**Little Warhawks Preschool**

Veterans High School

Early Childhood Preschool

Parent Handbook



340 Piney Grove Rd.

Kathleen, GA 31047

478-210-7742

Julie Vinup

Program Director/Instructor

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Preschool Paraprofessional

Rebecca Gross

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**Philosophy**

We understand that your child comes to us with unique experiences, interests, and learning styles. Our goal is to truly know your child well and use this knowledge to guide, support, and motivate him or her. We believe that good teaching requires continual professional development, personal reflection, and collaboration. We value parent involvement at every level and encourage you to partner with us to give your child the most powerful and joyous learning experience possible.

**Objectives**

To continue the development of:

* Independence
* Self-expression
* Self-regulation
* Creativity
* Successful transition from home to school
* Being part of a group
* Becoming interested in learning.
* Fine and gross motor skills
* Forming friendships with peers and adults
* Realizing that school is a fun and safe place to be.
* Emergent skills in language, math, art, science, dramatic play, music and movement
* Prepare for transitioning to Pre-K or Kindergarten

**Purpose and Goals**

**Veterans High School Early Childhood Education Program**

The Veterans High School Early Childhood Education Program provides high school students with entry level employability skills needed in the childcare industry. Many of our students are interested in becoming teachers or health care professionals. We offer a healthy, happy environment that provides as much practical, firsthand experience as possible.

The goals for the Early Childhood Education Program are:

1. To develop an understanding and appreciation for working with young children.
2. To increase and apply knowledge and skills related to child development.
3. To allow for creative self-expression through planning and implementing activities for preschoolers.
4. To explore careers in and related to Early Childhood Education.
5. To develop professional attitudes, work habits and interpersonal skills with coworkers, employers, children, and parents.
6. To integrate Family, Career, and Community Leaders of America (FCCLA) activities into the Early Childhood Education curriculum.
7. To prepare students for post-secondary education, work, and life experiences.

**Schedule and Hours of Operation**

* Fall semester begins September 3, 2025. Ends December 4, 2025
* Spring semester begins January 27, 2026. Graduation is May 7, 2026

Little Warhawks Preschool will begin the Wednesday after Labor Day. The Preschool will be in operation from 8:30 a.m. until 12:30 p.m. on Tuesdays, Wednesday, and Thursdays. Mondays and Fridays are used for student planning and evaluation.

**Holidays**

The Little Warhawk Preschool follows the Houston County school system calendar. We will be closed to observe the following holidays:

* Fall Break October 6-10, 2025
* Veterans Day November 11, 2025
* Thanksgiving November 24-28, 2025
* Holiday Break December 22, 2025-January 2, 2026
* Winter Break February 16-17, 2026
* Spring Break March 30, 2026-April 3, 2026

Parents will be notified of these holidays in advance.

**Enrollment Process for Little Warhawk Preschool**

Veterans High School admits preschoolers regardless of race, religion, color, national or ethnic origin whose parents will accept the policies and regulations of the school system. Preschoolers must be 3 prior to September 1, 2025, and must not turn four prior to September 1, 2025.

1. Complete and submit a Little Warhawk Preschool application.
2. The maximum number of preschoolers in the program will be held at 10.
3. Once the program is filled for the semester, interested preschoolers’ names will be kept on a waiting list according to date and offered openings as they occur.
4. Special needs children shall be given equal consideration for acceptance.
5. Preschoolers are expected to be bathroom independent when preschool begins to be admitted to the program. **Diapers and pull-ups are not permitted.** In addition to scheduled bathroom breaks, they ask to use the bathroom when they need to go.
6. Bathroom independent means in the bathroom alone, they can adhere to the following:
   1. They pull down their own pants and underwear.
   2. They get on the potty by themselves.
   3. They go pee and poop on the potty.
   4. They can get their own toilet paper.
   5. They wipe themselves.
   6. They flush the toilet themselves.
   7. They pull their pants and underwear up by themselves.
   8. They can get their own soap and wash their own hands.
   9. They can get their own paper towels.
   10. They need to be able to change themselves if they have an accident (taking soiled clothes off and putting on the new clothes)
   11. If they are not able to change themselves, we would be required to call you to come do so, due to the fact that it is county policy that we cannot assist in any way.
   12. If your child has three accidents, a phone conference would take place to review bathroom expectations. Following a fourth accident, your child would be dismissed from the program.

