



# **Head Start Program**

Montgomery County

Family Transition

Handbook

2019-2020

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.

### **Montgomery County Head Start Staff**



### **Martina Roe Director of Early Childhood**

Shannon Donaldson Teacher  
Jennifer Frazier Teacher  
Sara Butler Teacher Assistant  
Bridgette Love Teacher Assistant  
Faith LaGrange Teacher Assistant  
Shaina Havens Teacher Assistant  
Elizabeth Rawlings Teacher Assistant

Mary Beth Charlet Teacher  
Tiffany Samaneigo Teacher  
Brittany Kidd Floater  
Sarah Wells Floater  
Tammy Ray Floater  
Amanda Strange FSA  
Carolyn Melton FSA

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.

**Montgomery School Staff Directory**

859-497-8760 Board of Education

**Superintendent**

Matthew Thompson

**Administrative Assistant**

Cindy Kincaid

**Program Assistant**

Nicole Martin

**Preschool Director**

Marti Esclante

**School Nutrition Services**

Julie Metcalf

**Nutrition Services Supervisor**

Sandy Jones

**Director of Child Care**

Lesia Whitaker

**Assistant Superintendent**

Rick Culross

**Transportation Director**

Walter Johnson

**Transportation Director Assistant**

Steve Calvert

**Special Education Consultant**

Arden Goodman

**Director of Elementary Schools**

Stephanie Harris

**Secretary**

April Johnson

**Mapleton Elementary School Staff Directory**

859-497-8752

**Principal**

Dawn Cockerll

**Guidance Counselor**

Lacy Gross

**Kindergarten Teachers**

TBA

**Assistant Principal**

Casey Greene

**Family Resource Center**

Erin Shillington

**Health Unit**

Michelle Carmichael, School Nurse

**Camargo Elementary School Staff Directory**

859-497-8776

**Principal**

Dudley Napier

**Guidance Counselor**

Rachel Davis

**Kindergarten Teachers**

TBA

**Assistant Principal**

Chris Barnett

**Family Resource Center**

Amy Willoughby

**Health Unit**

Kim Henson

**Mt. Sterling Elementary School Staff Directory**

859-497-8730

**Principal**

TBA

**Health Unit**

Melissa Jones, School Nurse

**Family Resource Center**

Cartrec Garrett

**Kindergarten Teachers**

TBA

**Assistant Principal**

Tasha Ferrell

**Curriculum Coordinators**

Laura Faulkner

Laura Caudill

**Guidance Counselor**

Sara Mays

**Northview Elementary School Staff Directory**

859-497-8703

**Principal**

Cathi Harmon

**Guidance Counselor**

Janie Robison

**Health Unit**

Terena Wallingford

**Assistant Principal**

Shawn Landsdale

**Family Resource Center**

Chirtie Jouett

**Kindergarten Teachers**

TBA



## **Welcome**

## **Curriculum**

The goal of the curriculum and instruction department is to enhance and improve every aspect of the instructional process by providing materials, instruction, and assistance for the educators and administrators of the Montgomery County School District. The focus is on assisting schools and assuring that all students are proficient and prepared for the 21<sup>st</sup> century. This department is responsible for curriculum, instruction, assessment, district and school improvement plans, professional development, textbooks, district and school report cards, gifted and talented services, and instruction for English Language Learners (ELL). We also oversee Title 111 funds, Read to Achieve grants, Math, Achievement Fund Grant, Arts and Foreign Language Grant, and leadership hours for administrators.

Montgomery County Schools, through the combined efforts of students, parents, community, and staff, seeks to provide a quality education in a safe environment that will ensure that students attain the knowledge skills, and attitudes to become lifelong learners and productive citizens.

For more information contact Renee Boots/Stephanie Harris 859-497-8770, or Rhonda Schornick 859-497-8770.

## **Meal Services**

### **School Nutrition**

Children need healthy meals to learn. Montgomery County Schools offer healthy meals every day, and breakfast and lunch will be served.

