

Policy and Procedural Parent/Student Handbook



Little Lambs Preschool Program

2025-2026 School Year
Good Shepherd Catholic Community
1000 Tinker Road Colleyville, Texas 76034
(817) 421-1387

2025/2026 school year policy and procedure guidelines.

Little Lambs (LL) is a preschool program operating as a ministry of Good Shepherd Catholic Community(GSCC). It operates as a separate but subsidiary business entity charging tuition and adhering to guidelines set forth by GSCC.

Who do we serve?

Children between ages 2 & 5 years old.

Little Lambs has 6 classes. 2 Each of the following.

- 2's Students 2+ in age. Must be 2 years old by Sept. 1st, 2024.
- 3's Students 3+ (Or nearing 3 years old) years and older old by Sept. 1st, 2024
- 4's Students 4 + (Or nearing 4 years old) years and older old by Sept. 1st, 2024

*Students age 3+ are *expected* to be *fully potty-trained*. See **Potty-Trained at LL on Page 9**

Operational Statement:

- Little Lambs always begins each school year on the first Tuesday after Labor Day.
- 2025-2026 School Year begins Tuesday September 2, 2025
- Classes start in September and go through the middle of May.

Operational Days/Times

- Tuesday and Thursday
 - 9:00-2:30 p.m.
- AAMEN Day-Wednesday
 - 09:00-2:30p.m. (See page 12)
- Monday Morning Story-time Drop-in See page 11.
 - 09:00-11:30a.m. *Pay as you utilize the service.

Registration Policy

- Registration process is online, via link.
- Registration opens in late winter/early spring with priority given to students currently enrolled in the program, their siblings, and previous Little Lambs families.
- Currently enrolled students who do not re-enroll by the "current Family" registration deadline will forfeit their slot in the program.
- Open enrollment begins after the registration deadline for current students.

A wait-list will be started for all classes once they have been filled.

Students on the waiting list will be called in order as openings occur in the appropriate age group.

Registration fees are nonrefundable.

\$250.00 per family for one student

\$400.00 per family, for 2 children.

\$500.00 per family for 3 children (or more.)

**A family would only pay \$500.00 max for 3 or more children.*

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Tuition

Monthly Tuition: \$295.00 GSCC parishoner/ \$320.00 non-parishoner

Monthly tuition is due on the 15th day of each month.

Sibling discounts are applicable.

- Sibling discounts for tuition are different from “Registration Discounts.”
- The sibling tuition discount is in \$30.00 increments, for parishioners and non-parishioners.
 - Child 1 \$295.00/monthly
 - Child 2 \$265.00/monthly
 - Child 3 \$235.00/monthly
 - Child 4: Please see admin for additional discounts.

Withdrawal and Refund Policy

The registration and supply fees are non-refundable. The decision to withdraw should be communicated to Little Lambs via email at least two weeks prior to withdrawal. Parents will not receive refunds but are free to stop further monthly tuition payments upon withdrawal.

Arrival and Departure from school See additional drop-off and pick-up information on P6.

- Children should arrive no earlier than 08:45.m.
- Children should be picked up promptly by 2:30 p.m.
- A \$10 charge *may* be assessed if a child is picked up after 2:40 p.m.
 - An additional \$5 will be charged for each quarter-hour thereafter.

Student Provided Supplies:

- When a child is prepared for our school day and has the tools at hand needed, they will have a wonderful and successful day.
 - Nap mat
 - Lunch
 - Water bottle
 - Dressed appropriately
- Little Lambs has published a School Supplies list asking for items that will be shared within the school community, and for items that are your child’s personal items.

Personal items:

Change of Clothes

A complete change of clothing in case of accidents.

- We will keep this set of clothes throughout the year for use when needed.
- Please be sure to replace this bag if needed/used.
- Please also look at it seasonally, ensuring clothing is seasonally appropriate.
- This includes pants, shirt, socks, underwear, or diapers.

Nap/Rest: All children will have a rest/nap.

- Nap Mats will be sent home for washing every few weeks and on breaks.
- Please return them to school washed and ready for use.

