

Little Bears Preschool

Houston County High School

920 Highway 96

Warner Robins, GA 31088

478-988-6340 extension 1684

Dr. Jay Jones

Principal

jay.jones@hcbe.net

Ms. Shayna Brown

Assistant Principal/CTAE Supervisor

shayna.brown@hcbe.net

Dr. Brittany Tolleson

Early Childhood Education Teacher

Little Bears Preschool Director

brittany.tolleson@hcbe.net

**Registration Packet**

**Schedule and Hours of Operation**

* Fall Semester begins September 3, 2025

* Fall Semester ends December 4, 2025
* Spring Semester begins January 27, 2026
* Spring Semester ends May 7, 2026

**Little Bears Preschool will be in operation from**

**8:30 a.m. until 12:30 p.m. on Tuesdays, Wednesday, and Thursdays.**

**Mondays and Fridays are reserved for student evaluation and preparation.**

**Our Philosophy**

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

To prepare children within our community for the transition to Pre-K, 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**

**Houston County High School Early Childhood Education Program**

The Houston County High School Early Childhood Education Program provides high school students with entry level employability skills needed for employment 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, such as in childcare, social work, and more. We strive to offer a healthy, happy environment that provides as much practical, firsthand experience as possible.

The goals for the Houston County High School 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.

**Holidays**

Little Bears Preschool follows the Houston County School System Calendar. Little Bears Preschool will be closed to observe the following holidays:

* Fall Break: October 7 – 9, 2025
* Veteran’s Day Holiday: November 11, 2025
* Thanksgiving Break: November 25 - 27, 2025
* Christmas Break: December 5, 2025 – January 26, 2026
* Winter Break: February 17, 2026
* Spring Break: March 31 – April 2, 2026

***\*\*\*Parents will be notified of holiday breaks in advance through Little Bears Preschool Newsletters\*\*\****

**Enrollment Information for Little Bears Preschool**

Houston County 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. Review all policies and procedures as outlined in the Registration Information Handbook and sign and return the following forms at the time of submitting application OR on the first day of enrollment in Little Bears Preschool: Handbook Acknowledgement Form, Pick-Up Authorization Form, and Photography Release Form.
2. Complete and submit a Little Bears Preschool Application and pay applicable registration fee.
3. The maximum number of preschoolers in the program for Fall Semester 2025 will be held at 10.
4. 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.
5. Children with special needs shall be given equal consideration for acceptance.
6. Children must have **Health Form 3231** on file immediately after preschool begins. Parents are required to keep all information up-to-date.
7. Preschoolers are expected to be toilet trained and exhibit bathroom independence when preschool begins to be admitted to the program. **Diapers and pull-ups are not permitted.**
* If your child has three accidents, a phone conference will take place to review bathroom expectations. Following a fourth accident, your child will be dismissed from the program.

**Payment of Fees**

**The tuition fee is $200 per semester. The $50 deposit is due upon receipt of registration application and will be credited to Fall Semester.** Fall Semester payments may be divided into 2 $75 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 $100. Installment #1 will be due the first school day of Spring Semester (January 27, 2026). Installment #2 will be due March 24, 2026. Tuition checks should be made payable to HCHS. **PLEASE NOTE:** There will be a fee for checks that are returned because of insufficient funds **AND** a late fee of $50 will be applied for any payment installments that are more than two weeks late.

**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 information, please notify the director immediately.

**Attendance**

It is important that your child attend school each day. This will allow your 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 notify Dr. Tolleson or Mrs. Speir at the preschool phone, 478-988-1684, or email us at **brittany.tolleson@hcbe.net** and **lisa.speir@hcbe.net**.

**Remind**

Little Bears Preschool will use Remind to communicate with you regarding emergencies or other pertinent information that may arise. Remind is a way for us to communicate through texts and send messages to everyone at once.

