

Parent Handbook

2019-2020

Saint Stephen’s Episcopal Church

**3775 Crosshaven Drive**

**Birmingham, Alabama 35223**

**205-967-6317**

[**leslie@ssechurch.org**](mailto:leslie@ssechurch.org)

[**www.ssepreschool.org**](http://www.ssepreschool.org)

Dear Parents,

Welcome to Saint Stephen’s Preschool! Here you will find a staff that is dedicated to creating and maintaining a warm and friendly atmosphere where your child can grow and develop in many ways.

We feel that as a ministry of Saint Stephen’s Episcopal Church it is our responsibility to work hard to see that our program is one of the finest in Birmingham.

Our goal is for each child to leave us feeling good about themselves and school. We believe that education is a partnership between the children, the parents, the staff, and the church.

This handbook has been prepared so you may know the policies and better understand the program as we work together to help your child through a successful year in our program. Please take a moment to read through it carefully.

We are looking forward to a great school year and thank you for sharing your precious children with us!

Sincerely,

Leslie Dunlap

Director

**FEES**

**MOTHER'S DAY OUT & PRESCHOOL**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1st child** | **2nd child** | **3rd or more child** |
| **Two days per week** | **$220** | **$210** | **$200** |
| **Three days per week** | **$270** | **$260** | **$250** |
| **Four days per week** | **$305** | **$295** | **$285** |
| **Five days per week 4’s** | **$340** | **$330** | **$320** |
| **Five days per week 5K** | **$375** | **$365** | **$355** |
| **Added day** | **$25** | **$23** | **$21** |

There is a 3% discount on tuition if you pay in advance. You can pre-pay the full 9 months by September 16, 2019 or you can pay half on September 16 and the remaining half by January 15, 2020.

**EXTENDED HOURS**

EARLY BIRDS – 8:00-9:00

|  |  |  |
| --- | --- | --- |
|  | **1stchild** | **2nd Child** |
| **One day per week** | **$25** | **$12** |
| **Two days per week** | **$50** | **$25** |
| **Three days per week** | **$70** | **$35** |
| **Four days per week** | **$80** | **$40** |
| **Five days per week** | **$90** | **$45** |
| **Added Day/Drop in** | **$8** | **$4** |
| **Prepaid 5 visits** | **$30** | **$15** |

**EXTENDED HOURS**

TIGGER TIME – 1:00-2:30

|  |  |  |
| --- | --- | --- |
|  | 1st Child | 2nd Child |
| **One day per week** | **$35** | **$17** |
| **Two days per week** | **$70** | **$35** |
| **Three days per week** | **$95** | **$45** |
| **Four days per week** | **$115** | **$55** |
| **Five days per week** | **$120** | **$60** |
| **Added day/Drop in** | **$10** | **$5** |
| **Prepaid 5 visits** | **$40** | **$20** |

Sibling discount for Early Birds and Tigger Time is approximately 50%. You may purchase Early Bird and Tigger Time sessions for $6 and $8 per session respectively with a minimum of five sessions with our 5 for $30 Early Birds special or our 5 for $40 Tigger Times special. If you are enrolled in Early Birds or Tigger Time for at least one day a week on a permanent basis by December 31 then no tuition will be due for the month of May. The 3% prepayment discount is not available for Early Birds or Tigger Time.

**OTHER FEES**

**Late/Early Fee**

A late or early fee of $5.00 will be charged for the first 5 minutes before 9:00am and/or after 1:00pm and $5.00 for each 5 minutes thereafter. The fee is payable on the day of the charge.

**Late Tuition Payment Fee**

A fee of $25.00 will be charged to tuition if payment is made after the 10th of each month. Late fee notices will be mailed out after the 15th of each month. If payment is made after the 10th, but prior to the receipt of the late fee notice, please add the $25 late fee to your check. An additional $25.00 will be charged if payment is not made by the end of the following month. You can automatically avoid that fee if you enroll in our automatic credit card program where your credit card will automatically be charged if your payment is not received by the 10th of the month. Please contact Mary Ann Sherman at [maryann@ssechurch.org](mailto:maryann@ssechurch.org) for that enrollment form. The 2% fee is substantially less than the $25 late fee! If there are extenuating circumstances, please contact Leslie Dunlap or Mary Ann Sherman.

