



The Children's School
AT STEPHENS COLLEGE

Table of Contents

Stephens College.....	4
Mission	4
Vision	4
Values	4
The Children’s School at Stephens College.....	4
History	4
Mission	4
CSSC Vision Statement	4
Our Values	4
Curriculum.....	5
Programs.....	5
Faculty and Staff.....	5
Administration.....	5
Classroom Teachers.....	6
Elementary	6
Preschool.....	6
Education Program Faculty	6
College Students.....	6
Class Day Policies and Procedures	6
Classroom times	6
Arrival/Departure	6
Late Pick-up	7
Parking.....	7
Important Arrival/Departure Rules to Remember.....	7
Clothing.....	7
Extended Day Program.....	7
Meals and Snacks	7
Rest Period	8
Classroom Management Policies.....	8
Birthdays and Special Occasions	8
Discipline Policy	8
Emergency Situations and Drills	8
Fire.....	8
Tornado	9
Earthquake	9
Active Intruder.....	9
Items from Home.....	9
Family Involvement	9
Family Communication.....	9
Family Association.....	9
Orientation.....	9
Parent Access to Child’s File.....	10
Assessment.....	10
Assessment Results	10
Confidentiality	10
Child Portfolios.....	10

Parent Grievance	10
Health Policies	10
Abuse and Mandated Reporting	11
Accidents or Injuries	11
Communicable Diseases	11
Illnesses	11
Covid-19.....	13
Immunization	13
Medication (Prescription and Non-prescription).....	13
Sanitation	13
School Policies	14
Closures/Inclement Winter Weather	14
Field Trips	14
Lost and Found.....	14
Special Needs/Accommodations	14
Tuition Payment	14
Visitors.....	15
Withdrawal.....	15

Stephens College

Mission

Learn. Grow. Lead.

Vision

Inspired by its tradition as an undergraduate women's college, Stephens College engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression, and professional practice, supported by accomplished faculty, talented staff, and engaged alumnae/alumni. Graduates of Stephens College are educated in the liberal arts, informed by diverse perspectives, and committed to lives of leadership, integrity, and service.

Values

Stephens College is committed to its Ten Ideals as core values that inspire and enrich our lives:

- Respect for our own dignity and the dignity of others, embodied in a sense of social justice.
- Courage and persistence.
- Independence, autonomy, and self-sufficiency.
- Support for others through the willingness to take and give criticism, acceptance, and love.
- Sensitivity to the uniqueness and fragility of the natural world of which we are part.
- Responsibility for the consequences of our choices.
- Belief in our changing selves and in our right to change.
- Creativity in the spiritual and aesthetic dimensions of life.
- Intelligence that is informed and cultivated, critical yet tolerant.
- Leadership which empowers others

The Children's School at Stephens College

History

What started as an experimental nursery school in 1925 is today's Children's School at Stephens College (CSSC). The school moved to the Audrey Webb Child Study Center in 1970 and expanded to the Hugh Stephens Library Penthouse in 2016. Today the school, in its entirety, is in Hickman Hall. Throughout CSSC's history, teaching, learning, and children have been at the heart of Stephens College laboratory school.

Mission

Provide pre-service teachers teaching and learning experience inside the laboratory school. In addition, children in our laboratory school receive solid, research-based instruction.

CSSC Vision Statement

Constructivist theory and a focus on art and science provides CSSC a framework for developing intrinsic learners. Our vision is to create learning environments that consist of children, families, faculty, and Stephens College education students learning collaboratively.

Our Values

- Children and college students have an intrinsic desire to learn and construct knowledge by interacting with the world.
- Children and college students should be active learners who have a variety of opportunities to try out ideas they

are learning in real situations.

- Classroom teachers are active facilitators who utilize a variety of resources and methodologies.
- Education should involve the total person, including social, emotional, physical, and intellectual development with attention to feelings, attitudes, and values.
- Acceptance and support of each individual and the encouragement of social and moral autonomy are central to The Children's School at Stephens College experience for students, families, faculty, and pre-service teachers.
- Students learn best when exposed to a variety of practices, methods, and experiences.
- Artful thinking has applications beyond the classroom and supports our ability to ask critical questions, solve problems in innovative ways, and make meaning.