Diapers//Wipes:

For children in 2s, please ensure your child has adequate supply of diapers if needed.

For our 3+ age children, they are expected to be fully potty-trained.

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Two-Year-old children's expectations:

This portion of the program is designed for students 2 years of age on or before September 1 of the current school year. We provide gross and fine motor developmental opportunities for early learners. Teachers will provide chances of exploration, and rich lessons for language development, social skills, mathematics, art expression, religion, music and rhythm, science exploration and social studies. Children in these classes will also attend Catechism of the Good Shepherd, (Religion and Faith Formation,)

2-year-old students will spend the school year learning how to "be at school." Atrium for Catechesis of the Good Shepherd will not begin right away, rather, after a few weeks in school, once a routine is established in the classroom.

Three and four year (+) old children expectations:

This program is for students 3 and 4 and 5 years of age and enhances and builds on the two-year-old program. Learning objectives offer additional opportunities for language development, social skills, gross and fine motor developmental opportunities, mathematics, art expression, music and rhythm, science exploration, social studies, and Catechism of the Good Shepherd (Religion and Faith Formation).

All students in 3+ age classrooms will receive an assessment of skill and ability level at the beginning of the school year. The purpose of the assessment is to determine the developmental levels of each child and more appropriately serve the child's needs.

All students in LL classes will be placed into a class group based on development level, with age being a factor, but *not a definitive indicator of development*.

While there are certain recommended milestone markers for each age, we recognize each child develops differently. During the assessment, Little Lambs Preschool Program will take all relevant factors into account when placing children.

Forms and paperwork:

Immunization Registration Requirements

All children shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required forms and records shall not be accepted for enrollment. Parents must provide a copy of all vaccinations/immunizations. If a child is not vaccinated or up to date on immunizations, diocesan approval and/or additional paperwork from a physician may be required.

Additional Enrollment Forms

Must complete and sign the following Registration form(s) (paper/digital completion required.)

- Social Media Code of Conduct Emergency Contact form
- Media release form
- Directory release form
- Food Allergy and Health form
- Handbook agreement form
- Tuition Agreement form

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Attendance:

- All children will be marked "Absent" if not present. Parents can expect a call to inquire if the child is not present by 10:00am
- The main LL entrance doors are always locked for security purposes.
- If your child arrives late, and we are not available to answer the door, please use the church office entrance to be escorted or permitted to enter our building.

Communication and Notification Procedures:

LL requests all parents/caregivers to install and maintain (turning ON notifications) two apps for communicating.

- **GROUP ME**
- **Brightwheel**

Parents will be communicated to in three ways consistently at LL.

Via email

Group Me (App on smart phone,)

Brightwheel (App on smart phone,)

Health and Wellness

 I Need to Stay Home if... 						
I have a Fever	I am Vomiting	I have Diarrhea	I have a Rash	I have Head Lice	I have an Eye Infection	I have been in the Hospital
						
Temperature of 100°F or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" discharge from eyes	Hospital stay and/or ER visit

I am Ready to Go Back to School When I am...

Fever free for 24 hours without the use of fever reducing medication.	Free from vomiting for at least 2 solid meals without the use of medications.	Free from diarrhea for at least 24 hours without the use of medications.	Free from rash itching or fever and evaluated by doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to nurse.	Eye has returned to normal or have a note from doctor to return to school.	Released by my medical provider to return to school.
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Any/All health and illness related concerns for Little Lambs: If needed, we will seek direction from the Nurses Office at Fort Worth diocese. This is our standard of practice as we do not have a nurse on campus. Little Lambs relies on FWD nurses to provide direction and publication for any health-related incident. For example, in years past we have sought procedural direction for Head Lice, Pertussis, Flu, Strep Throat breakouts, other contagion communicable diseases; etc.