### **Meal Prices are subject to change**

#### **Elementary Prices**

- Breakfast                      Student-Free  
    Adult-\$2.00 Extra Milk \$.45
- Lunch                              Student-Free  
    Adult-\$3.00

All schools use a computerized meal credit system to account for student meals and a Lacarte sales. In the event the meal prices change and there is a cost for meals parents/guardians are encouraged to pay in advance for food purchases using their own student's meal account. Each student has a pin number that recognizes their own personal account. Prepaying is encouraged to speed the meal transaction, allowing lines to move quickly and affording more time for eating their meals.

Checks should be made payable to "School Name-School Nutrition." Parents/Guardians are encouraged to pay for meals by check, thus reducing the chance that lunch money will be forgotten, lost or stolen. In the memo section of the check please include the student's name and account number.

You may also register your child at [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to make on line payments, check balances, or receive email notifications when account balance falls below a certain amount. The school ID number is needed to register your child and can be obtained by contacting your child's school or the school nutrition office. It is not the pin number that students use daily.

If you have any questions or need help, contact Julie Metcalf at 859-497-8578.

## **Transportation**

**Rules and regulations for students riding school buses. If you need more information contact Walter Johnson at 859-497-8797.**

**Prior to Loading (on the road and at school and leaving the bus.**

1. Wait for your bus in a safe place-well off the roadway. Arrive at your bus stop five (5) minutes ahead of the bus schedule.
2. Keep the roadway clear of books, clothing, and other articles. Never play in the path of traffic, and stand well away from the road when the bus approaches.
3. Do not damage property such as flowers, shrubbery, windows, fences, and other items while waiting on the bus.
4. Avoid making excessive noise.
5. Remember that fighting at bus stops and on the way to and from school bus stops is subject to disciplinary action (to be reported to the school principal).
6. Do not run along side the bus when the bus is moving. Wait until the bus stops and then walk to the door and board the bus in an ordinary manner. DO NOT push or shove!
7. Remember that pupils living on the opposite side of the road from the bus stop should wait on their side of the road until the bus arrives and the driver gives the signal to cross ten (10) feet in front of the bus. NEVER cross the road in the rear of a stopped school bus.
8. Every effort must be made to eliminate students crossing any roadways. All students must wait until the bus arrives at their stop and the driver signals the students to board. No student shall cross a highway of three or more lanes, students are to load and unload on the side of the street on which the student lives.
9. Students are to remain in their seats until the bus has come to a complete stop before, standing, entering, the aisle, and attempting to leave the bus or at their bus stop.

### **While on the bus**

1. Obey the driver's instructions. The school bus driver is in complete charge of the passenger's while they are aboard. Students shall comply fully and promptly with the driver's instructions and without arguing viewpoints, or being otherwise disturbing.
2. The driver has the authority to assign seats.
3. Students shall be courteous to the driver and fellow students.
4. Do not sit on books, hold them in your lap. Books and other objects cannot be piled in the aisle. Band instruments or other large objects will be allowed aboard the bus only if the item can be held in the student's lap.
5. Upon boarding the bus, students shall enter in an orderly manner, be seated immediately, and remain seated while the bus is in motion, unless given permission by the driver to do otherwise.
6. Do not extend arms, legs, or head out the bus windows.
7. Refrain from talking to the driver except in an emergency. Students are to refrain from loud talking, excessive noise, and unnecessary movement. Remember, and disturbance or confusion diverts the driver's attention and may result in an accident.
8. Pets and animals are NOT permitted on the bus at any time.
9. Students are NOT to tamper with mechanical equipment, or controls on the bus. Do NOT tamper with emergency doors, windows, fire extinguishers, or other equipment on the bus.
10. Do NOT mark or deface the bus. Seat coverings must NOT be damaged in any manner. Anyone damaging the equipment will be subject to disciplinary action and/or restitution of damages before being permitted to ride the bus again.
11. Do NOT fight or scuffle on the bus or create any loud disturbances.
12. Do NOT wave or shout to pedestrians or occupants of other vehicles, and DO NOT THROW OBJECTS.
13. Keep the bus clean. Do not throw waste paper on the floor or seats.