Curriculum

CSSC curriculum supports the ever-changing and developing child. The laboratory school's curriculum is child-centered, interest-based, and hands-on to encourage each child's growing independence. The teachers at CSSC design curriculum that initiates children's interest and provides a learning environment to grow development, learning, and independence. We facilitate children's learning using a variety of professional resources and although planned units of study are designed, children's interests are considered, and curriculum is adapted as needed.

Our preschool rooms are designed with interest centers: blocks, dramatic play, manipulatives, art, sensory, library, music & movement, and science. In these interest centers, children choose from a variety of developmentally appropriate learning experiences. Our multiage, elementary classroom ranges from kindergarten through 5th grade. The curriculum is designed to meet the needs of our students and align with Missouri state standards. All classrooms balance teacher facilitation and independent learning opportunities. They are designed to actively engage children in learning throughout the day to promote their creative expression.

Curricular decisions are closely linked and shaped by on-going assessments. Decisions are based on the fundamental concepts of developmental and culturally appropriate anti-bias practice. Theory and research in child development, family studies, early childhood, and elementary education guide the curriculum and assessment practices of CSSC programs. Monitoring and documentation of children's progress is on-going.

CSSC includes the community in planning curriculum. We invite relevant community members to our school as experts.

Programs

Our quality programs include a morning half-day preschool program, a full-day preschool program, and an elementary (K-5) program. All three programs integrate the arts, sciences, and technology throughout the curriculum. The preschool program (ages 3-5) is designed to support the whole child, including social, emotional, cognitive, and physical growth. The elementary classroom is an authentic multi-age setting where children are grouped by ability rather than age. The curriculum is child-driven and teacher-facilitated. The curriculum includes direct and indirect instruction of literacy, math, social studies, science, art, music, theater, and dance, and is heavily cross-curricular and arts-integrated.

Faculty and Staff

CSSC children are taught by experienced, certified teachers, with Stephens College education majors as assistants.

Administration

Elizabeth Watson, Ph.D. in Learning, Teaching, and Curriculum, Director
Chelsae Cordia, BA in Management, Administrative Assistant

Classroom Teachers

Elementary

Julia Gundacker, BS in EC and Elementary Education, Elementary Teacher
Peter LaMear, M.Ed. in Curriculum and Instruction, Elementary Teacher
Stephanie Stille, M.Ed. in Curriculum and Instruction, Elementary Teacher

Preschool

Taylor Midgley, M.Ed. in Curriculum and Instruction, Preschool Teacher
Lauren Huskey, BS in EC and Elementary Education, Preschool Teacher
Emma Kelly, BS in EC and Elementary Education, Preschool Teacher

Education Program Faculty

Leslie Aguilar, Ed.S.
Elizabeth Watson, Ph.D., Chair
Sharon Schattgen, Ph.D.
Elizabeth Thomas, Ph.D.

College Students

CSSC provides opportunities for college students to observe and interact with children in various ways to develop a frame of reference concerning the growth, development and behavior of children. These experiences allow students to participate in the planning, implementation, and evaluation of learning activities, observe children's reactions to the routines of the day, study their progress, and develop skills in interacting positively with both individual children and groups.

Class Day Policies and Procedures

Classroom times

Morning Extended Day	7:30-8:30 AM
Half Day Preschool	8:30-11:30 AM
Full Day Preschool	8:30 AM-3:30 PM
Elementary	8:30 AM-3:30 PM
Afternoon Extended Day	3:30-5:30 PM

Arrival/Departure

Elementary children are dropped off **heading north** on Waugh St. Drop-off is between 8:20 a.m.- 8:30 a.m. Pick up is the same location 3:30 p.m.-3:40 p.m.

Parents drive heading north on Waugh St.-a teacher will help guide the flow of traffic. Staff will accompany children from the drop-off and pick-up zones to and from the classroom. Please do not drop children off without a teacher present. **There is no parking in the church parking lot across the street.**

Preschool children walk to and from the building with an adult for drop off from 8:20 a.m-8:40 a.m. and pick up from 3:20 p.m.-3:40 p.m.

Parking is available in the parking lot near Stamper Hall, The parking lot near Senior Hall, or on Waugh St. Please accompany children dropped off after 8:40 a.m. to the front door.

Children not picked up by 3:40 p.m. will return to Hickman Hall for afternoon Extended Day. Parents may park in the lot behind Senior Hall during extended day hours with flashers turned on.