Please do not send your child to school sick or injured. Especially at the preschool age, children need to be home with their parents/caregivers. Children who attend our program will not be admitted for the day if they have any of the following symptoms:

- Cold or flu symptoms
- Lethargy
- **Fever of 100 degrees F or higher.** Your child should be **fever-free for 24 hours** *without* the use of Tylenol, Motrin or Advil before returning to school.
- Vomiting: If your child is vomiting, he must stay home and may only return 24 hours after vomiting has ended.
- Should your child have a contagious illness, please keep your child home and return when he or she is no longer contagious.
- Unable to function in school.
 - This could be due to allergies, ear infections, etc. They may be “well enough” to be here, but if they appear to be unable to function, we may call you to pick them up.

Calling out Sick:

Parents may contact LL by notifying us on the Brightwheel App.

This is our primary means of notification between parents and the school for all matters.

Secondary measures can be taken by calling the church office at 817-421-1387 or sending an Email/Text/Direct Message to the Program Director.

Administering of Medication to a child who is ill:

The staff members *may not* administer medication of *any kind* to any child at any time. The only exception to this rule will be Epinephrine auto-injectors such as Epi pens. Epi-Pen and EpiPen Jr., which must be provided by a parent and include the prescription label with the child's name and specific instructions for use. Another exception is for emergencies and special circumstances where the parent, the director and the diocesan nurse has pre-approved the administration of the medication and a physician's form has been completed.

Medical illness/injury Emergency Procedures:

In the case of a life-threatening emergency, we will immediately call 911 and begin CPR, if needed.

For any medical emergency, Little Lambs will not hesitate to dial 9-1-1. We will likely do this first, and then proceed to call parents. Parents will be contacted as soon as possible after emergency services have been called. The Colleyville fire and police departments are close by and are familiar with our campus.

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Drop-off and Pick-up Procedures:

At drop-off time, parents or guardians must escort their children inside the building, and to the door of their classroom.

To foster a sense of independence, parents should tell their child goodbye and leave the building. If a parent lingers on the premises, a child's fears are confirmed by their parent's anxiety. When a parent has a positive attitude about leaving his/her child at school, the child senses this positive attitude and is reassured. A parent lingering might also affect a child who is not their own. A child may be fine, but another child sees a parent lingering and worries where their own parent might be.

At pick-up time, Drive-up/pick-up location.

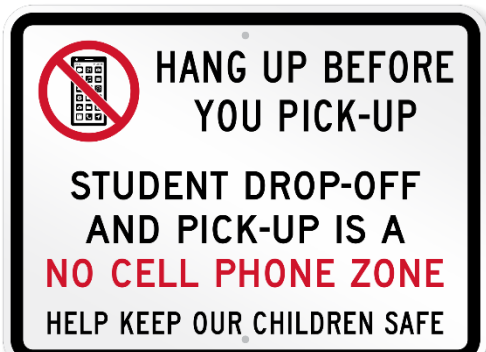
Parents will drive up to the designated spot for pickup.

25/26 Pick Up Locations

- Single Child Carline
- Multiple Children Parking Lot

Little Lambs will publish specific pick-up procedures and location instructions for the 2025-2026 school year.

Please follow safety precautions at all times.



- Parents will wait in their vehicles as they pick up their child(ren.)
- Parents please **do not utilize cell phones** in the pick-up line. This is for your safety as well as the children and teachers.
- Please be aware and ready to listen to instructions for “pulling-up,” exiting, etc.”

Alternate Pick-up person:

If someone other than the registration-listed parent or guardian is sent to pick up a child from Little Lambs, the parent/guardian must notify Little Lambs, and we will make a record of it. We will identify that person by checking their official identification. Please remind your designee to bring their ID. *Even if we *know* the person, the parent will still need to go through this process.

Brightwheel is the official method of notifying us. However, we realize last minute changes can occur. If a change to pick-up happens after 14:30, please call the director and also enter the information on the Brightwheel App.

If a regular designee is the pick-up person, a parent can let us know, such as a nanny/care-taker Grandparent/etc.

