



## **Head Start Program**

# **Morgan 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.

East Valley Head Start 522-8178

Morgan Central Head Start 743-2252

Full Day/Full Year 743-4972

Wrigley Head Start 743-2419



**Martina Roe Director of Early Childhood**

Stacey Lewis Teacher

Tina Clemons Teacher Assistant

Melissia Daniel Teacher

Melissa Smith Teacher Assistant

Teresa Ison Teacher

Chrystal Back Teacher Assistant

Kay Hammonds Teacher

Regina Ross Teacher Assistant

Tamera James Teacher

Sophia Sanders Teacher Assistant

Kesli Tyra Floater

Allison Kidd Floater

Bridgette Hamilton Floater

Tara Hale Family Advocate

Amanda Hall Floater

Kathy Whitt Area Coordinator/Family Service Advocate

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.

**Morgan County School Staff Directory**

606-743-8002 Board of Education

**Superintendent**

Dr. Tommy Potter

**Special Education Coordinator**

Leann Sargent

**Transportation Director**

Keith Holbrook

**Director of Pupil Personnel**

Ralph Hamilton

**East Valley Elementary School Staff Directory**

606-522-8152

**Principal**

Amanda Lee

**Kindergarten Teacher**

Melissa Hospkins

**Health Unit**

Angie Price, School Nurse

**Family Resource Center**

Angela Ferguson, Director

**Secretary**

Pam Pennington

**Ezel Elementary School Staff Directory**

606-725-8202

**Principal**

Miranda Bolin

**Kindergarten Teacher**

Lindsey Fugett

**Secretary**

Connie Keeton

**Family Resource Center**

Brittany Keeton, Director

**Health Unit**

Amanda Fraley, School Nurse

**Morgan Central Elementary School Staff Directory**

606-743-8552

**Principal**

Kasey Hampton

**Kindergarten Teachers**

Kim Hampton

Arin May

**Secretary**

Jo Jarvis

**Family Resource Center**

Brittany Keeton, Director

**Health Unit**

Tracey Hatton, School Nurse

**Wrigley Elementary School Staff Directory**

606-743-8302

**Pincipal**

Amber Adams

**Kindergarten Teachers**

Megan Risner

Chelsie Dagnan

**Secretary**

Pam Lykins

**Family Resource Center**

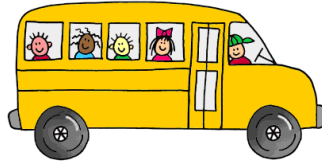
Angela Ferguson, Director

**Health Unit**

Allison Holbrook, School Nurse

Morgan County School District Calendar  
2020-2021

This calendar has been approved by the board of education.



Wednesday August 12 <sup>th</sup>	First Day of School
Monday September 7 <sup>th</sup>	Labor Day No School
Friday September 25 <sup>th</sup>	No School
Friday October 16 <sup>th</sup>	No School
Monday November 23 <sup>rd</sup> –27 <sup>th</sup>	Thanksgiving Break No School
Monday December 21 <sup>st</sup> –January 1 <sup>st</sup>	Christmas Break No School
Monday January 18 <sup>th</sup>	Martin Luther King Day No School
Friday May 14 <sup>th</sup>	Last Day of School

### **East Valley Elementary Daily Schedule**

7:10	Doors Open
7:10	Buses begin unloading
7:10	Breakfast
7:50	Instructional day ends
10:45	Lunch Begins
3:15	Instructional day ends

### **Ezel Daily Schedule**

7:05	Doors open
7:05	Buses begin unloading
7:10	Breakfast begins
7:50	Instructional day begins
10:50	Lunches begin
3:10	Instructional day ends

## **Morgan Central Daily Schedule**

7:15	Doors Open
7:15	Buses begin Loading
7:15	Breakfast begins
7:45	Instructional begins
10:50	Lunches begins
3:00	Instructional day ends

## **Wrigley Daily Schedule**

7:10	Doors open
7:10	Buses begin Loading
7:10	Breakfast begins
8:00	Instructional day begins
10:50	Lunches begins
3:20	Instructional day ends

## **Arriving at school**

### **East Valley Elementary**

#### **School is unlocked at 7:10**

1. Upon arriving all students go to the cafeteria for breakfast. Breakfast is served from 7:10-7:45.
2. Parents transporting students to school should drop off at the back of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

#### **Dismissal from school**

1. Students who ride the bus leave their classroom and goes to the cafeteria and then their bus number is announced. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:15. All doors will be locked from the outside. Parents are asked to park in the back-parking lot and com in the office to sign the student out.