Late Pick-up

CSSC understands delays can occur at any time. If you are delayed, please contact the school office (573-876-7260) and let them know the estimated time of pick up. If Extended Day is in session, your child is sent there, and you are assessed a \$25/hour fee. This delay is followed by a written reminder of the school policy. On subsequent occasions, you are assessed a \$25 charge for every thirty minutes past 5:30 p.m. If this occurs more than two times, the privilege of after-school care is revoked. If we have not been able to reach a family member or an authorized person on the pick-up list by 7:00 p.m., the police are contacted.

Parking

The parking lot next to Stamper Hall can be used during the day. If the lot is full, legal street parking may be available on nearby connecting streets. If you are doing a quick drop-off or pick-up that is not during drop-off and pick-up times, you may park in the small lot next to Senior Hall with your flashers on. We do ask you to find a legal spot if you plan to stay longer than five minutes. **There is no parking in the church parking lot across the street.**

Important Arrival/Departure Rules to Remember

Children may not be left unattended at any time while on school property (including but not limited to parking lots, academic buildings, stairwells, or walkways). If someone other than family members or caregivers is picking up your child, they must be listed on the emergency contact card as being authorized to pick up your child and bring a picture ID. If someone other than an authorized person is picking up your child, you must notify the school/teachers in advance. For the first few weeks of enrollment, family members and caregivers may be asked to show a picture ID as well. This is for the protection of your child, so please comply willingly with these requests.

All children must be in car seats in compliance with Missouri Law. Children not in compliant car seats will be reported.

Clothing

We go outside every day, weather permitting, so please plan accordingly. Children at CSSC play, explore, and get dirty, therefore, we recommend dressing your child in comfortable, durable clothing. Preschool children are asked to bring a change of clothes to keep at school. Elementary children need to bring an extra pair of shoes for the playground and may bring a change of clothes.

Extended Day Program

Extended Day is available from 7:30 a.m. - 8:30 a.m. and from 3:30 p.m. - 5:30 p.m. Monday – Friday for additional fees. The monthly package of 10 hours is only available to students who are enrolled full time.

These options are placed on the tuition agreement form to be signed at the beginning of each school year. For extended day, families can park in the small lot next to Tower Hall with flashers on and walk their child to Hickman Hall.

Meals and Snacks

CSSC provides snacks for preschool and for afternoon extended day.
Food Allergies

Please request the Family Food Allergy Health History Form from the CSSC office to complete regarding any allergies or dietary restrictions your child may have. Teachers need to be informed at the beginning of the year of any food a child may not eat. In addition, an Emergency Action Plan will need to be in place. Information supplied on the Family Food Allergy Health History Form will be kept confidential in the school office.

Rest Period

The full-day preschool program will have the option of a rest period in the afternoon. The school provides cots, sheets, and a pillow for those who nap that will be laundered by the school weekly. Children are permitted to have a comfort item from home, but please limit it to one item that can easily fit in their cubby area or backpack.

Classroom Management Policies

Birthdays and Special Occasions

If you would like to celebrate your child's birthday at school, please talk with the teachers to schedule the best time. We do not allow food to be brought into the classroom for birthday celebrations.

Discipline Policy

The Children's School at Stephens College believes that classroom management should be a collaborative effort with families, children, and teachers. Our primary focus is to support the academic and socioemotional development of every student. We seek to promote a love of learning, a sense of responsibility, and respect for others. We support children in making positive behavior choices to ensure a safe and productive learning environment for all.

CSSC utilizes positive reinforcement, redirection, and clear expectations to help children be successful in the classroom. If a child does not meet behavior expectations, he/she is given verbal instruction and redirection to remind him/her of expectations. If this is not successful, the child will be instructed to take a break from the current activity (e.g., sitting in a calm, safe space within the teacher's sight). After a short period of time, the teacher and child will discuss the incident, the expected behavior, and ways to respond differently in the future. The teacher will then help the child re-enter the classroom activity. If the inappropriate behavior continues, an incident report may be filled out and shared with the family/parent.

If inappropriate behaviors persist, the family will be asked to meet with the teaching staff. Together, we will evaluate the situation, discuss possible strategies, develop an action plan, and establish a timeline for success.

Additional conferences may be held to evaluate progress and revise the plan. If the behavior does not improve, it may be necessary to withdraw the child from the program.

Please note: Careful consideration is given to individual situations. Suspensions and expulsions will be considered when ongoing behavior is disruptive and detrimental to the operation of the school.

