

# Eagle Preschool

Northside High School  
Early Childhood Preschool  
Parent Handbook



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

Cathy Hoover  
Program Director/Instructor  
[Cathy.hoover@hcbe.net](mailto:Cathy.hoover@hcbe.net)

Melissa Pursley  
Lead Preschool Teacher  
[melissa.pursley@hcbe.net](mailto:melissa.pursley@hcbe.net)

# 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**

### **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 health care professionals. 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**

Eagle Preschool will begin the Wednesday after Labor Day with open house occurring the week before unless otherwise notified. Open house will be held after school. 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 10 - 14, 2022
- Veterans Day November 11, 2022
- Thanksgiving November 21 - 25 2022
- Christmas December 9 - January 30, 2023
- Winter Break February 20 - 21, 2023
- Spring Break April 3 - 7, 2023

Parents will be notified of these holidays 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, 2022

1. Complete and submit an Eagle Preschool application.
2. The maximum number of preschoolers in the program will be held at 12.
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 toilet trained when preschool begins in order to be admitted to the program. **Diapers and pull-ups are not permitted.**

## Payment of Fees

The tuition fee of \$175 is due at the time of the preschool orientation meeting or the first day of school. You may make checks to NHS Preschool. There will be a fee for checks that come back as a result 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. Please call Mrs. Hoover, 478-929-7858 ext 2626, to report your child's absence.

## **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.

## **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.

## **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. 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.

## 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 prefer NOT to administer medication to the preschoolers but it can be given at school if a parent sends specific written directions to the teacher. This medication must be in its original container. If you send medication for this purpose it must be given to one of the instructors and not left in the child's backpacks. This includes cough drops.
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. 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. Cathy Hoover

Lead Preschool Teacher: Mrs. Melissa Pursley

Teachers: Early Childhood Education Students

Career and Technology Education Supervisor: Dr. Joseph Hutcheson

Principal: Mrs. Markeeta Clayton