**Returned Checks**

A $20 charge will be added to payment for returned checks

**Statements**

A copy of your account will be sent home in writing if requested via email.

**FEE POLICIES**

Due Date: Payment is due on the 1st of every month and is late after the 10th.

-If payment is not made by the 10th of the month a $25 late payment fee will be assessed. Each family is allowed one late payment before the late fee is assessed.

-Monthly tuition will be the same amount for each month September through May. Tuition is determined based on a yearly budget of the projected preschool expenses. That amount is then divided into nine (9) equal payments and thus there are no reductions in tuition for holidays, illnesses, out of town visits, acts of God, etc.

-You will be responsible for the full month's tuition unless you have given the director a two week notice of withdrawal.

-Payments may be placed in one of the payment boxes found outside of the preschool office or outside the finance office. Payments may also be dropped off through curb service or sent in child’s backpack. Please notify us at carpool or send us an email if you place a tuition check in your child’s backpack.

-If payment is made through curb service, it should be placed in an envelope with child's name and the date and mark it "TUITION”.

-All cash payments should be placed in an envelope and labeled with your child’s name and type of payment.

-Credit Cards will be accepted for an additional service fee of 2%. Payment can be made over the phone or in Mary Ann’s office. Monthly automatic payments can be set up if desired as well as automatic payments for late tuition. Please request those enrollment forms from Mary Ann at maryann@ssechurch.org.

.

The purpose of Saint Stephen’s Preschool is to give parents free time knowing his or her child is in a loving Christian environment under the supervision of a trained worker or teacher. Our goals are to develop each child in the areas of social, physical, emotional and mental growth. This program also serves as a valuable training ground in preparation for kindergarten.

SCHEDULE OF CLASSES

MOTHER'S DAY OUT

Hours: 9:00am-1:00pm

Babies (6-9mos): Monday/Wednesday or Tuesday/Thursday

Creepers (10-14mos): Monday/Wednesday or Tuesday/Thursday

Young Toddlers 15-19mos): Monday/Wednesday

Tuesday/Thursday

Friday Playday

Older Toddlers (20-24mos): Monday/Wednesday

Tuesday/Thursday

Friday Playday

Ages: Classes determined by the child's age on September 1 of each school year.

- The children who start the school year in a certain MDO class will stay in the same class through May unless there are circumstances which cause placement to be reviewed. -Drop in status is available and is subject to availability. Your child must be regis­tered and the appropriate forms must be received.

-There are no make-up days.

PRESCHOOL DAYS

Hours: 9:00am-1:00pm

Young 2-year-olds: Monday and Wednesday

Tuesday and Thursday

Friday Playday

Older 2-year-olds: Monday and Wednesday

Tuesday and Thursday

Friday Playday

3-year-olds: Monday, Wednesday and Friday

Tuesday, Thursday and Friday

Monday, Tuesday, Thursday, Friday. Option to add Wednesday.

4-year-olds: Tuesday, Wednesday, Thursday and Friday

Monday through Friday

5-year-olds: Monday through Friday

Ages: Classes are determined by child's age on September 1 of each school year.

RECORDS

The following must be completed and kept on file before your child can attend school:

1. Registration Form (must be accompanied by registration fee)

2. Child's Release Form and Emergency Information Card (yellow)

3. Child's Habits and Behavior Form (pink)

\*4. Release of All Claims Form (green)

5. Immunization Form (received from pediatrician's office)

\*6. Water Permission Form

7. Child’s Medical Form

Release of All Claims Form (green) and Water Permission Forms will be signed, witnessed and filed for the duration of your child's time here at Saint Stephen's Preschool. Our immunization forms are audited by DHR and it is imperative that we have an original and current form on file.

**GENERAL INFORMATION**

ABSENCES

If your child is going to be absent from school we request that you call the Preschool office (967-6317) or email (leslie@ssechurch.org) by 8:30am the morning of the absence and leave a message.

ACCIDENT POLICY

If your child has an accident while at school, our policy is to first call the mother. If the mother is not available, then the father is notified. If the father cannot be reached, we will try to notify one of the persons listed on the emergency information form. If no one can be reached, we will keep trying throughout the day if the accident is not severe enough to warrant a doctor's attention. Every effort will be made to contact a parent first. The person who picks up the child will be informed of the accident.