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Keeping Children Safe Volunteer Status

All parents who are volunteers must have completed the Safe Environment Keeping Children Safe class: Creating a safe environment for children and young people is a diocesan priority. We are dedicated to ensuring a culture of safe and respectful conduct in ALL ministries and enhancing and protecting the dignity and trust of all God's people. We hold all Church Clergy, Religious, and Lay Ministers to Christ-centered conduct. Appropriate training is how everyone will best be able to recognize, respond, and report abuse, neglect, and /or sexual misconduct of all ages. As a result of this priority, every employee and volunteer must: Complete a Volunteer Ministry Application Have a criminal background check Complete Adult Safe Environment Training (18+ adults only) or Teen Safe Environment Training Session (13-17 teens only)



Snack/Nutrition **We maintain a nut free environment.**

Nutrition and education are a key component to learning together and building a healthy community. We will model these concepts by providing healthy snacks with sufficient time to eat and socialize.

Students are asked to bring their own lunch in an appropriate and clearly marked (with at least their last name) bag or lunch box.

- A snack and water are offered mid-morning. Little Lambs participates in "Community Snack" where the school community takes turns providing snacks. A sign-up genius sign-up is published for families.
- An allergy advisement will be sent to all families via email once the school year is underway.
- All families are asked to take a turn providing a snack for the school.
 - Sign Up Genius will be sent.
- No nuts or peanut / almond butter are allowed in any food product brought to school.
- The Little Lambs Staff is not allowed to heat a child's lunch in a microwave.
- No gum or candy is permitted and please, no soda/soft drinks in lunch boxes.
- Children who have dietary and nutritional restrictions or allergies: Parents must provide all meals and snacks for these students.

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Celebrating a Birthday at School.

If a student wishes to celebrate a birthday at school, we will allow a treat to be sent.

- We encourage items to be store-bought/made.
 - If an item is homemade, please provide an ingredients list.
 - Please schedule the treat day with your child's teachers.
- All students with a summer birthday will have the opportunity to celebrate the occasion during the final weeks of the school year before the summer break.

Snack/Lunch tip:

*Sunflower butter is a good alternative. A good resource for Allergy Friendly snacks/foods is:

<https://snacksafely.com/safe-snack-guide/a>

Parents are asked to label everything.

- Please label all lunchboxes, bags, coats and jackets.
- If we see it unlabeled; we will label it ourselves.
- Please do not allow your child to bring toys to school.



Dress Code:

We will require all students to wear the Little Lambs issued School T-shirt and whatever bottoms of your choice. Adhering to the additional below requirements.

- All children should be dressed in play clothes that are easy and comfortable.
- Children should wear "Play clothes" parents will not worry about getting dirty.
 - Paint/glue/sand/dirt might get on your child's clothing.
- Parents may leave extra sweaters/jackets in their child's cubby or backpack too.
- All clothing should be *manageable* enough to enable your child to go to the restroom independently. Girls wearing dresses or skirts must wear shorts underneath.
- All children should wear athletic shoes every day to be able to safely participate in activities.
- Please, for the safety of your child, adhere to this policy. (NO flip flops, clogs, Crocs, sandals, slippers, dress shoes, costume shoes, cowboy/rain boots or any shoes with a slippery sole).
- PLEASE no shoes with lights.

We will also have FREE Dress and Special Dress days throughout the year. Parents will be notified in advance. **Dress code rules are still applicable; shoe policy, clothing that is easy to manage, etc.**

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Outside play weather Conditions:



- If it is cooler than 100f or warmer than 33f and not raining, we will be going outside.
- Outdoor play is essential to the Little Lambs program, we believe it is important to get outside for at least 20 minutes each day.
- Please send jackets that are comfortable and appropriate for the weather.
 - (Label inside on the tag please!)
- We will assist but encourage them to be independent. Lambs will be helped as it is not expected they will have mastered this skill.

Bringing a Lovey to School.

“Lovies” and snuggly items, or rest-time snuggly items, *are* permitted, but there is a risk of bringing this special item to school. (We wouldn’t want to risk losing your cherished lovey!) We do understand that these items are part of a child’s security system making them feel comfortable and safe at school, especially for our Lambs, who may never have been away from parents before now. We will strongly encourage your child to “let-go” of these items while at school, if only because they might get lost/damaged/dirty.



