



Sunshine Heroes Summer Camp

9:00-11:30 am

Mon/Wed OR Tues/Thurs

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 Summer Class. All children must turn the age of **3 by Sept 1st** of the year in which they enroll. Children must be potty trained according to the Bathroom Policy. This class will be held **from 9:00-11:30 am on either**

- **Mondays and Wednesdays**
- OR
- **Tuesdays and Thursdays**

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

<https://forms.gle/9FXUPZsknEEfLGiC6>

To Register your child please submit the completed registration form and a \$60 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://www.paypal.me/littleheroesprek) o
- 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 May 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 If your child is withdrawn from the class early, between May 1st - July 2nd of the current school year, **a fee of \$50** will be charged in addition to the current month's tuition.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 **\$185**. Class tuition is **due on June 1, 2024**. 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).

Little Heroes Preschool accepts:

- valid checks
- payment via PayPal at 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. See table below for tuition payment schedule.

Summer Class Tuition	
Tuition Due Date	2 days/week
June 1, 2024	\$185

Teacher Absence

Shannon Grigg, the teacher, is entitled to **1 canceled class per summer**. 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 the allotted 1 day, the teacher will schedule a make-up day, if there is an opportunity in the calendar.

Attendance Policy

The doors of the preschool **open at 8:45** each Morning. Children are welcome to arrive any time after this. The children will be playing in open ended centers until 9:15. 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. Once your student feels confident to walk into the preschool themselves, you may park next to the house and watch them until they walk inside.

Pick Up: Once class is over, the class will 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 **11:30 am**. 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

Your child needs to be independently potty-trained before school starts on September 1, 2020. This means they can independently use the potty, 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 that were provided. The situation and steps taken will be formally documented. The form will be signed by both the teacher and the parent.

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.

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.

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.

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.

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.

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.

If your child is four-years old when registered, please provide a copy of the results from the screening that they had at their four-year-old well check visit with their health care provider.

If your child will turn four later in the school year, please provide these results after they have had their screening at their four-year-old well check visit with their health care provider.

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) ¹	Haemophilus influenzae type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
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

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.

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.

Supplies

Please send your child to school with a **backpack**, a **water bottle** and a **change of clothes** in a gallon size ziploc bag (in case of accidents). The preschool has a supply of spare clothes including shirts, pants and underwear if there is an emergency, but it is better if the children have their own clothes from home. The preschool will provide any needed supplies for activities and projects. Parents are not expected to provide any additional materials.

Take Home Folder

On the first day of class, I will provide your child with a Take-Home Folder. This folder will make it easier for your child to bring home activities, art projects and notes from the teacher. Please empty this folder each night and send it back the next day of class.

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 parent's 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. Any toys brought to class will be put in a special spot to "watch" preschool and will be sent home at the conclusion of class.

Newsletter

I will send out a monthly newsletter around the 15th of each month. This newsletter will include announcements, the calendar and some pictures of the class from the previous month.

Calendar

You will receive a monthly calendar via email that outlines breaks, birthdays, what is being taught, etc.

Summer 2023

May 29/30, 2024: First day of Summer Camp

July 1/2, 2024: Last day of Summer Camp

Active Play

Children will be given 30 minutes of active outdoor play as well as several indoor movement activities. 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.

On days where the weather does not allow for outdoor play, the children will be given 30 minutes of indoor active play with activities such as dancing, movement games, and exercise activities.

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.

Daily Schedule

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

- 8:45 Doors Open
- 9:00 Centers
- 9:15 Calendar
- 9:30 Art
- 9:45 Wash Hands
- 9:50 Snack
- 10:00 Recess
- 10:30 Whole Group
- 11:00 Pack and Stack
- 11:05 Lightning Learning
- 11:25 Read Aloud
- 11:30 Pickup

Birthdays

We will celebrate your child's birthday in class (even if their birthday isn't the same day as their class time). You are welcome to bring treats, just make sure they are packaged and not homemade. This helps to accommodate any allergies.

Water Activities

Though we will not have any activities involving swimming, there will be several opportunities throughout the summer 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 20-30 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

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

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.**