

# Gateway Early Head Start Transition Handbook Morgan 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**



**Morgan Central Head Start Staff**

800-927-1833 Ext:4310

**Area Coordinator**

Tim Smith

**Teacher**

Theresa Ison

**Family Service Advocate**

Lindsay Hoskins

**Teacher**

Melissa Daniels

**Teacher Assistant**  
Britney Cornett

**Teacher Assistant**  
Melissa Smith

**Support Staff**  
Amy Bellerson

**Support Staff**  
Kennedy Holbrook

**Bus Driver**  
Kimberly Johnson

**East Valley Head Start Staff**  
800-927-1833 Ext:4300

**Teacher**  
Bridgette Hamilton

**Family Service Staff**  
Teddie Hammonds

**Teacher Assistant**  
Linda Harvey

**Support Staff**  
Amy Kemplin

**Wrigley Head Start Staff**  
800-927-1833 Ext:4320

**Teacher**  
Britney Stevens

**Teacher Assistant**  
Tina Clemons

**Teacher**  
Tamara James

**Teacher Assistant**  
Victoria Holbrook

**Family Service Staff**

Jasmine Adkins

**Support Staff**

Samantha Adkins

**Support Staff**

ShaKoda Gamble

**Support Staff**

Annabelle Lewis

## **Extended Day**

**Hours: 7:45-2:45 Parent Transport/No Busing provided**

7:45-8:00 Arrival/Table Top Activities

8:00-8:15 Group meeting/wash hands

8:15-8:40 Breakfast

8:40-8:55 Clean up/wash hands

8:55-9:10 Group meeting

9:10-10:00 Stations

10:00-10:05 Clean up

10:05-10:40 Outside/gross motor

10:40-10:50 Wash hands

10:50-11:15 Lunch

11:15-11:25 Clean up/wash hands

11:25-11:35 Music and Movement

11:35-12:10 Stations

12:10-12:15 Clean up

12:15-12:45 Outside/Gross motor

12:45-12:50 Wash hands

12:50-1:00 Layout mats/Storytime

1:00-1:55 Naptime

1:55-2:00 Put up mats

2:00-2:15 Wash hands/Bathroom

2:15-2:30 Snack

2:30-2:40 Clean up/wash hands

2:40-2:45 Prepare to go home/Departure

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

9:00-9:05 Arrival

9:05-9:15 Wash hands

9:15-9:35 Breakfast

9:35-9:45 Wash hands

9:45-10:00 Group Meeting

10:00-11:00 Learning Areas

11:00-11:10 Clean up

11:10-11:15 Wash hands

11:15-11:35 Gross motor

11:35-11:45 Wash hands

11:45-12:15 Lunch

12:15-12:25 Wash hands

12:25-12:40 Outside

12:40-12:45 Wash Hands

12:45-1:00 Storytime

1:00-1:30 Rest time

1:30-1:40 Wash hands

1:40-1:50 Safety Sam

1:50-2:00 Wash hands

2:00 Home

## **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 the 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.