



# Head Start Program

Robertson 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.

**Robertson Head Start Center 1(800) 927-1833**



**Martina Roe Director of Early Childhood**

Autumn Turner **Teacher**

Laura Fogle **Floater**

Crystal Smith **Family Service Advocate**

Jennifer Mains **Teacher Assistant**

RCS **Cook**

Crystal Smith **Area Coordinator**

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

**Robertson County School Staff Directory  
Board of Education 606-724-5431**

**Superintendent**

Sanford Holbrook

**Transportation Director**

Steven Tuel

**Special Education Coordinator**

Tamara Leadingham

**Director of Pupil Personnel**

Holly Linville

**Robertson Elementary School Staff Directory 606-724-5421**

**Principal**

Sanford Holbrook

**Assistant Principal**

Aaron Massey

**Guidance Counselor**

Valerie Creasman

**Health Unit Staff**

Vicki Morgan Nurse

**Family Resource Center**

Sherry Myers

**Kindergarten Teachers**

Nikki Johnson

**Kindergarten Teacher Assistants**

Sandi Dischar

Amanda Smoot

Christy Hesler

**Robertson County School District Calendar  
2020-2021**

This calendar is subject to change

Wednesday August 12 <sup>th</sup>	First day for students 
Monday September 7 <sup>th</sup>	Labor Day Holiday
Monday October 12 <sup>th</sup> -16 <sup>th</sup>	Fall Break
Tuesday November 3 <sup>rd</sup>	Election Day
Wednesday November 23 <sup>th</sup> -27 <sup>th</sup>	Thanksgiving-School Dismissed
Monday December 21 <sup>th</sup> -31 <sup>st</sup>	Winter Break
Friday January 1 <sup>st</sup>	New Year's Day Holiday
Monday January 15 <sup>th</sup>	Martin Luther King's Birthday Holiday
Monday April 5 <sup>th</sup> – April 9 <sup>th</sup>	Spring Break
Wednesday May 19 <sup>th</sup>	Last day for students

## Robertson Elementary Daily Schedule

<b>7:30-7:45</b>	<b>Parent Drop Off</b>
<b>8:00-8:30</b>	<b>Breakfast</b>
<b>8:00</b>	<b>Instructional day begins</b>
<b>10:45-12:00</b>	<b>Lunch</b>
<b>3:15</b>	<b>Instructional Day ends</b>

**School begins at 8:00 am, and starting at 8:01 students will be counted tardy. Parent drop off begins at 7:35, and drop off ends at 7:45.**

**If you are transporting your child to school, you must drop him/her off at the front door of the school. If your child arrives after 8:00 you must sign the student in at the front desk where he/she will receive an excused or unexcused slip.**

**Early duty is in the cafeteria from 7:30-7:45 and the classrooms are not open until 8:00. The front door is locked on a daily basis from 8:00-2:55. Pickups at the end of the day start after 3:00, and students are escorted to the gym exit door, where parents line up to pick up. Late duty is until 3:30. Students picked up before 3:00 are counted tardy also.**

**You will receive a Parent-Student Handbook at the beginning of the school year where this is outlined more clearly.**

## Food Services

Breakfast and lunch will be served free of charge to all students. Students have 30 minutes for breakfast and 25 minutes for lunch.

- Breakfast            Adult-\$2.25
- Lunch                Adult -\$3.60

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.

## School Nurse

A registered nurse is stationed at each school. She provides immunizations, 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.

## 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 mentalhealth 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
- Lending 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

## **Recommended Supplies**

**Classroom supply lists will be available at the Wal-Mart in your area prior to the school start.**

# 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.