In the event of severe weather, changes in scheduling, or in the case of both Dr. Tolleson and Mrs. Speir being absent, we will communicate through our Little Bears Preschool Remind. In the event of such emergency situations where our preschool would need to be closed for the day, we will notify you via Remind as soon as possible, with the latest notification being at 6:00 a.m. on the day of the cancellation. **The Remind class code to join will be given out on the first day of Little Bears Preschool enrollment.**

**Inclement Weather or Other Emergency**

If inclement weather or other emergencies should force Houston County High School not to open, Little Bears 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 also occasionally participate in required monthly emergency drills with the HCHS population.

**Sign In and Sign Out Procedures**

All children must be dropped-off and picked-up at the Little Bears Preschool playground door 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 p.m., the child will be released to the parent or authorized adult on file. 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 in 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.

The Little Bears Preschool school day begins at 8:30 a.m. Please note that our doors will remained closed and locked until 8:25 a.m. so that we can make preparations for the day. **Additionally, there is a late policy in effect for pick-up**. The designated adult for pick-up is expected to arrive no later than 12:30 p.m. Each child will be granted three late pick-ups per semester. After the third late pick-up, a $5.00 fee will be charged for every 5 minutes you are late. For example, 12:35 is $5.00, 12:40 is $10.00, 12:45 is $15.00, etc. This policy is due to late pick-ups interfering with lunch breaks and possible scheduled meetings or class coverage that may arise for Dr. Tolleson and Mrs. Speir.

**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, as well as messages sent via Remind.
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 Bears Preschool. Children are taken outside daily, weather permitting, and should be dressed appropriately for the day’s temperature. Please also send an extra seasonably appropriate set of clothes, including underwear and socks, to be kept at the preschool. 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 fit securely on the child’s foot.

**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 seasonally appropriate clothing should be kept at school for emergency needs.

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

**KEEP A CHILD HOME, if she/he:**

* Has had a fever of 100 degrees in the past 24 hours
* Has a fever of 100 degrees or higher
* Is nauseous and/or vomiting and/or has diarrhea
* Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.
* 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:**

* A child should be fever-free for 24 hours without medication before returning.
* A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor’s note.
* 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 physician.

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

**Please read the Little Bears Preschool Handbook carefully and sign and return the Handbook Acknowledgement Form, Child Pick-Up Authorization Form, and Photography Release Form by the first day of enrollment in Little Bears Preschool.**

**Houston County High School Little Bears Preschool**

**Handbook Acknowledgement Form**

*Acknowledgement Page: Please sign and return to Dr. Tolleson and Mrs. Speir*

I have read and understood the handbook for the Houston County High School Little Bears 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 Little Bears Preschool Director, Dr. Brittany Tolleson. Furthermore, I understand that it is my responsibility to contact Dr. Tolleson or Mrs. Speir if I have any questions about the information, policies, and procedures outlined within the handbook.

Little Bear Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Little Bears Preschool Child Pick-Up Authorization Form**

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

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

child(ren) at any time from Little Bears Preschool.

**Normal Authorized Pick-Up Person**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship to Child(ren): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternative Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional Authorized Pick-Up Person(s)**

**Name** **Relationship to Child(ren)** **Cell Number & Alt. Phone Number**

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

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

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

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

**Names of Person(s) NOT Allowed to Pick-Up Child**

**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*

**Little Bears Preschool Photography Release Form**

Little Bear Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parent/Guardian,

On occasion the Little Bears Preschool lab may need to be photographed or videotaped for use in the yearbook, news releases, Houston County High School related social media posts, and/or other education purposes. Your child may not be photographed/videotaped at any time without your written consent. If you agree to the following conditions, please sign and date this form below:

* I understand that my child may be photographed/videotaped while attending Little Bears Preschool.
* I grant permission for photographs and/or videos of my child to be taken by either school system personnel or authorized media representatives.
* I will allow the school system the right to use and/or reproduce photographs, videos, likenesses, or the voice of my child in any legal manner and for the internal/external promotional and information activities of Houston County schools. This includes, but is not limited to, newspapers, local television stations, system publications, and Houston County school-related social media pages.
* I agree to allow my child’s work and/or photograph to be published on the school system’s website or to be published in community or school media publications, including school-related social media pages and posts.
* I further understand that by signing this release, I waive any and all present or future compensation and the right to use of the above stated materials for these promotional and educational purposes.

Parent/Guardian Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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