



# Bible Heroes Class

Tuesdays 4:00-5:00pm

Parent Handbook

*Please keep a copy of this handbook for your future reference. Please contact Shannon Grigg if you have any questions.*

## ***Non-Discriminatory Policy***

Applications for enrollment are accepted without regard to race, religion, gender, or national origin. We do stress accepted standards of personal integrity and ethical behavior. Every child, including presently enrolled children must reapply each year.

## ***Enrollment Information***

This handbook is for the Bible Heroes After School Class. All children must be at least 4 years old and no older than 10 years old. Children need to be potty trained, (see the Bathroom Policy).

This class will be held on **Tuesday afternoons from 4:00-5:00pm**

## ***School Location***

Little Heroes Preschool is run out of Miss Shannon's home located in Liberty Hill, TX.

## ***Registration***

To Register your child please submit the completed registration form and a **\$10** one-time, non-refundable registration fee. Once this payment is received, you will receive a confirmation email and your spot will be reserved.

Payments can be made via

- the Venmo app using [@shannongrigg](#)
- paypal using [paypal.me/littleheroesprek](https://paypal.me/littleheroesprek)
- Zelle
- a valid check

## ***Class Purpose***

In this class, we will use stories from the Bible to bring children closer to their Savior, Jesus Christ. They will participate in prayer, music, story discussions, art, and free play that build and promote faith in God and Jesus Christ. They will come to know that they are a child of God and He loves them. We will be using the King James Version of the Bible. Stories and concepts taught will not be tied to a specific denomination, but will be focused on the words and stories found in the Holy Bible.

## ***Tuition***

Tuition for this class will be **\$10** per month. Class tuition is **due the 1st** of each month school is in session (first payment due August 1 of the school year). I will send out a tuition reminder on the 3rd. A **late fee**

**of \$10** is added to late tuition if paid after the 5th of the month. Tuition remains the same regardless of absence due to child illness or family vacations

If your child is ill, on vacation, or cannot attend preschool for any other reason, tuition will **not** be refunded or prorated (in extreme cases of long-term illness or other extenuating circumstances, contact Shannon Grigg). If tuition payment(s) and late fee(s) aren't received by the 1st of the following month, your child's enrollment in Little Heroes Preschool may be terminated.

Little Heroes Preschool accepts:

- valid checks
- payment via PayPal at [paypal.me/littleheroesprek](https://paypal.me/littleheroesprek)
- payment via the Venmo app using [@shannongrigg](https://www.venmo.com/@shannongrigg).

A \$15 surcharge is billed for returned checks. By request, tuition statements can be generated and emailed in January.

### ***Termination Policy***

Little Heroes Preschool reserves the right to terminate enrollment anytime. Parents can also terminate their child's enrollment at any time. Current month tuition is not refunded. Sick days and Holidays are not refunded. An early withdrawal fee may apply.

### ***Early Withdrawal Fee***

If your plans for Class change before August 1st, you are required to notify Shannon Grigg of this change in writing. Your registration fee will **NOT** be refunded should this occur. If your child is withdrawn without notice from Class early in the year, between August 2nd - April 30th of the current school year, **a fee of \$20** will be charged in addition to the current month's tuition. A written notice of withdrawal must be submitted to Shannon Grigg. Exceptions will be made on a case by case basis (ex. If you know you're moving and submit written notification to Shannon Grigg at least 30 days in advance)

### ***Teacher Absence***

Shannon Grigg, the teacher, is entitled to **2 canceled classes per school year**. These cancellations may be due to teacher illness, illness of the teacher's family, funerals or other unplanned events. Tuition for these classes will not be refunded.

If the teacher needs to cancel more than these allotted 2 days, the additional canceled classes will be reflected in a make-up day.

### ***Attendance Policy***

The doors of the class **open at 3:50** each Tuesday afternoon. Children are welcome to arrive any time after this. The children will have free play time until 4:10. Please try to arrive by this time.

Please make sure your child is **on time** to class every day because tardiness is disruptive. We understand that sickness or vacations may take place during the year. If your child is absent or late for any reason, tuition will not be refunded or prorated.

### ***Drop Off/Pick Up Procedure***

**Drop Off:** Since the class is in a subdivision, you may park on the street. You may then walk your student to the door. Once your student becomes comfortable, you can watch your child walk to the door from your car.

