child will have on their backpack. Students picked up before 2:45 are counted tardy also.

You will receive a Parent-Student Handbook at the beginning of the school year where this is outlined more clearly.

Recommended Supplies (subject to change)

Lewis County Central Elementary

Kindergarten Supply List 2022-2023

- 4 – 24 count packages of CRAYOLA crayons
- 1 box washable markers
- 12 glue sticks with purple tint
- 2 packages #2 yellow pencils
- 1 pair of primary scissors
- 3 boxes of tissues
- 1 package of 2 pink erasers
- 1 package of pencil cap erasers
- 2 boxes of Band-Aids
- Pencil box

Boys should bring:

1. Quart size Ziploc bags
2. Gallons size Ziploc bags
3. Small plastic cups
4. Napkins
5. Package of highlighters
6. Mr. Clean Magic Eraser

Girls should bring:

1. Baby Wipes
2. Small paper plates
3. Paper Towels
4. Sandwich size Ziploc bags
5. Spoons
6. Package of dry erase markers



Garrison Head Start Center

1-800-927-1833 EXT 6800

Head Start Staff

Christina Monteith- Area Coordinator

Lisa Dummitt- Teacher

Kayla Riffe- Instructional Assistant

Mary Kegley- Teacher

Rachel Jordan- Instructional Assistant

Jennifer Toppins- Family Service Advocate

Garrison Elementary School

Staff Directory 606-757-2122

Principal

Sarah Porter

Health Unit Staff

Barbara Kearns - Nurse

Guidance Counselor

Angela Potter

Family Resource Center

Lisette Clark

Kindergarten Teachers

Leslie Horsley

Stacy Flannery

Speech Pathologist

Ashley Pence

Kindergarten Teacher Assistants

Shannah Bloomfield

Hope Veach

Special Education Teacher

Lauren McKinney

Occupational Therapist

Haylee McClurg

Garrison Elementary Daily Schedule

Parent Drop Off

Breakfast

7:40	Teachers pick up students from gym to take to class
7:50	Instructional day begins
11:00-12:40	Lunch
2:50	Instructional day ends
2:50	Parent pick up

School begins at 7:50 am and starting at 7:51 students will be counted tardy. Breakfast and parent drop off time will be determined at a later date. Students will be in class by 7:50.

If you are transporting your child to school, you must drop him/her off by the cafeteria doors. If your child arrives after 7:50 you must sign the student in at the front desk where he/she will receive an excused or unexcused slip.

Early duty is in the gym. The classrooms are not open until 7:50. The front doors are locked at all times and you will need a picture ID to enter the building. Pickups at the end of the day start after 2:50. If you will be picking your child up daily you will be issued a pickup number that is placed in your vehicles windshield that corresponds with a number your child will have on their backpack. Students picked up before 2:45 are counted tardy also.

You will receive a Parent-Student Handbook at the beginning of the school year where this is outlined more clearly.

Garrison Elementary

Kindergarten Supply List

*1 Backpack (Please find a backpack (without wheels) that a full size sheet of paper will fit in, so that things we send home will not get bent up. Your child will need to bring his/her backpack to school daily in order to get things to and from school.)

Please send in these items to be shared among our students:

2 Elmer's glue sticks

4 24 packs of Crayola crayons

4 plastic three prong pocket folders (please get solid colors and do not put names on them)

1 container of bleach wipes

1 box of tissues

Paper towels

Baby wipes

Wish List

Gallon size zipper bags Sandwich Bags These supplies should last us all year; except for tissues, which usually need replenished around December or January.



Tollesboro Head Start Center

1-800-927-1833 EXT 6810

Head Start Staff

Christina Monteith- Area Coordinator

Cici Smith- Teacher

Tera Walters- Instructional Assistant

Jennifer Toppins- Family Service Advocate

**Tollesboro Elementary School
Staff Directory 606-798-3231**

Principal

Christy Manning

Health Unit Staff

Shanna Bolander- Nurse

Guidance Counselor

Kaycee Christy

Family Resource Center

Mike Kennedy

Kindergarten Teachers

Jordy Harding

Kaycee Skidmore

Kindergarten Teacher Assistants

Sarah Stamper

Kim Hord

Speech Pathologist

Holly Huber

Special Education Teacher

Heather Insko

Occupational Therapist

Shauna Spencer

Physical Therapy

Kristy Dyer

Tollesboro Elementary Daily Schedule

7:30- 7:50	Parent Drop Off
7:40- 8:05	Breakfast (25 minutes)
7:50	Instructional day begins
11:15	Lunch
2:55	Instructional day ends
2:55	Parent pick up

School begins at 7:50 am and starting at 7:51 students will be counted tardy. Parent drop off begins at 7:30 and drop off ends at 7:50. Breakfast for all Kindergarten begins at 7:40.