If, in our judgment, the accident warrants a doctor's attention, we will try to notify a parent first and the family doctor (as listed on the registration form) second, but according to the severity of the accident, we reserve the right to seek help as needed.

ADJUSTMENT TO PROGRAM

If, after 15 days of attendance, a child does not appear to be adjusting to the program, his or her parents will be given 2 week notice to remove the child from the program with refund of the registration fee.

PRESCHOOL BOARD OF DIRECTORS

The Preschool Board will meet every month (excluding June and July), on the third Wednesday, at 6:15pm, in Room 139. The governing body of Saint Stephen’s Episcopal Church (the Vestry) delegates the management and direction of the business and affairs to the Board. The ultimate authority over the business and affairs of the Program rests with the Vestry of the Church. The Board shall consist of nine to twelve members composed of: 1) One Vestry member 2) One program teacher and/or assistant director 3) At least 3 parents of students in program 4) Three to five members at large. Voting members shall be evenly divided between those who are members of the Church and those who are not.

Ex officio members include: 1) the Rector of the Church 2) Executive Director of the Program 3) The Director of the Church Nursery 4) The Christian Education Director 5) Extended Day (Tigger Time) director, and 6) The Financial Director.

All meetings are open for your attendance.

CHILD/TEACHER RATIO

The following are approximations. Ratio may vary from day to day.

Babies- 3 babies:1 teacher

Creepers - 4 babies: 1 teacher

Young Toddlers - 5 toddlers: 1 teacher

Older Toddlers - 6 toddlers: 1 teacher

Young 2's - 7 children: 1 teacher

Older 2's - 7 children: 1 teacher

3 Year Olds - 9 children: 1 teacher

4 Year Olds - 11 children: 1 teacher

5 Year Olds - 11 children: 1 teacher

CLOTHING

Children should wear comfortable clothing and shoes that allow them to move freely and that can be manipulated to change a diaper easily or for the child to go to the bathroom with independence. Daily activities include active and messy play (including painting) and children should feel comfortable enough to enjoy themselves without worrying about their clothes. PLEASE LABEL ALL CLOTHING!

MOTHER'S DAY OUT

-Send a change of clothes each day the child attends. Please label clothing.

-Cloth diapers are not accepted. Please send 2-3 disposable diapers each day your child attends.

PRESCHOOL

-Preschool parents may send a change of clothes, including socks, to keep at the school. These items should be changed out seasonally. LABEL EVERYTHING. We cannot be responsible for items that are not labeled.

COMMUNICATION

-A newsletter will be emailed monthly and posted on the website. November/December and April/May will be combined.

-Emails will be sent as reminders.

- Each class sends home a monthly calendar of events.

MOTHER'S DAY OUT

-A Habit Sheet will be filled out daily for each child.

-Please check your child’s bag daily for memos, habit sheets, art, etc.

-Be sure to check the Parent's Bulletin Board when you are in the building. It is located outside of the Preschool office. Memos and other information will be posted.

PRESCHOOL

2's - Will be bringing home a monthly calendar and weekly report from September-May

3's - Will be bringing home a monthly calendar and weekly behavior report from September - May.

4's & 5’s - Will be bringing home a monthly calendar from September -May.

CONFERENCES AND VISITATION

-Parents are welcome to visit the school anytime.

-Throughout the year Preschool parents will have scheduled but optional conferences with their child’s teacher, although all parents are welcome to request a teacher and/or director conference at any time. Please contact the teacher or director to set up an appointment.

-Parents are welcome to eat lunch, read to the class, etc. at any time, although we have found that the younger children do not handle these visits very well. If you feel your child can handle you coming and going during the school day please discuss this with your child's teacher.

DELIVERY AND PICK-UP OF THE CHILDREN

MOTHER'S DAY OUT

Babies, Creepers, Young Toddlers and Older Toddlers- parents will drop off and pick up from the classroom each day.

-You must park in the parking lot to bring your child in.

-Do not park your car in the one way lane closest to the school even if you are early or late arriving to school. This will block church traffic and carpool.

-Try to have your child at school on time.