**Pick Up:** Once class is over, the class will exit the building and stand on the front porch with their teacher until they are picked up. The teacher will ID anyone who picks your child up for the first time (They must be listed as a person with permission to pick up your child.) If the weather does not permit, formal pickup will be at the front door of the residence. **There is no need to come to the door. The class will come out when class is finished.**

### ***Early Drop Off/Late Pick Up***

Please Contact Shannon Grigg if there is ever a need to make arrangements for early drop off or late pickup.

Class will finish at **5:00**. If a child is picked up more than 15 minutes late and no arrangements have been made, a \$5 charge will be added to the next month's tuition. Little Heroes Preschool reserves the right to address incidents as problems arise.

### ***Bathroom Policy***

Your child needs to be independently potty-trained before school starts. This means they can independently use the toilet, unbutton and remove pants/pull up their pants, flush, wipe/clean themselves, and wash their hands. If the student needs any assistance the Teacher's Role in bathroom assistance will be as follows:

- Escort child to the restroom
- Verbally assist the child with cleaning themselves.
- Help child clean the bathroom to prepare for the next student
- Make sure the child washes their hands.

I understand that accidents happen. If an accident occurs, the teacher will help the child change into the extra clothes. The situation and steps taken will be formally documented. The form will be signed by both the teacher and the parent.

### ***Disease and Covid-19 Prevention***

To ensure the health and safety of everyone, each child will be given hand sanitizer as they arrive at school and anytime they cough or sneeze. Furniture, dishes, the bathroom, and common supplies are sanitized daily. Toys and other materials are sanitized on a weekly basis. Students are not required to wear a mask in class, but may do so if they wish.

### ***Student Illness***

Your child should **not** be at school if they show **ANY** signs/symptoms of illness such as:

- nausea/vomiting
- sore throat
- coughing
- sneezing
- fever
- runny nose
- diarrhea
- skin rash
- chills
- earache
- inflammation/eye discharge.

If, while your child is in class, they show any signs of the above-mentioned signs/symptoms of illness, parent/guardian or emergency contact will be called to pick them up from Class. Children are not very good at keeping germs to themselves. They have not yet mastered the skills needed to keep germs from spreading. Therefore, it is very important to keep them home if they show any sign of illness.

Please use your best judgment when deciding whether or not to keep your child home. While some symptoms like allergies, residual coughs or rashes are not contagious, it can be hard to tell the difference sometimes. You know your child and you can decide when they are ready to return to class. Illnesses spread quickly in classes and the best way to stop them is to keep kiddos home when they are contagious. Thank you for your cooperation.

### ***Medication and Medical Conditions***

We **do not** administer medication of any kind even with mandatory prescriptions. Please speak to Miss Shannon with concerns on your child's medical needs so that proper arrangements can be made.

In addition, we will **not** apply any sunscreen or insect repellents. If you wish for your child to wear sunscreen or repellent, it must be applied before the student arrives at school.

### ***Medical Emergency***

In case of emergency, we will attempt to contact the parents or guardians of the child. If they cannot be reached, we will contact the Emergency Contacts in the order that they are listed. Emergency Contacts should be aware that they have been listed and agree to pick up your child if called.

**By submitting the registration form, you authorize Little Heroes Preschool to obtain emergency medical care or emergency evacuation of your child if the need arises. You also certify that you have provided all pertinent information on the registration form regarding medical conditions or allergies that may affect your child.**

### ***Emergency Preparedness***

Little Heroes Preschool is equipped with smoke alarms, carbon monoxide detectors and a fire extinguisher. The Teacher is first aid and CPR Certified. All outlets, cords and other safety hazards are covered or protected to ensure the safety of each child.

### ***Emergency and Evacuation plan***

In case of emergency, the class will evacuate through the front door, or the back door if the front door is blocked. We will meet as a class across the street in front of 151 Red Buckeye Loop. The teacher will then take roll to assure that each child is present and then begin contacting parents.

In any emergency or evacuation, the emergency pickup spot will be at the East end of Red Buckeye Loop in front of the Mailboxes. The teacher and students will wait near the mailboxes until every child is with their parents. Parents will need to sign out their students to be sure that the teacher can verify who is picking up each child.

