

# Gateway Early Head Start Transition Handbook Mason County



*Updated: May 2024*

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

The purpose of this packet is to provide families that are moving from our Early Head Start program to Head Start with valuable information. We work in collaboration with the Head Start program to promote a smooth and seamless transition. A clear understanding of policies and expectations of Head Start 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 Early 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



**Tiffany Samaniego- Senior Director of Early Childhood**  
**Jacob Litteral- Director of Program Operations**



**Mason County Head Start Staff**

800-927-1833 Ext:6900

**Area Coordinator**

Hannah Leet

**Teacher**

Helen Evans

**Teacher**

Megan Clark

**Teacher**

Lauren Fritz

**Teacher**

Dawnya Highfield

**Instructional Assistant**

Jeanetta Ruark

**Instructional Assistant**  
Michelle Day

**Instructional Assistant**  
Laura Stacy

**Instructional Assistant**  
Courtnae Bolander

**Bus Driver**  
Roy Quinn

**Cook**  
Bambi Winkle

**Support Staff**  
Courtney Wilson

**Support Staff**  
Raechal Abel

**Support Staff**  
Brittany Preston

**Support Staff**  
April Everidge

**Family Service Advocate**  
Tammy Walker

**Family Service Advocate**  
Shelley Maynard

**Mason Extended Day**  
**Hours: 8:00-3:00 Parent Transports/No Busing provided**

7:45-8:00 Parent drop off

8:00-8:20 Breakfast

8:30-9:00 Circle Time/Instructional Learning

9:00-10:00 Center Time/Instructional Learning

10:00-10:30 Outside Activity (weather permitting)

10:40-10:50 Story Time

11:00-11:30 Lunch Time

11:45-12:30 Rest Time

12:30-12:45 Story Time

12:45-1:00 Snack Time

1:00-1:45 Outside Activity (weather permitting)

2:00-2:45 Center Time/Instructional Learning

2:45-3:00 Departure

**Mason Part Day Classroom  
Hours 9:00-2:00 with Busing**

9:30-9:45 Arrival, Bathroom, Welcome Song, Fairness Chart, and Leader

9:45-10:00 Wash hands/Transition to Breakfast

10:00-10:20 Breakfast/Cleanup/wash hands

10:20-10:35 Large Group/Instructional Learning

10:35-10:45 Brush Teeth

10:45-11:45 Outdoor Play

11:45-12:00 Learning Centers/Small Group

12:00-12:10 Wash Hands/Transition to Lunch

12:10-12:35 Lunch/Cleanup/wash hands

12:35-1:15 Rest Time

1:15-1:30 Story Time/Mental Health

1:30-2:10 Outdoor Play

2:15-2:30 Transition to Leave/Gather backpacks

## **Food Services**

Gateway participates in the Child and Adult Care Food Program (CACFP).

The Child and Adult Care Food Program is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating child care centers, day care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in daycare facilities. CACFP contributes to the wellness, healthy growth, and development of young children and adults in the United States.

### **Family Service Advocate**

The family service advocate is there to create, provide, and coordinate services. They also coordinate family and community activities that stand-in strength, healthy living, and overall well-being. Family advocates are to bring support in case management style and act as a liaison between families, staff, the community, and other family-related services. Parents and families are offered services to support family well-being and to achieve family goals, such as housing stability, continued education, and financial security. Lastly, they are to encourage all family members to become advocates for their children and family.

### **Attendance**

Attendance is very important to your child's success in the Head Start program. Attending every day ensures that a consistent routine is developed in the classroom. Consistency is a must in order to be able to ensure your child is receiving the best possible services. We understand that children do get sick.

### **Early Learning and development**

Children's readiness for school and beyond is fostered through individualized learning experiences. Through relationships with adults, play and planned and spontaneous instruction, children grow in many aspects of development. These include social skills, emotional well-being, language and literacy skills, mathematics, and science concepts. Early learning experiences also include cultural and language heritage of each child and family in relevant ways. Parents, including grandparents, foster parents, and other primary caregivers, are recognized as children's first and most influential teachers. Their knowledge of their children is central to each child's individualized approach. Additionally Head Start works with families, school districts, and other entities to facilitate a smooth transition to kindergarten for each child.

## **Health**

Health and physical development are crucial for early learning opportunities that require children to fully explore and experience their environment. Head Start provides safe and healthy learning experiences indoors and outdoors. All children receive health screening and nutritious meals, and our program connects families with medical, dental, and mental health services to ensure children are receiving the care and attention they need. Children receive support for building resiliency to cope with possible adverse effects of trauma.