**Payment of Fees**

The per semester non-refundable tuition fee of $200 is due for fall at the time of the preschool open house on Thursday, August 28th from 4:00-5:00 PM and the fee for the spring semester is due December 4th. You may make checks to Veterans High School. There will be a fee for checks that come back because of insufficient funds. **All fees are non-refundable.**

**Parental Responsibilities**

It is the parent’s responsibility to supply and maintain accurate required record information. If you should have any changes in address, phone, or emergency contact please notify the director immediately.

**Attendance**

It is important that your child attend school each day. This will allow the child to get in the habit of following a routine that will set the example for many school years to come. If your child is going to be absent, please call Mrs. Vinup at the preschool phone, 478-210-7742, or email us at [julie.vinup@hcbe.net](mailto:julie.vinup@hcbe.net)

**Remind**

We wanted to share with you the way that we will communicate with everyone in case of emergencies. When facing severe weather, changes in scheduling, or in the case of both Mrs. Vinup and Miss Rebecca being absent, we will communicate through our Little Warhawks Preschool Remind. If any of these situations arise, preschool would be canceled for the day. We would let you know about this as soon as possible, with the latest being 6am the day of the cancellation.

Remind is a way to communicate through texts and send the message to everyone at once. If there are any changes in scheduling or if preschool is canceled due to severe weather or Mrs. Vinup and Miss Rebecca both being absent, a message will be sent out through the class Remind.

The Remind class code to join will be given out at preschool open house.

**Inclement Weather or Other Emergency**

If inclement weather or other emergencies should force Veterans High School not to open, Little Warhawks Preschool will also be closed. Local radio and television stations will be notified of the announcement of closing. If weather or other emergency forces us to close early, a parent or an emergency contact will be notified to pick up children.

We will occasionally participate in required monthly emergency drills with the VHS population. You will be notified in advance.

**Sign In and Sign Out Procedures**

All Children must be brought to the back of Veterans High School, by the playground door to the preschool, by an adult and released into the custody of a staff member. The parent or responsible adult must sign in the child in our sign-in book, noting the time and complete signature. The state requests a signature rather than initials.

At 12:30 the door to the preschool will be opened. The child will be released only to the parent or to an authorized adult. The parent(s) and other adult(s) authorized to pick up the child must be on file in the Director’s office. The adult picking up the child must sign the child out, noting the time and complete signature on our sign out book. Adults not recognized by teachers will be required to show an I.D. with a photo. Always bring your I.D.

**General Rules**

1. Important messages need to be written to the teacher, not given verbally. Please send messages via the class Remind or email.
2. Toys belonging to the child should be left at home unless requested for use with a scheduled activity. Exceptions may be made for special “security” possessions.
3. Children may not bring food, candy, or anything to drink to school. The exception to this rule is at birthday time. Parents are welcome to bring a special snack to celebrate if prior arrangements are made with the teacher.
4. Read the parent newsletters and other handouts for important announcements.
5. Keep the teacher informed of any important changes in the home that may affect the child’s behavior at school.
6. Common courtesy and respect for other people must always be shown.
7. Rough housing, including wrestling and karate-type play is prohibited for the protection of children and teachers.

**Clothing**

It is recommended that children be dressed in washable comfortable clothing, due to the wide range of activities at Little Warhawk Preschool. Children are taken outside daily, weather permitting, and should be dressed appropriately for the day’s temperature. Coats need to be marked with the child’s name. Please send an extra seasonably appropriate set of clothes to be kept in the child’s cubby. If wet or soiled clothes are sent home, please return a clean extra set of clothes the next morning. Shoes need to be of the type that fits securely on the child’s foot. **No flip flops or Crocs please**. They can be dangerous during playground time.