A full Emergency and Evacuation plan is available upon request or can be found at <https://www.littleheroesprek.com/resources>

### ***Discipline***

Little Heroes Preschool has a positive disciplinary policy. This means we use redirection, firm commands, positive reinforcement, and love. Class rules and procedures will be taught during the first month of school and practiced every day until May. If your child continues to have issues after their teacher has made multiple attempts to rectify the behavior, parents will get involved to talk over a solution. I rely heavily on parental input because you are the expert(s) on your child! The teacher/parent(s) relationship is a team, working to help the child as best we can.

### ***Supplies***

Please send your child to school with a **water bottle**. Miss Shannon will provide any needed supplies for activities and projects. Parents are not expected to provide any additional materials.

### ***Parent Participation***

If a parent wishes to volunteer in the classroom, please contact Miss Shannon to find the best way for you to help. If a parent wishes to visit the preschool, they will need to sign in with their name, phone number, and the time that they arrived/left the preschool.

If you would like to review the licensing report or see any other safety report, please contact Miss Shannon directly so that arrangements can be made.

### ***Parent Communication***

Miss Shannon available for questions and concerns via text, email or phone call. Feel free to reach out anytime. Please be aware that Miss Shannon may not respond to messages during class. I do my best to devote her attention to the children currently in her care.

Miss Shannon will send out a monthly newsletter describing the activities, upcoming events and announcements. The parents will also receive texts, emails or phone calls to communicate important updates and events.

### ***Clothing/Attire***

Please make sure your child is dressed appropriately each day for playing and getting messy...because we all know that happens! If you are concerned that your child may have an accident, please send an extra set of clothes in a ziploc bag. If an accident occurs, your student will need to independently change their clothes and parents will be notified.

## ***Toys***

Please make sure your child leaves all personal toys and knick-knacks at home. Toys can be distracting for students and cause problems with other students in the class. If a comfort toy is needed to help the child adjust to class, please make arrangements with Miss Shannon.

## ***Calendar***

You will receive a monthly calendar in your child's folder that outlines breaks, birthdays, what is being taught, etc. We follow the Leander ISD Calendar and will make best efforts to accommodate Liberty Hill ISD as well. You can find these calendars online [here](#) and [here](#). This calendar will also be included in the monthly newsletter.

### **2026-2027 School Year**

**August 18, 2026:** First Day of School!!!

**November 23-27, 2026:** Thanksgiving Break - No School

**December 21, 2026-Jan. 1, 2027:** Winter Break - No School

**March 15-19, 2027:** Spring Break - No School

**May 25, 2027:** Last day of school!

## ***Daily Schedule***

The routine is carefully crafted to help students enjoy learning about the Bible and their Savior Jesus Christ. Our daily routine will be as follows:

- 4:00 Free Play
- 4:10 Scripture Story Lesson
- 4:30 Art
- 4:45 Music

## ***Birthdays***

We will celebrate your child's birthday in class (even if their birthday isn't the same day as their class time). If your child has a summer birthday, we will celebrate them in May.

## ***Contact Information***

**Shannon Grigg**  
(512) 337-3053 (Google Phone Number)  
littleheroesprek@gmail.com  
[www.littleheroesprek@gmail.com](http://www.littleheroesprek@gmail.com)

**Texas Abuse/Neglect Hotline**  
1-800-252-5400

**Texas Department of Family and Protective Services**  
<https://www.dfps.state.tx.us/>

**Child Care Licensing Minimum Standards**  
[https://licensingregulations.acf.hhs.gov/sites/default/files/licensing\\_regulation/TX\\_FCCH\\_GCCH\\_DEC\\_2022\\_0.pdf](https://licensingregulations.acf.hhs.gov/sites/default/files/licensing_regulation/TX_FCCH_GCCH_DEC_2022_0.pdf)

**Local Child Care Licensing Services**  
14000 Summit Drive

Suite 100  
Austin, TX 78728  
512-834-3426

**To access the most Recent Inspection**

- 1-Review the copy posted on the Bulletin Board near the entrance of the facility.
- 2-Request a copy of the report from Miss Shannon via Email.

***Additional Questions***

\*\*Feel Free to Contact Miss Shannon with any additional questions and concerns.