



# Super Tots Class

Monday and Wednesday 1:00-2:30pm

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. No religious doctrine is taught, although 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 two-year-old class. All children must be 2 years old. If a child turns 2 later in the year, they can be enrolled after their birthday if there is availability. Children do not need to be potty trained, (see the Bathroom Policy).

This class will be held on **Tuesdays and Thursdays from 1:00-2:30pm**

## ***Preschool Location***

Little Heroes Preschool is run out of Miss Shannon's home located at **152 Red Buckeye Loop**. It is in the Orchard Ridge community off Highway 29 in Liberty Hill, TX.

## ***Registration***

To Register your child please submit the completed registration form and a \$75 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 paid to the order of:

**Shannon Grigg  
152 Red Buckeye Loop  
Liberty Hill, TX 78642**

## ***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 preschool 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 If your child is withdrawn from preschool early in the year, between August 2nd - April 30th of the current school year, a **fee of \$50** will be charged in addition to the current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)

## ***Tuition***

Tuition for this class will be **\$80** 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 \$20** 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://twitter.com/shannongrigg).

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

Please note that August Tuition will be discounted, because classes do not begin until August 17th. **Tuition for August will be \$60.** This cost includes class time as well as preparation time for the new school year.

## ***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 one of two ways

- a \$12 per day discount to the next month's Tuition
- a make-up day, if there is an opportunity in the calendar.

## ***Attendance Policy***

The doors of the preschool **open at 12:55** each afternoon. Children are welcome to arrive any time after this. The children will be playing in open play until 1:20. Please try to arrive by this time.

Please make sure your child is **on time** to class every day because tardiness is disruptive. Children learn best when they are consistently at school and on time - this also creates strong habits! 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 preschool is in the Orchard Ridge subdivision, you may park on the street. You may then walk your student to the door.

**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 **2:30pm**. If a child is picked up more than 20 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***

For the Super Tot Class, Your child **does not** need to be independently potty-trained according to our normal bathroom policy.

If the student is not yet potty trained, please send your child to class in a clean, dry diaper. The school is equipped with a changing table, gloves and sanitizing wipes should your child's diaper need changed. As the class is only a little over an hour, the teacher will do their best to change your child in a timely manner. Any diaper changes will be formally documented. The form will be signed by both the teacher and the parent. Please reach out early and often with any questions or concerns.

If your child is potty trained, the Teacher's Role in bathroom assistance will be as follows:

- Escort child to the restroom
- Verbally assist the child with cleaning themselves.
- Help them with pants if necessary
- 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 that were provided. 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 school. Preschoolers 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 preschool 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.**

### ***Immunization Requirements***

In accordance with state law, students must be immunized to attend Little Heroes Preschool. This is done to prevent the spread of preventable diseases.

Please submit a copy of your child's immunization record no later than 30 days before the first day of class. You can request a copy of this record from your child's physician (paper or digital).

Texas law allows an exemption to reporting immunization records if (a) physician writes a medical exemption statement which clearly states that a medical reason exists that the person cannot receive a specific vaccine(s), (b) person cannot receive vaccines because of active duty military personnel (not-applicable to children), or (c) parents/guardians choose an exemption from immunization requirements for reasons of conscience or religious belief. If your child falls into one of these three categories, please visit the following website for instructions to get an exemption letter to submit in lieu of immunization records. <https://www.dshs.texas.gov/immunize/school/exemptions.aspx>

The following chart describes the required vaccines for each age group.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) <sup>1</sup>	Haemophilus influenzae type b (Hib) <sup>2</sup>	Pneumococcal conjugate vaccine (PCV) <sup>3</sup>	Measles, Mumps, & Rubella (MMR) <sup>1,4</sup>	Varicella <sup>1,4,5</sup>	Hepatitis A (HepA) <sup>1,4</sup>
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

Credit: <https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

## Vaccines:

- **DTaP:** Diphtheria, tetanus, and acellular pertussis (whooping cough); record may show DT or DTP
- **Polio:** IPV - inactivated polio vaccine; OPV – oral polio vaccine
- **HepB:** Hepatitis B vaccine
- **Hib:** Haemophilus influenzae type b vaccine
- **PCV:** Pneumococcal conjugate vaccine
- **MMR:** Measles, mumps, and rubella vaccines combined
- **Varicella:** Chickenpox vaccine. May be written VAR on record
- **HepA:** Hepatitis A vaccine
- **Influenza:** **NOT** required, highly recommended
- **Covid:** **Not** required

### ***Vision and Hearing Screenings***

In accordance with state licensing requirements, Little Heroes Preschool must obtain and keep records of vision and hearing screenings for children who are four-years-old or older.