**Termination of Service**

If you plan to discontinue your child’s enrollment in the Little Warhawk Preschool, please notify the director as soon as you know. Children on the waiting list need to be notified as soon as possible.

The Little Warhawk Preschool and VHS administration reserve the right to dismiss children in this program who behave consistently inappropriately or whose family members behave inappropriately toward staff or other parents. Any child will be dismissed if he/she presents a danger to him/herself, other children, or staff. Dismissal reasons may include but are not limited to safety and learning. Services may be terminated if the child’s behavior requires more attention than our laboratory training environment allows, thus resulting in the neglect of other children and program goals. As stated previously, failure of a child to be bathroom independent would also result in termination of services. Please see Item 6 under the “Enrollment Process” section for more information.

**Health and Safety Regulations**

1. Please keep your child home when ill. The director will call the parent(s) to pick up the child if signs of illness are shown.
2. Children must have **Health Form 3231** (found at your pediatrician’s office) on file immediately after preschool begins. Parents are required to keep all information up-to-date.
3. We will NOT administer medication to the preschoolers.
4. One of the instructors should be notified in writing if someone other than the designated adults is picking up the child.
5. Shoes must be worn to preschool and remain on throughout the school day. No flip flops please!
6. A complete change of clothing should be kept at school for emergency needs. The child’s name should be placed on all articles of clothing and changed seasonally.

**Description Policy for the Exclusion of Ill Children**

KEEP A CHILD HOME, if she/he:

1. Has had a fever of 100 degrees in the past 24 hours
2. Has a fever of 100 degrees or higher
3. Is nauseous and/or vomiting and/or has diarrhea.
4. Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
5. Has a skin condition or rashes, such as scabies or viral illness such as chicken pox. Poison oak, ivy or sumac also can cause a rash with severe itching or pain. Students will be excluded from school until the rash is gone or when cleared by a physician for any contagious illness. Your doctor can help determine the exact cause and ensure you receive proper treatment.

**Please refer to the following guidelines when considering returning a sick child to school:**

1. A child should be fever-free for 24 hours without medication before returning.
2. A child with strep throat must be on an antibiotic for 24 hours before returning.
3. A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor’s note.
4. A child with chicken pox may only return to school when all lesions have crusted over.

Children who have been at home because of illness should not be brought to school for parties and/or special events.

**Staff**

Instructor/Director: Mrs. Julie Vinup

Teachers: Early Childhood Education Students

Career and Technology Education Supervisor: Mrs. Dana Morris

Principal: Dr. Amy Barbour

Please sign and return the following forms no later than preschool open house.

Acknowledgement Page: Please sign and return to Mrs. Vinup

I HAVE READ AND UNDERSTAND THE HANDBOOK FOR THE LITTLE WARHAWK PRESCHOOL AND AGREE TO FOLLOW THE POLICIES AND PROCEDURES PREVIOUSLY STATED. I ALSO UNDERSTAND THE PRESCHOOL’S BATHROOM INDEPENDENCE POLICY. If I have any questions about the handbook, I will contact Mrs. Vinup for clarification.

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Pick-Up Authorization

Name of Child/Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following people listed below are authorized to pick up the above named

child(ren) at any time from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Child Care Center

I authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to release my child(ren) into

Child Care Center

the care of the following people whenever they come to pick-up at the center.

**Authorized Pick-Up Person**

Name Relationship to Child(ren) Address Phone

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that:

\*The “Authorized Pick-Up Person” must be at least 18 years old and may be asked to provide a photo ID to the staff.

\*This authorization shall remain in force until edited or rescinded in writing by the signers of this authorization.

*Authorized by:*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Parent/Guardian Signature Date*