PRESCHOOL

Older 2’s, 3, 4, and 5-year-olds will have curb service beginning the first week of school. The younger 2’s will start curb service in January.

CURB SERVICE PROCEDURE

-Each family will receive a tag to hang from your rearview mirror with your child’s name on it. You may pick up the tag from your child’s teacher at the Children’s Visitation.

-Please display your hangtag on your rearview mirror as you approach the curb service area. Displaying your hang tag will allow the curb service procedure to run smoothly and quickly. Please remember to use your hangtag every day at pick up time. The teachers have a difficult time recognizing people inside the car because there is a glare on the windshield.

-In the morning, have your child unbuckled and ready to get out of the car when curb service begins at 9:00am

-In the afternoon, please pull down to the lower parking lot to buckle your child’s seat. Teachers will not buckle children in car seats.

-Curb service begins at 12:50pm and is over at 1:00pm. If you see that you are going to be late please call the office and leave a message.

-If you have a younger child not using curb service:

-In the morning, drop off your older child first at the curb service area. Then pull

around, park, and walk in your younger child.

-In the afternoon, park and come inside to retrieve your youngest child. Get back

into the car, drive up to the curb service pick up location. Every child using curb

service must exit school from our curb service location!

-If your child is going home with someone other than the person bringing him and a car seat is left, it must be labeled and left in the curb service area. Please do not leave car seats at Early Birds.

-We will have 3 pickup and drop off points on most days, so pull up to the point where your child and teacher are standing.

SAFETY PRECAUTIONS

-If anyone other than you will be picking your child up please verbally notify the teacher when you bring your child (send a note too) or you may call during the day. The person must be on your Release Form. If the person is not on the Release Form a note should be written stating the name of the person who will be picking up your child and they must show an I.D.

-If someone other than a parent is bringing your child to school, that same person may pick up your child. Notification is requested by a phone call or a note prior to the date.

DISCIPLINE POLICY

The children of Saint Stephen's Preschool will be treated with respect. They will not be spanked or disciplined in any way that would deprive them of their basic rights to be safe and comfortable. Positive terms will be used to guide the children as they reach the age of understanding and every effort will be made to prevent problems from happening.

We view discipline as a partnership between parent, teacher and school and feel that if a particular behavior is repeated more than a few times that the parent should be notified. If the behavior continues a conference may be needed to establish a plan of action. Saint Stephen's Preschool staff reserves the right to drop a child from enrollment if a child becomes a danger to himself or others or if his needs are not being met. If a single incidence occurs and it is handled here at school, the parent will most likely not be notified.

The following classroom management will be followed by teachers of Saint Stephen's Preschool:

MOTHER'S DAY OUT (6mos-24mos)

Babies- diversion

Creepers- diversion, a firm "STOP" and time away may

be needed.

Young Toddlers-diversion, a firm "STOP" and time away

Older Toddlers- diversion, a firm “STOP" and time away

PRESCHOOL (2 years-5 years)

Classroom rules will be established at the beginning of the school year and sent home to parents. Time away will be used for each age group as a first step. The following may be used if needed: taking away a privilege, reward, time away in the director's office, a call home and possibly being sent home.

DONATIONS

Donations are accepted and always welcomed. Please contact the director if you wish to make a donation.

E-MAIL

Email is checked frequently every day and is an acceptable way to contact the director about absences, changes in pick-up, or any other problem you may have. The address is leslie@ssechurch.org for Leslie Dunlap, Director, and maryann@ssechurch.org for Mary Ann Sherman, Finance Director.

EXTRA CURRICULAR ACTIVITIES

-Our Preschool children are involved in the following activities on a weekly basis:

1. Music (2’s and older)

2. Creative Movement (2’s and older)

3. Chapel (2’s and older)

4. Science (for 3’s, 4’s, and 5’s)

5. STEAM (4’s & 5K)

6. Instruments (5K)

FIELD TRIPS

-Our 4K and 5K preschool classes will attend field trips.

-A field trip release form must be signed.

-Each child must be in a proper safety restraint, provided by the parent, for the child to participate on such field trips.

-Parent volunteers will be asked to help in chaperoning these field trips and in trans­porting the children.

-Pertinent information on car, insurance, copy of driver’s license, etc. must be filled out by ALL drivers.