Please do not allow your child to bring *other (non-lovey toys) toys to school.

Potty Training at Little Lambs.

Children in our twos and threes-turning-threes classes, will likely enter the “Potty training” phase of their childhood development. Little Lambs will introduce the use of the toilet as a child shows interest, or at a parent’s direction. *See more regarding *Safe Environment for Toddlers and Preschoolers P.13*.

All children enrolled in our 3+ Classes are **expected** to be potty-trained, (Or well on their way to being potty trained.) **Parents are expected to send their 3+ year old child to school in underwear.**

If there is a medical issue or another challenge happening, Little Lambs will work with the family/child.

Parents need not worry about, “what if they have an accident.” We have plenty of hands-on-deck to help, always keeping “Safe Environment” practices.



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Potty Training (cont.) Philosophy/Policy:

We will never ever ever make your baby feel bad for having an accident.

Little Lambs staff will assist with proper clean-up after an accident.

Parents will be notified of any accidents.

As a school, we want to assist as our friends strive to meet three-year-old developmental milestones.

God makes us all different, and we all arrive at this stage of independence on our own time.

We will not pressure you or your child, however, we do want to be working towards this goal. This means different things for different babies.

We want to be working towards wearing undies, staying, dry, and taking care of our own needs. (With the occasional assistance from a teacher.)

What "Potty Trained" Means for Preschool

- Communicate needs: the child can tell a teacher they need to use the toilet before they have an accident.
- Independent use: the child can stop their activity, go to the toilet, and use it on their own.
- Underwear: the child must wear underwear, as pull-ups are not allowed.
- Infrequent accidents: accidents are expected to be rare, not daily incidents.
- As with everything, consistency is the key.
- Send us a multi-pack of undies. We would rather change undies than pull-ups/diapers, for a child who is in the middle of PT.
- If they are soiled, we will decide; if salvageable send them home in a grocery bag, for you to wash. If they're not, they'll be disposed of.



Emergencies:

Little Lambs follows the Holy Trinity and the Grapevine/Colleyville ISD emergency closure guidance for closures/emergency procedures/inclement weather delays and cancellations.

<https://www.holytcs.org/>. <https://www.gcisd.net/>

- Emergency Procedures: In case of inclement weather, please follow the Grapevine/Colleyville School District's radio and TV announcements.
- We will close if they close and remain open if they remain open.
- If there is a "weather delay" for opening, please see our Communication Apps (i.e. Brightwheel, GroupMe), for more instructions. Little Lambs will communicate instructions.

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We will follow the Grapevine/Colleyville advisories, but also follow the Holy Trinity and the Fort Worth Diocese mandates. Little Lambs operates under the Holy Trinity School Nurse's guidelines. (For all communicable diseases;)

Other Emergencies: We do not like to think of this, but we must have a plan and be prepared.

For any other emergencies: *Fire, severe weather, intruder* or other "Lock-Down" emergencies: We have specific confidential procedures in place and be assured that your child's safety is our utmost concern.

Please do not attempt to remove your child in the event of this type of emergency. You are of course, welcome to text/message us but, know that we will be working to keep your children safe, and may be unable to reply right away. We will reunite your child with you as soon as possible. Any questions can be directed to our Church Offices.

Little Lambs also follows the Grapevine/Colleyville ISD emergency procedures. This provides us with local geographical governmental guidance for closures/emergency procedures within our surrounding community. We will follow community public health and city and county government advisories put forth by this entity as well.

<https://www.holytcs.org/> <https://www.gcisd.net/>

Other Program Offerings:

Monday Morning Story-time and Drop-in.



Monday Morning Story-time and Drop-in. Outside of the operational day/time difference and the age requirement difference, all other areas of Little Lambs Policy and Procedures will remain the same as outlined in the previous pages of this student handbook. We welcome children meeting the criteria for an additional day on Mondays.

Mondays

09:00-11:30a.m.