Therefore Vision and Hearing Screenings are not required for children in the Super Tots Class.

### ***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>

### ***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.

### ***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.

### ***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 monthly announcements describing the activities and upcoming events. The parents will also receive texts, emails or phone calls to communicate important updates and events.

### ***Supplies***

Please send your child to school with a **backpack, an extra diaper and a change of clothes in a gallon size ziploc bag (in case of accidents)**. The preschool will provide any needed supplies for activities and projects. Parents are not expected to provide any additional materials.

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

Please make sure your child is dressed appropriately each day for playing and getting messy...because we all know that happens! Since most of our students will be newly potty-trained and in an unfamiliar place, we ask that you provide an extra set of clothes in a gallon size ziploc bag in your child's backpack. 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.

### ***Snack Time***

Snacks will be served each day your child is in class. During this time, your child will learn manners and practice their social skills as they interact with peers. We will accommodate children who have allergies, providing them an alternate snack as necessary. If you would like to send an alternate snack or snacks for the class to share, please communicate with Miss Shannon and give them directly to her when you drop your child off. Please do not send food in your child's backpack. It is very distracting to the children and makes it very difficult to keep the classroom safe for children with allergies.

### ***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. This calendar will also be included in the monthly newsletter.

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

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

**October 29, 2026:** Halloween Party 🎃

**November 3, 2026** - Teacher Work Day - No School

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

**December 17, 2026:** Christmas Party 🎄

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

**February 16, 2027:** Valentine's Day Party 💕

**March 11, 2027:** Cat in the Hat Party

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

**May 27, 2027:** Last day of school!

### ***Active Play***

Children will be given 15 minutes of active play. This will give the students an opportunity to move their bodies and release energy. It will also foster independence and social skills as they make decisions and interact with other children.

### ***Daily Schedule***

The routine is carefully crafted to prepare students for kindergarten and future classroom settings. Our daily routine will be as follows:

- 12:50 Doors Open
- 1:00 Arrival Activity
- 1:20 Whole Group
- 1:25 Art
- 1:40: Snack
- 1:45 Read Aloud
- 1:50 Learning Activities
- 2:10 Music Time
- 2:25 Prepare to go Home
- 2:30 Pick up

### ***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. You are welcome to bring treats, just make sure they are packaged and not homemade. This helps to accommodate any allergies.

### ***Class Parties***

We will have class parties for Halloween, Christmas, and Valentine's Day. We will also have a Cat in the Hat party in March and an end-of-year party.

### ***Water Activities***

Though we will not have any activities involving swimming or wading pools, there will be several opportunities throughout the year for water play. This includes activities such as water tables and sensory activities. The children will always be supervised directly when interacting with water.

### ***Reading***

Please try to take the time to read with your child 20 minutes Every Day if possible. This is not required and not considered "homework". Your child will grow academically, socially, and even physically as you take the time to read with them. They learn foundational reading skills like directionality (reading left to right and top to bottom), one-to-one correspondence as they learn that each group of symbols is one word, comprehension skills, critical thinking, rhyming and syllables. Their fine and gross motor skills will improve as they learn to hold the book, turn pages, and lift flaps. They will certainly benefit from the quality time spent with you!

## ***Contact Information***

### **Shannon Grigg**

152 Red Buckeye Loop  
Liberty Hill, TX 78642  
(512) 337-3053 (Google Phone Number)  
littleheroesprek@gmail.com  
[www.littleheroesprek@gmail.com](mailto: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)

## ***Additional Questions***

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

### **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.