14. Remember that eating, drinking, chewing, smoking, vaping, or the use of tobacco products is not permitted on the bus. No cans or bottles are permitted on the bus.
15. The use of profanity, obscene signs/gestures, illegal drugs, or alcohol on the bus is prohibited.
16. Students shall never leave the bus through the emergency exits except during an emergency situation or supervised evacuation drill.
17. Students are not permitted to occupy more space in a seat than needed or refuse to allow another passenger to sit down.
18. Should the conduct of a student on the bus endanger the safety and welfare of other individuals, and the offending student fails to cease such conduct when requested to do so by the driver, it shall be the duty of the driver to put the offender off the bus at the first opportune moment and immediately report his/her action to the Director of Transportation and Transportation Area Supervisor. This will be done only in extreme cases and as a last resort to protect other students on the bus.
19. Students shall not have in their possession weapons or fireworks of any type, water guns, squirt bottles, or any container of water.
20. If a student has a medical problem and is to be involved in a curricular activity, information should be supplied to the principal, teacher, and/or chaperone.
21. Passengers are permitted to leave the bus only at the regular designated stop. Any change must be made by the parent with a request in writing and be approved and signed by the school principal. The principal will issue a bus pass to the driver.
22. In the case of a road emergency involving the bus, or the bus and another vehicle, the student's are to remain in the bus unless given other instruction by the driver.
23. Any radio, tape, communications system that the Board shall permit to be installed on the bus shall be under control of the driver. The Board shall not permit a radio, tape, or communication system to be operated on the school bus that is not under the direct control of the driver (KRS 156.031, Section 10).

24. Vocational, cooperative education, and other students who are transported to work sites will adhere to the same rules and regulations set by the Board of Education.

### **Extracurricular Trips**

1. The above rules and regulations apply to any trip under school sponsorship.
2. Students shall comply with requests of the chaperone appointed by the school or driver.
3. Strings on coats, straps, or backpacks may endanger the lives of students.
4. Students are subject to videotaping of activities on board the school bus.

### **Notices**

Any student who violates these regulations shall be reported to the principal and/or assistant principal of his/her for disciplinary action. The disciplinary action taken will depend on the nature of the behavior. If the behavior is severe and jeopardizes the safety and welfare of others, suspension of riding privileges may occur with the first offense. For less serious infractions, the driver will give two warnings to the student. Should the student's conduct not become more acceptable after the warnings, the driver will report the student to the principal and/or assistant principal who may suspend the student from riding any Montgomery County bus for whatever period of time the building administrator deems fitting and proper. Written notice of the action taken by the building administrator shall be furnished to the parent/guardian, transportation official, and the Superintendent; however, such notice need not precede the action of the principal and/or assistant principal. Any complaints of students, parents, or

drivers not specified in these regulations shall be reported to the principal and/or assistant principal or transportation official.

## **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 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

### **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.

### **School Nurse**

A registered nurse is stationed at each school. She provides immunizations, physicals, exams, first aid treatment, screening, and tender loving care to students who do not feel well or have an accident. Parents must sign a Permission to Treat or Medical Release form before the school nurse may administer first aid to your child.

### **Kindergarten Supply List**

- 2 boxes of crayons (8 or 16)
- 1 box of washable markers (broad Line)
- 1 pair of blunt tip scissors (Fiscars usually work best)
- Pack plain yellow #2 pencils (12 or 24)
- 2 plastic two-pocket folders (more durable)
- 1 wide-ruled hard covered composition notebook (not spiral)
- 1 box of tissues
- 1 roll of paper towels
- Plastic school supply box
- 3 glue sticks
- Backpack (no wheels)

These supplies will help your child have what he/she needs to start the school year. As supplies are used, some of the things on the list may need to be replenished. If you need assistance with supplies, please contact the schools Family Resource Center.

# 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 1<sup>st</sup> are eligible for kindergarten.