- Ages 1+ walking – Five years old.
- Teachers will give parents 2.5 hours of *Me Time*
- We will read a story, play, do a craft related to our story, and have a snack.
- We will follow holiday breaks.
- Parents can pay as they use the service.
 - Pay as utilized @ \$20.00/ child with a \$50.00 max per family.
- Perfect for that doctor appointment you've been meaning to make. Errands you need to run. Shopping you need to do.

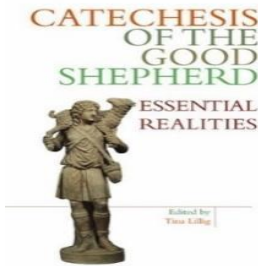
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AAMEN DAY! Aamen, its Wednesday



AAMEN DAY! Aamen, its Wednesday! Little Lambs is pleased to offer a third day of learning for the 2025-2026 School Year.

This extra day of learning fun will operate **separately** in addition to our current preschool program operating on Tuesdays and Thursdays. Outside of the operational day/time difference and the age requirement difference, all other areas of Little Lambs Policy and Procedures will remain the same as outlined in the previous pages of this student handbook. We welcome children meeting the criteria for an additional day on Wednesdays

We welcome children meeting the criteria for an additional day on **Wednesday from 09:00-2:30.**

For Kinder-ready, enrichment learning.

This “Extra” day of Enrichment will *not* take anything away from the Tuesday/Thursday current offering. Meaning, if you choose *not* to enroll your child in this extra day, they will not miss anything. Rather, this day is “*extra!*” Extra Atrium, Extra Art, Extra Music and Math, Extra Enrichment Learning.

AAMEN Day

- It is available to all children who are 3 before September 1st, 2024.
- All children attending the program must be **fully** Potty Trained.
- The program will cost **\$195.00 per month.**

Program Details: Day and Time of Program:

Wednesdays from 9:00 a.m. – 2:30 pm. Classes start in September and go through the middle of May.

- **A**n Atrium. Catechesis of the Good Shepherd.
- **A**rt –Art through Creative Thinking, Arts in Science and Nature driven activities, Religious driven Art Activities
- **M**usic MusiK Garden
- **E** Emotional and Social Development.
- **N**urturing our Love of Learning through science and Nature. God’s world is beautiful, and we get to be part of it!

AAMEN Day drop-off/ Pick-up

Drop Off

Parents will walk children to classroom doors.

Pick-up

Parents will form carline along side LL entrance/curb for carline pick-up.

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Safe Environment Practices for Preschoolers and Toddlers

PROMISE
To Protect



Pledge
To **HEAL**

Teachers at Little Lambs have received extensive Safe Environment Training. All teachers have attended the Fort Worth Diocese Safe Environment Training, as well as additional training specific to meeting preschool/toddler needs.

Safe Environment for Toddlers and Preschoolers at Little Lambs.

Diapering/restroom help/clothing changes.

Spills or soiled clothing from recess or classroom activity can also result in a need for a change of clothing. Illness and injury (such as vomiting) can also result in the need for a change of clothing.

@ 2 Adults present.

Most toddlers and preschoolers are not developmentally ready to be left in the bathroom alone because they do not have the self-control and good judgment to avoid risks. An adult will remain near the area to monitor and help when children are using the toilets, at all times.

Teachers will make it clear that we respect their privacy but will come into the bathroom if there is a problem.

Bathroom Safety / Meeting physical needs safely. (An accident isn't always a potty accident, sometimes it can be a spill/playground mess.

- We are here to help.
- We are in a unique situation and our friends require our help. We **will** assist. (Which includes physical contact.)
- Teachers will help to appropriately clean a child with soiled buttocks, or a dirty leg.
- It is important to help our children remain clean.
- We want to provide a dignified, not shameful approach.
- We want to let the child know they can trust us to meet their needs.
- Teachers will narrate every measure taken to assist, using correct clinical words.
- Any change of clothes, or irregular occurrence, (Such as an accident,) will be reported to parent.
- At LL our policy is to call body parts their correct name.