-On field trip days, your child’s carseat should be clearly marked and left when your child is dropped off.

-Children will be picked up in the same location. If a carseat was left for the field trip, arrive early to secure the seat in the car before you pick up your child.

- Children participating in a field trip will need to wear a Saint Stephen’s Preschool t-shirt, available at Children’s Visitation or through the office.

-Younger siblings are not allowed to attend field trips. Please make other arrangements for younger siblings.

FUNDRAISERS

The parents are actively involved in raising funds for Saint Stephen’s Preschool. Our primary fundraiser will be held in January or early February. We do not participate in any fundraisers that ask families to sell products.

ILLNESS POLICY

Saint Stephen's Preschool strives to provide a safe and enjoyable environment for children and staff alike. Mild illnesses are very common among children and preschool settings provide the potential for spread of infectious diseases among several children. Common sense practices will help lessen the risk of infections. Routine childhood immunizations are required for all children and all children need proof of these immunizations by presenting a current immunization form, which can be received from your pediatrician. Exclusion of children with infectious diseases will follow the recommendations of the American Academy of Pediatrics. A copy of specific rules will be provided on request. Children should not attend school if:

1. The child is unable to participate in normal activities.

2. The child in the previous 24 hours had fever, diarrhea, vomiting, mouth sores, pink eye (conjunctivitis), head lice, a rash possibly indicative of an infectious disease, impetigo, or other possible infectious disease.

Please notify the Preschool Director if you believe your child to be at increased risk of infectious disease.

-If your child should become ill during the day we will make every effort to separate him from the group and to contact the parent or guardian to pick him up from school. You will need to pick up your child promptly as it is difficult to separate the children for long periods of time. If parents are unable to be contacted within a reasonable amount of time, emergency contacts may have to be called. DO NOT BRING YOUR CHILD TO SCHOOL SICK.

ITEMS NEEDED

MOTHER'S DAY OUT

-Each child should bring a tote bag or back pack with lunch, diapers and a change of clothes. LABEL EVERYTHING!

-Security items (loveys) are encouraged, if needed. We will, however, encourage your child to leave his or her security item in the classroom when the class leaves the room. These should be limited to one item. Please label!

PRESCHOOL

-Each child should bring a tote bag or backpack that is an appropriate size for your child to carry but big enough to fit lunch bags and papers inside.

LUNCH/SNACK

MOTHER'S DAY OUT

-Mother's Day Out children will receive a mid-morning snack. Typically Cheese-its, veggie straws, crackers, or goldfish are served.

-Each child will need to bring a lunch and a drink every morning. -No soft drinks or red beverages.

-Babies will provide bottles. Bottles must be premixed and ready to serve. Breastfeeding mothers should bring extra milk in case it spills or becomes unsuitable.

-Send all food items, spoons, sippy cups, bibs, etc. in a large Ziplock bag and LABEL EVERYTHING. All items will be returned in the Ziploc bag at the end of the day.

-Please drain off all liquids.

-No pop-top containers. Please send in plastic containers.

-Fast food meals may not be delivered to the school.

PRESCHOOL

-Each preschool child will provide a lunch and a drink every day.

-No soft drinks or red beverages.

-Send lunches in a lunch sack or a lunchbox that will fit in child's backpack and LABEL EVERYTHING.

-Send spoons if needed for lunch.

-We do not have access to a refrigerator or a microwave so plan lunches appropriately.

-Each child should be able to handle his own lunch. Send items in containers that are easily managed by your child.

-Fast food meals may not be delivered to the school.

MEDICATION

-All medicines should be removed from child's bag. This includes Tylenol, diaper rash cream, etc.

-NO medicines will be administered at school.

-Medications that may alter your child’s experience at school should not be given before a school day.

-If your child has a serious allergy that requires medication, you must request a medication form from the office. Medication will be kept in the office in the event of emergency (includes Epi pens, antihistamines, etc.)

NONDISCRIMINATORY POLICY

Saint Stephen’s Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

PARTIES AND SPECIAL OCCASIONS

BIRTHDAY CELEBRATION

-A treat may be sent to school to celebrate your child's birthday with advance notice to your child's teacher.

-You may reserve space at Saint Stephen's Episcopal Church for an after school party by calling the church office. 967-8786.

