



Head Start Program

Menifee 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.



Menifee County Head Start

(800) 927-1833
EXT 2300 or EXT 2305

Tiffany Samaniego -Senior Director of Early Childhood

Jacob Litteral- Director of Program Operations

Head Start Staff

Judy Begley- Family Service Advocate

Virginia Hall- Area Coordinator

Mirriah Back- Instructional Assistant

Skylar Cox- Instructional Assistant

Jacqueline Begley- Floater

Stephanie Masters- Instructional Assistant/Bus Driver

Brenda Evans- Teacher

Phyllis Helton- Teacher

Katelyn Carter- Floater

Tammy Harney-Teacher

Sue King- 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

Menifee County School Staff Directory

Board of Education 606-768-8002

Superintendent

Timothy Spencer
606-768-8002

Transportation Director

Jeremy McNabb
606-768-8025

Special Education Coordinator

Josh Kincaid
606-768-8005

Community Education Director

April Smith
606-768-8438

Director of Pupil Personnel

Tonya Means
606-768-8006

Menifee Central

606-768-8402

Principal

Kelli Abney

Assistant Principal

LaJohnda Williams
Melissa Moore

Kindergarten Teacher

Hayley LaPelle
Leah Cornett
Amy Hunt

Family Resource Center

April Smith

Health Unit

Michelle Warner
Ashley Pill

Guidance Counselor

Katelyn Perry

School Base Social Worker

Melody Golden

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

This calendar is subject to change



August 14th	First day for students
September 2nd	No School Labor Day
October 18th, 21st, 22nd	No School Fall Break
November 5th	No School
November 25th- November-29th	No School Thanksgiving Break
December 19th - January 1st	No School Christmas Break
January 20th	No School Martin Luther King Day
February 17th	No School Presidents Day
March 14th	No School
March 31st - April 4th	No School Spring Break
May 16th	Last Day for students

Daily Schedule

7:30	Buses begin unloading Building unlocked Breakfast program begins
8:00	Instruction day begins
10:40-11:05	Lunch program begins
3:00	Instructional day ends & Dismissal

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 their classroom before 8:30 which is the start of instruction.

Arriving at School

School is unlocked at 7:30 am

1. Upon arriving, students should go directly to their classroom and put their things away, and wait to be called to breakfast.
2. Buses will begin unloading at 7:30 am.
3. Parents transporting students to school should unload students in the front of the building. Someone will be there to open the door for the students.
4. Bus transportation is provided for all students who are in the district and parents are encouraged to utilize the service to ensure punctuality and it cuts down on traffic jams in the parking lot.
5. Transportation in the district depends on where the student lives. If students live in the Frenchburg, Means, or Sudith area they will attend Menifee Elementary School and should contact Tamilyn Ingram at 606-768-8351. Students that live in Mariba, Denniston, Wellington, and Pomeroyton area will attend Bott's Elementary School and should contact Jennifer Rogers at 606-768-8052.

Dismissal from School

1. School will dismiss at 3:00. Students riding the bus will go directly to their bus by classroom.
2. Students who are picked up by parents will be waiting in the gym. Parents must check in at the front desk and get a pick up slip. You must be on the child's pick up list in order for them to be released to you. You must have a valid driver's license number or social security number.

Arriving Late/Leaving Early

1. A student who arrives at school after 8:00 am must be signed in at the office. A parent/guardian is responsible for signing in the student. 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. A student who must leave early must be signed out by someone on the pick-up list. You must have a valid driver's license or social security number. The student will be called to the office after signing them out for pick up.

Attendance Policy

Students are required to attend regularly and punctually to the school in which they are enrolled.

Truancy

Any student who has been absent from school without a valid excuse for three (3) days or more, or tardy for three (3) days or more, is considered truant. A student who has been reported as truant three (3) or more times is a habitual truant. Truants shall be reported to the Principal and then to the Director of Pupil Personnel, both of whom shall take appropriate actions.

Excused Absences and Tardiness

An excused absence or tardiness is one for which work may be made up, such as
Illness of pupil

- A physician's statement will be required after five (5) absences.
- A student with a chronic illness which may cause him/her to miss school may present a doctor's statement giving the nature of the illness and indicating that the student may need to miss school due to illness, for a maximum of ten (10) doctor/excused days for the year.

- Students who are unable to follow the schedule or to comply with school rules because of illness or disability should contact the Principal or Counselor.
- The student should present a statement from the doctor or dentist that he/she has received treatment. Students should inform the school at least one day before the appointment.
- Students will not be counted absent for a school sponsored trip.
- Severe illness of a member in the household counts as a parent note.
- Death in the family will be an excused absence and should be limited to three (3) days unless the Principal approves additional days.
- Religious holidays or practices
- Military duty-one (1) day upon the return and one (1) day upon departure of a parent/guardian called to active Military duty.

Unexcused absences and tardiness

- When a student has three (3) unexcused absences or three (3) unexcused tardies, the student's homeroom teacher or principal designee shall make a referral to the Director of Pupil Personnel, who will make a home visit.
- When a student accumulates six (6) unexcused or nine (9) tardies, the Director of Pupil Personnel shall mail a final notice to the parent/guardian.
- After the parent/guardian receives the final notice, and if the pupil does not return to school and maintain regular attendance, the Director of Pupil Personnel may file a truancy petition in juvenile court or initiate action against the parent/guardian in district court.
- The Director of Pupil Personnel may take court action at any time if a parent/guardian withholds a student from school or if the student refuses to enroll.
- All absences shall be considered unexcused unless the student brings in a note signed by his/her parent/guardian. The note shall be presented on the next day of attendance and shall include the date and reason of absence.
- Work may be made up for the unexcused absences at the discretion of the teachers involved.
- The MCHS automated phone master will call parents/guardians daily to notify them if their child was absent or tardy. Students must obtain an

excuse/unexcused slip from the attendance clerk before homeroom when they return to school.

- It is the responsibility of the student to ask permission to make up work that he/she has missed.

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 by the principal.

Birthday Parties

Children will be allowed to bring in a treat for their birthday to the classroom. 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 Food Services

Parents/Guardians 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 Thanksgiving or Christmas).

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 be charged for meals or extra's.

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
- Leading Libruary-libruary 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

Menifee County Adult Education 606-768-6384 Pam Branam.

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
- Arts & Crafts
- Life Skills

School Supplies

Items may change depending on the teacher, and you will receive a list in the mail during the summer.

- Paper (kindergarten tablet)
- #2 pencils
- Kleenex
- 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 1st are eligible for kindergarten.