Emergency Situations and Drills

Students participate in scheduled fire, tornado, earthquake, and active intruder drills throughout the school year. All staff members and students are given information about safety procedures appropriate for such situations. In the event of an actual emergency, family members are notified through email and are encouraged to opt into LiveSafe, the Stephens College Emergency System.

Fire. The building is equipped with a central fire alarm system. Stephens Security and the Columbia Fire Department will respond when the fire alarm is activated. There are fire extinguishers and smoke detectors throughout the building and in each

classroom. If we are instructed to evacuate the premises, teachers will escort students to their assigned meeting place.

Tornado. Teachers and Students are notified of severe weather. When notified of a Tornado Warning, teachers and students seek shelter on first floor central hallway, basement, and bathrooms away from windows and doors.

Earthquake. All students participate in earthquake drills throughout the year. These drills educate students on how to shelter in place during an earthquake and evacuation routes to gathering places once the tremors have passed. We evacuated to the central quad in front of our building.

Active Intruder. The teachers at the Children's School attend Active Intruder training, as conducted through Stephens College Security. In the event of an emergency, faculty and staff will help students follow emergency protocols (shelter in place, evacuation, or other as directed by local emergency responders). Families will be contacted once the immediate safety and security of the students has been assured, as verified by emergency responders.

Items from Home

Please do not allow your child to bring toys from home unless requested by the teachers (show- and-tell or share days, for example). Full-day preschoolers are permitted to bring a blanket and nap buddy for afternoon rest time. We encourage children to bring books to share that pertain to classroom studies, but please be sure these are clearly labeled.

Family Involvement

CSSC encourages all families to become actively involved in their child's education. We believe that a strong home-school relationship is an integral part of a child's education. You are always welcome to visit and observe your child in the classroom. We encourage you to share any special talents, skills, or interests that the children would enjoy learning and experiencing. Please talk to your child's teachers about ways you can participate.

Family Communication

We encourage families to ask questions and share concerns with your child's teachers. We feel that a positive relationship based on open communication is a vital component of your child's feelings of happiness and security at school.

We communicate with families daily at drop-off and pick-up, and on a weekly basis through class newsletters. In addition, teachers will send emails or notes home periodically with updates on your child. Two formal conferences with your child's teachers are scheduled for the year, one in the fall and one in the spring. The conferences are an opportunity to learn how your child is progressing and to discuss any questions you may have. Of course, you are welcome to schedule a conference with your child's teachers at any time throughout the school year if you feel it is necessary.

Family Association

The Family Association at CSSC works on fundraising, helps coordinate volunteers, and schedules Teacher Appreciation events. Family members are welcome to join at any time. Please talk with the teachers for more information.

Orientation

An orientation open house for new and current families will be offered the week before school begins. Your family can come to the school, meet the teachers, see the classroom, and participate in an orientation meeting to help become acclimated with some of the daily procedures of elementary and preschool. During this time, the family will have the opportunity to ask questions about the program with the teachers and director.

Parent Access to Child's File

Assessment

Child assessment is a vital and necessary component of our high-quality early childhood and elementary programs. Assessment is important to understand and support children's development. Each classroom completes informative assessments that encompass all areas of development. Assessment is also essential to document and evaluate how effectively programs are meeting young children's educational needs and to inform program improvement.

Assessment Results

The information gathered from assessments is used to develop curriculum, parent education, and evidence for referral. Teachers use data gathered during the assessment process to plan curriculum that best meets the needs of all children. If there is an indication of a developmental delay, the teachers use the data gathered to refer for further diagnostic screenings and assessments.

Confidentiality

All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel. Information obtained and collected by the program is shared with other staff only on a "need to know" basis. Practicum students are not included in discussions of children and assessment/screening results unless the information is relevant to the practicum experience.

Parents and guardians may ask to view screening and assessment results by asking the classroom teacher or the director. All information compiled during assessments is used to promote the healthy developmental growth of the child. As appropriate, the classroom teacher, the parents, and other essential personnel are involved in making goals for the child or a referral in cases of developmental delays.

No information shall be shared with an outside agency without the written consent from the parent or legal guardian.

Child Portfolios

Tools may include checklists, social inventory, anecdotal records, self-reflections, evaluations, samples of work, drawings, paintings, writings, stories and photographs. Parents are welcome to view their child's portfolio at any time.