-We request that party invitations be mailed unless all children in the class are invited.

HOLIDAY CLASSROOM PARTIES

-Parents will sign up to host a class parties at Children’s Visitation.

-Each party should remain simple. NO BALLOONS!

SPRING OPEN HOUSE

-We will have an open house art show in April.

-All children will have art displayed. Art will be available for purchase.

-Friends and family are welcome.

PHYSICAL ACTIVITY POLICY

* Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
* Daily schedules of physical activity time will be prominently posted in each classroom.
* Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

REGISTRATION

Registration for our regular session will begin in mid-January. Information will be posted on the website and parents will be notified of registration dates through email. Registration will be completed online through our website. Registration fees are due at the time of registration and are nonrefundable.

Registration times and dates will be set in the order of priority listed below. Applications will be accepted at each registration on a first come first serve basis:

1. Teacher’s and church staff members’ children

2. Board members’ children

3. Saint Stephen’s Church members currently enrolled in our program and their siblings

4. Others currently enrolled in our program and siblings

5. Those who are members of Saint Stephen's Episcopal Church and not enrolled

6. Others

Registration for our summer session will begin in March. Registration information will be posted on the website and parents will be notified of registration dates through email.

RULES

We discourage the following on the playground:

1. Throwing rocks, pine bark or toys

2. Climbing up slides

3. Climbing with sticks, buckets, shovels, etc.

4. Throwing rocks on the slides

5. More than one at a time on the slides

6. Walking down slides

7. Rocks being taken off playground

We discourage the following:

1. Running inside

2. Pushing or hitting

3. Shouting or yelling inside

4. Being unkind to our friends or teachers

SCREEN TIME

* Screen time is the use of television, videos, videos games, and computer. Videos may be used no more than 3 times a school year and must correspond with the current teaching unit.
* IPad/Computer use shall be limited to no more than 15 minute increments.
* Screen time is prohibited for children younger than 2 years.

SPECIAL ACTIVITIES

-Special activities such as water play will be scheduled during warm weather.

-Parents may be asked to provide swim suits and towels for their children. Children must wear watershoes and have sunscreen applied before school.

-A water play permission form must be signed and on file for the child to participate in such activities.

SPECIAL NEEDS POLICY

-Saint Stephen’s Preschool provides group care to preschool aged children. Saint Stephen’s Preschool does not provide specialized or individual, one-on-one care for children with special needs. Saint Stephen’s Preschool will make reasonable accommodations for children who need special care but reserves the right to refuse to accept or to dismiss a child where the needed accommodation would impose an undue hardship upon Saint Stephen’s Preschool or would fundamentally alter the nature of the services provided by Saint Stephen’s Preschool. Such decisions will be made on a case-by-case basis.

TOYS

-The Preschool will provide toys and equipment that are sufficient for variety of play and learning activities.

-Do not send toys, jewelry, money, etc. to school with your child unless requested by the teacher or if a special toy is your child's "lovey".

WEATHER

- As a precaution Saint Stephen’s Preschool will regularly conduct fire and tornado drills.

-Saint Stephen’s Preschool will be closed when Moun­tain Brook School system is closed due to weather, or when Mountain Brook has a delayed start due to weather. You will be notified of late starts, early dismissals, or school closings through SchoolCast. It is the parent’s responsibility to keep SchoolCast information up to date.

-If severe weather occurs while your child is at school and school closes, you be notified by School Cast and you must pick-up your child as soon as possible.

-If in the event of an act of God and Saint Stephen's Preschool is closed while Mountain Brook Schools are opened, you will be contacted through SchoolCast.

-If the Preschool will be closed for any other reason you will be notified through SchoolCast.

-If weather occurs that may possibly threaten the safety of the children, we reserve the right to delay the start of school or extend dismissal until we feel the threat is gone.

WEBSITE

Saint Stephen’s Preschool has an excellent website that is updated regularly. It offers information on schedules, registration procedures and forms, our monthly newsletter, and more. Please visit the website whenever you have any questions, and give the address to people who are interested in our program. The address is [www.ssepreschool.org](http://www.ssepreschool.org).

WITHDRAWAL

-If you plan to withdraw your child from St. Stephen's Preschool the director must be notified two weeks in advance or you will be responsible for full month's tuition.