If you are transporting your child to school, you must drop him/her off by the front doors. Drop offs are not allowed in the bus lane. If your child arrives after 7:50 you must sign the student in at the front desk where he/she will receive an excused or unexcused slip.

Early duty is in the gym from 7:30-7:50 and the classrooms are not open until 7:50. The front doors are locked at all times and you will need a picture ID to enter the building. Pickups at the end of the day start after 2:55. If you will be picking your child up daily you will need to sign in at the front doors and at 2:55 the doors will be unlocked and you are asked to wait in the Library. Your child will be brought to you. Students picked up before 2:55 are counted tardy also.

You will be invited to Kinder Camp where all this information will be presented by Mrs. Manning and Kindergarten Staff.

Tollesboro Elementary

Kindergarten Supply List 2022-2023

- Dry Erase Markers
- 1 Subject Notebook
- 3 pocket folders
- 3 Boxes of crayons (preferably 24 count pack or smaller)
- 10 or more glue sticks
- Pencils
- Scissors

- Play-dough
- 2 Soft Pencil pouch (NO BOXES)
- *Optional
- Tissues
- Clorox Wipes
- Small and large plastic baggies (gallon size)
- 3 composition notebooks
- 2 packs of pencils (no mechanical pencils please)
- 6 glue sticks
- 1 pack large pink erasers
- scissors
- 4 24-pack of crayons
- small pencil pouch (no pencil boxes, please)
- Ziploc bags (quart or gallon size)
- 3 boxes of Kleenex
- 6 folders (paper with pockets and prongs, 2 each of red, yellow, and blue)
- black dry erase markers

**Lewis County School District Calendar
2024-2025**

This calendar is subject to change



August 27th	First day for students
September 2nd	Labor Day Holiday
October 3rd and October 4th	Fall Break No School
November 5th	Election Day No School
November 25th - November 29th	Thanksgiving Holiday Break No School
December 23rd - January 3rd	Christmas Break No School
January 20th	Martin Luther King Day No School
April 2nd - April 4th	Spring Break No School
May 22nd	Last Day for Students

Food Services

FREE MEALS FOR EVERY STUDENT IN THE LEWIS COUNTY SCHOOLS

When school begins this year, every single student in the Lewis County Schools will have access to a nutritious breakfast and lunch at no cost to them. There is no need to apply for this program because every student is automatically eligible.

Parents will be asked to complete a Household Information Form that contains information important to the school district.

Nothing will change about lunch or the cafeteria process. Your child will still go through the line and interact with the cashier as usual. Students may purchase additional and ala carte items for sale.

This program is made possible thanks to the USDA's Community Eligibility Provision. If you have any questions regarding this program, contact Tiffany Felty at 796- 2811

School Nurse

A registered nurse is stationed at each school. She provides nursing care that includes care for catheters, G tubes, etc...., daily medications, hearing/ vision screenings, dental screenings and teeth cleaning. Parents must sign a **Permission to Treat** form before the school nurse may administer any treatment.

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.

The goal of Family Resource Centers is to remove or reduce any barrier a child might have to getting a quality education.

Services provided through FRC

Family Resource Centers serve children through age 12 and coordinate:

- Referrals to Child Care Resource
- Community Service Projects
- Learning Library and Boxes
- Eyeglass Referrals
- Health Service Referrals
- Coordinate Personal Hygiene & Puberty
- Basic Needs Referrals
- Gifts of Love/Christmas Cops Program
- Mental Health Referrals
- Grief Counseling
- Summer Programs
- Dollars & Sense/Read Across America
- Clothing Closet
- Assist our District Crisis Management
- Assist Families During Crisis/Disasters
- Provide Educational Assemblies
- Mentoring

Truancy

Kentucky School Law requires every parent and guardian of a child 6 to 21 years old to send that child to school. Five-year olds are considered under compulsory education after enrollment in Kindergarten.

Kentucky School Law 159.150 states:

Any child who has been absent from school without a valid excuse for three (3) or more days, or tardy for three (3) or more days, is a truant. Any child who has been reported as a truant two (2) or more times is a habitual truant.

Kentucky School Law 159.180 states:

Every parent/guardian of a child residing in any school district in this state is legally responsible for any violation of KRS 159.010-159.179 by the child.

Kentucky School Law 159.990 states:

Any parent/guardian who intentionally fails to comply with the requirements of KRS 159.010 to 159.170 shall be fined one hundred dollars (\$100) for the first offense, and two hundred fifty dollars (\$250) for the second offense. Each subsequent offense shall be classified as a Class B misdemeanor. This determination is at the discretion of the judicial system.

Kentucky Revised Statute 530.070

Unlawful transaction with a minor punishable by a maximum of twelve months in jail and/or \$500 fine.

Lewis County Schools Policy states:

Students absent 6 or more days unexcused are considered habitual truants.

Tardies occur if a student arrives late or leaves early. Tardies also occur when students are absent from school for a portion of the day. Tardies are considered in the determination of truancy.

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.