Parent Grievance

A parent who has a grievance or complaint about some aspect of the program should first try to settle the grievance directly with the teacher. If the conflict is not resolved, the grievance should be discussed with the Director of CSSC. If the conflict remains unresolved, the parties concerned may discuss the issue with the Stephens College Dean of Integrative Studies.

Health Policies

The Department of Health has established certain requirements and guidelines regarding children's health in an educational setting. These requirements are meant to protect all the children in the program. Therefore, we ask for your cooperation in complying with these rules.

Abuse and Mandated Reporting

As professionals in contact with children and their families, we at CSSC are required by law to help the DFS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors, as well as day care/childcare workers, are mandated reporters. Thus, it is the policy of CSSC staff and faculty to report all suspected cases of child abuse and/or neglect to DFS immediately by telephone and to follow up in writing within 24 hours the same information as reported by telephone. Our school will offer full cooperation of its staff and faculty during the investigation of the reported incident. The phone number to report is: 1-800-392-3728 and the website is: <https://apps.dss.mo.gov/OnlineCanReporting/default.aspx>.

Accidents or Injuries

CSSC makes every effort to ensure the safety of all children. If an accident occurs, the teachers will notify parents, either at pick-up or immediately by phone. The teachers will fill out an accident report form, sending one copy home with the family and keeping a copy at school. For minor injuries such as scrapes, scratches, and bruises, the appropriate first aid will be applied. This aid includes cleaning injuries that break the skin and applying a cold compress to bumps and bruises.

For serious incidents, CSSC will call 911 and the parent/guardian immediately. A staff member will accompany your child to the hospital if parents/guardians have not yet arrived. We will make every effort to ensure your child's comfort and safety until you arrive at the hospital. Please be sure that the office has updated information for you and your emergency contacts. These same guidelines are applied during off-campus trips.

Communicable Diseases

If your child is exposed to or contracts a communicable disease, please report this information to the school. We are required to notify all families when a child contracts a communicable disease, such as flu, chicken pox, measles, conjunctivitis (pink eye), impetigo, head lice, Covid-19. Your child's name will be kept confidential. When your child is well, you will need to provide written verification from your child's physician stating that the condition is no longer contagious and that it is safe for your child to attend school.

Illnesses

For the health and safety of everyone, children who are ill may not attend The Children's School at Stephens College. If your child becomes ill while in attendance at CSSC, you will be notified to pick up your child. Please list the name and phone number of two or more adults who can pick up and care for your child if we are unable to contact you. This information should be placed on the emergency information sheet stored in our front office. Please keep this information current.

If you know your child will be absent due to illness, please notify the school by calling our office at 876-7260 or emailing childrenschool@stephens.edu.

We are committed to safeguarding the health of all children attending, so please follow these guidelines when deciding if your child is well enough to attend:

Symptom/illness	Keep child home until...
Fever (101 or above)	Fever registers below 101 without fever-reducing medication for at least 24 hours

Runny nose with discoloration of mucus	Mucus/discharge is of normal color
Rash/ringworm	Physician determines the cause and recommends when the child can return to school
Red, watery, or irritated eyes/Pink eye	Physician determines the cause and recommends when the child can return to school
Vomiting or diarrhea	Child is free of vomiting and diarrhea for at least 24 hours and able to participate in normal daily activities
Draining sore	Physician determines the cause and recommends when the child can return to school
Head lice	No nits or lice are present (we will perform a check before child re-enters the classroom)

Children who are being treated with antibiotics for any illness must complete a full 24 hours of treatment before returning to school (ex: if we send your child home at 11:00 am but the child does not receive his/her first dose of antibiotics until 3:00 pm, he/she cannot return to school the next day).

Covid-19

Our Covid-19 policies follow the CDC guidelines.

Immunization

Immunizations are essential for the protection of children and **ARE REQUIRED BY MISSOURI LAW FOR STUDENTS TO BE ENROLLED IN AND TO ATTEND SCHOOL.** (MO State Law 19 CSR 20-28.010; sections 167.181, 192.006.1, and 210.003)

Family members or guardians of each child must furnish the school with satisfactory evidence of immunization in the form of a statement, certificate, or record from a physician or other health facility, or a statement of medical or religious exemption from immunizations against diseases. Exemptions for religious or medical reasons will only be accepted if CSSC is provided with proper, current documentation (religious exemptions must be filed annually). The school should be informed of immunizations a child receives after enrollment in order to maintain current and accurate information on the child's health record, as required by state law.