#### **Arriving Late/Leaving Early**

1. Signing in: A student who arrives at school after 7:50 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student them will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.



## **Arriving at School**

### **Ezel Elementary**

#### **School is unlocked at 7:05**

1. Upon arriving all students go to the cafeteria for breakfast. Breakfast is served from 7:05-7:45.
2. Parents transporting students to school should drop off in the front of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

## **Dismissal from school**

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:10.

## **Arriving Late/Leaving Early**

1. Signing in: A student who arrives at school after 7:50 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student then will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

**Morgan Central Elementary**  
**Arriving at School**  
**School is unlocked at 7:15**

1. Upon arriving all students go to the cafeteria for breakfast. The buses will begin unloading at 7:15. At 7:40 students will be dismissed from the gym to go to their classrooms.
2. Parents transporting students to school should drop off in the front of the building.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

**Dismissal from school**

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
1. Students who are picked up by parents will be dismissed at 3:00.

**Arriving Late/Leaving Early**

1. Signing in: A student who arrives at school after 7:45 must sign in at the office. A parent/guardian is responsible for signing the student in.
2. Signing out: You must come to the office to sign a student out before dismissal. The student then will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

## **Arriving at School**

### **Wrigley Elementary**

#### **School in unlocked at 7:10**

1. Upon arriving all students go to the gym for breakfast. Breakfast is served from 7:10-8:00. At 8:10 students will be dismissed from the gym to go to their classrooms.
2. Parents transporting students to school should drop off in the front of the building. Students are to be at school at 8:00 am, the doors will be locked at 8:00 am.
3. Bus transportation is provided for all students. We encourage parents to utilize this means of transportation to and from school.

## **Dismissal from school**

1. Students riding the bus will come to the gym and sit with their bus group. No students will be released to board buses until all buses have lined up and have come to a complete stop. Adults will assist students to the bus.
2. Students who are picked up by parents will be dismissed at 3:20.

## **Arriving Late/Leaving Early**

1. Signing in: A student who arrives at school after 8:00 must sign in at the office. A parent/guardian is responsible for signing the student in.

2. Signing out: You must come to the office to sign a student out before dismissal. The student then will be called to the office for pickup. You must provide proper identification and be on the pickup list when signing out a student. This is for the protection of the children and is strictly enforced.

## **Student Services**

### **Food Services**

Breakfast and lunch will be served. Students have 15 minutes for breakfast and 25 minutes for lunch. The school participates in the federal government free or reduced food service program. The program is for children from families whose income makes them eligible for the meals. Free or reduced food service application will be inside the child's packet at the front of the year.

Parents/guardian must complete the application and get it back as soon as possible preferably the first week of school. If an approved application is not on file at the school, parents will be responsible for payment of the child's meals.

- Breakfast    Student-Free            Adult-\$2.00            Extra Milk-\$ 0.25
- Lunch            Student-Free            Adult-\$3.50

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 charge meals or extras.

### **Attendance Policies**

Regular school attendance helps ensure success. Morgan County Schools have implemented procedures for purpose of protecting learning time. Students will be excused for the first five (5) accumulated absences. Any absence (partial or full day) after five (5) will require a medical or court excuse, or emergency principal excuse. Parents are notified by the school after three unexcused absences and may be asked to attend a conference at the school upon four (4) or five (5) unexcused absences.

## **Truancy**

Six (6) unexcused absences or tardies will result in the school notifying the director of pupil personnel (truancy officer) who may serve a FINAL NOTICE, court referrals will be made for any unexcused absence or unexcused tardy. Legal action shall be initiated in court. Cases of habitually truant students and shall be taken against the parent/guardian of the truant student younger than twelve (12) years of age.

When students are absent from school, it is the parent/guardian responsibility to notify the school for the reason for the absence. Upon students returning to school, the parent is responsible for ensuring that parent notes, medical, or court excuses are submitted to the attendance clerk. Notes will not be excused without administrative approval if submitted beyond five (5) days of the date of the absence. By sending your children to school regularly, parents help ensure optimal learning occurs.

## **School Nurse**

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

## **Head Lice**

The nurse and nurse's assistant will conduct head lice screenings on regular basis for the entire school. The following procedures will be followed in dealing with students with head lice/nits:

- Morgan County school system has a nit free policy
- A child with head lice and or nits will be sent home immediately
- A child shall not return to school until checked by the school nurse and determined to be free of head lice and/or nits. The parent must transport the child to school and accompany him/her to the health unit for a head check.

- Referrals to the Family Resource Center will be made for a child found with head lice and/or nits.

### **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.

#### **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

**Morgan County Adult Education 606-743-1599**

**Services Provided 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

# 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.