

Eagle Preschool

Northside High School
Early Childhood Preschool
Parent Handbook



926 Green Street
Warner Robins, GA 31093
478-929-7858 ext 2626

Sasha Smith
Program Director/Instructor
Sasha.smith@hcbe.net

Melissa Pursley
Lead Preschool Teacher
melissa.pursley@hcbe.net

Philosophy

We understand that your child comes to us with unique experiences, interests and learning styles. It is the goal of Eagle Preschool to 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.

Goals of Eagle Preschool

To prepare children within our community for the transition to Pre-K or Kindergarten, foster an enjoyment for learning, help children identify school as a fun and safe place to be, and continue the development of:

- Independence
- Self-expression
- Self-regulation
- Creativity
- Successful transition from home to school
- Being part of a group
- Fine and gross motor skills
- Forming friendships with peers and adults
- Emergent skills in language, math, art, science, dramatic play, music and movement

Purpose and Goals

Northside High Early Childhood Education Program

The Northside High 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 professionals in other career fields where they will be working with children.. We offer a healthy, happy environment that provides as much practical, first hand 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. Ends May 7, 2026

Eagle Preschool will begin the Wednesday after Labor Day. Eagle 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

Eagle 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 4, 2025 - January 26, 2026
- Winter Break: February 16 & 17, 2026
- Spring Break: March 30 – April 3, 2026

Parents will be notified of these holiday breaks in advance.

Enrollment Process for Eagle Preschool

Northside 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

1. Complete and submit an Eagle 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. Children with special needs shall be given equal consideration for acceptance.
5. Preschoolers are expected to be toilet trained and exhibit bathroom independence when preschool begins in order to be admitted to the program. **Diapers and pull-ups are not permitted.**
6. Children must have **Health Form 3231** on file immediately after preschool begins. Parents are required to keep all information up-to-date.

Payment of Fees

The tuition fee is \$180 per semester. Tuition may be paid in full or in installments. Fall Semester may be divided into 2 \$90 installments. Installment #1 will be due the first school day of Fall Semester (September 3, 2025). Installment #2 will be due November 4, 2025. Spring Semester payments may be divided into 2 installments of \$90. Installment #1 will be due the first school day of Spring Semester (January 27, 2026). Installment #2 will be due March 24, 2026. A late fee of \$25 will be applied for any payment installments that are more than two weeks late. Tuition checks should be made payable to NHS. **PLEASE NOTE:** There will be a fee for checks that are returned because of insufficient funds.

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. Smith, 478-929-7858 ext 2626 or email us at sasha.smith@hcbe.net or Melissa.pursley@hcbe.net.

Sign In and Sign Out Procedures

All Children must be brought to the front of Northside High School 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 your child will be walked out by the preschool staff to the front of Northside High School. 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.
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 be shown at all times.
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 Eagle 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, also send a extra seasonably appropriate set of clothes, including underwear and socks, to school. 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 please.** They can be dangerous during playground time.

Inclement Weather or Other Emergency

If inclement weather or other emergency should force Northside High School not to open, Eagle Preschool will also be closed. Local radio and television stations will be notified for 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 also occasionally participate in required monthly emergency drills.

Termination of Service

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

Eagle Preschool and NHS 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

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** 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 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.

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 or other contagious rash may only return to school when all lesions have crusted over or as indicated by a doctor..

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

**Northside High School Eagle Preschool
Handbook Acknowledgement Form**

*Acknowledgement Page: Please sign and return to Mrs. Smith or Mrs.
Pursley*

I have read and understood the handbook for the Northside High School Eagle Preschool Program and agree to follow the policies and procedures outlined within the handbook. I understand that if any policy and procedure changes occur I will be notified by Eagle Preschool Director, Sasha Smith. Furthermore, I understand that it is my responsibility to contact Mrs. Smith or Mrs. Pursley if I have any questions about the information, policies, and procedures outlined within the handbook.

Student Name: _____

Parent/Guardian Name

(Printed): _____

Parent/Guardian Name

(Signature): _____

Date: _____