Medication (Prescription and Non-prescription)

The Children's School at Stephens College does not have a registered nurse on staff and therefore cannot administer any medication not prescribed by a physician. All prescription medication must remain in its original container and be registered with the administrative assistant in the school office where it will be stored. A separate form is needed for each medication; forms are available in the Hickman Hall office. It is the responsibility of the family member/guardian to retrieve the medication at the end of the day.

Sanitation

Our teachers and staff will encourage and model regular handwashing throughout the day. Students will wash hands:

- Upon arrival to the school
- After touching frequently used and shared objects (such as doorknobs, railings, craft supplies, playground equipment, water fountains, etc.)
- Before lunch/snack time
- After lunch/snack time
- After coming inside from outdoors
- After coughing/sneezing/blowing nose
- After recess/play
- Before going home
- Staff will also regularly be sanitizing commonly used areas throughout the day using a 3-step cleaning method approved by the CDC and Missouri Accreditation.

School Policies

Closures/Inclement Winter Weather

CSSC may close for inclement winter weather. If road conditions warrant cancellations for CSSC due to inclement winter weather, announcements of school closings will be on the following TV stations: KOMU-TV, Channel 8; and ABC-17, Channel 17. In addition, we will email parents if school is closed.

Field Trips

Most of our field trips will be within walking distance of the school. We visit campus locations such as the stables, the library, and the post office. We also take regular walks to Lion-Stephens Park. We will keep you informed of any upcoming field trips and always welcome family volunteers. If we leave campus, all students are required to have an additional permission form in order to attend.

Lost and Found

Lost items are either returned to the office or with your child's teacher.

Special Needs/Accommodations

Our school welcomes children with a variety of gifts and needs. We know that children with diagnosed special needs deserve the best quality education but are aware we are not always equipped to meet all these needs. Children must be toilet-trained and independent in the bathroom before they attend. All written material about the child must be shared with the teachers and director so the school can make informed decisions concerning acceptance and may properly plan for each child.

The classroom teachers will conference with the family to set up an educational plan to be used. If the parents do not comply with the plan or, if after a reasonable trial, the school feels unable to meet the needs of the child, the school will recommend the child be withdrawn. The director, the teachers, and parents will determine whether a child needs an aide. The hiring of an aide will be done by the director, but the salary of the aide will be the parents' responsibility. There are children who have undiagnosed special needs. Any time after a child has enrolled in our program, the teachers have the right to:

- Conference with the family.
- Recommend evaluations.
- Create an educational plan.

After a full evaluation, the family must agree to follow the recommendations of the evaluation team and agree to follow the educational plan. If the family does not comply or, if after reasonable trial, the school feels unable to meet the needs of the child, the school can require that the child be withdrawn from the school.

Tuition Payment

Families are required to sign a tuition agreement form annually stating the agreed-to monthly tuition payment.

The Accounting Office will prorate a start or end date occurring mid-month. The prorated calculation will be $(\text{Monthly Tuition} / \text{Total \# of School Days in Month}) \times \text{Total \# of School Days Attending}$.

Invoices will be generated and mailed prior to the 20th for the upcoming month of services. Payments are to be made to the Accounting Office by the 10th day of each month. Invoices will be mailed to the address provided in this agreement. Additionally, a digital invoice via Square will be sent prior to the 20th for the upcoming month of services to the email address provided in this agreement. If the payment has not been made you will receive a reminder email from Square seven days before the due date and on the due date. A past-due reminder will be sent on the first and third day after the due date if the payment has not been paid.

Payments are due by the 10th of each month. The Accounting Office will certify mail a notice to the Parent(s) at the address provided to us in the Tuition Payment Agreement if they have not received a payment by the due date and/or unauthorized partial payments. If the Parent reaches a payment agreement, the Accounting Office will notify the Children's School of this agreement. If no contact has been made after ten days' notice, the Accounting Office will notify the Children's School Administration that the child(ren) needs to be financially withdrawn from the program.

Visitors

Visitors are welcome to observe our programs. When coming to observe, please sign in at the front office.

Withdrawal

If you decide to withdraw your child from The Children's School at Stephens College, please inform your child's teachers and the school office at least two weeks before the effective withdrawal date.