



Admissions Policy Handbook

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Dear Prospective Parents and Students,

Thank you for applying to the Stafford Early Childhood Center Early STEM Academy Program! We are delighted you are considering our Early STEM Academy for your child's education. This handbook will guide you through the process of admissions. Throughout your exploration of our Early STEM Academy, please do not hesitate to contact Principal Twyla Hynes at earlySTEMacademy@staffordmsd.org with any questions you may have. We look forward to meeting you!

STEM education promotes medical technology, coding, and robotics. STEM allows students to explore a world of interdisciplinary models based on integration of all disciplines. Students who receive STEM education will be better prepared to face real life problems with more creativity, critical thinking, and effectiveness. **Early STEM Academy** students will be prepared to live and work competitively in an ever-changing global society.

The application process includes submission of an application, an application fee via RevTrack, and satisfactory scores on our admissions test. Please read all information carefully, as they contain important deadlines and instructions. Our committee and STEM leaders are here to help answer any questions you may have as you complete this process. In addition, our goal is to ensure the process is efficient. We, the Early STEM Academy Innovators, wish you the best in all your endeavors.

Yours in Learning,

Mrs. Twyla Hynes

earlySTEMacademy@staffordmsd.org

Principal of Stafford Early Childhood Center

1350 Constitution Avenue

Stafford, TX 77477



PROGRAM OVERVIEW

Our STEM education program will provide students with an accelerated learning model for core subjects (reading, math, science, and social studies) and early exposure to technology, coding, robotics and more to provide students a platform designed to prepare them for “cutting-edge” 21st century skills. Students will have regular exposure to our innovation lab, enrichment opportunities, and field trip experiences to grow their knowledge of STEM concepts. Scientific and technological innovations have become increasingly important as we face the benefits and challenges of our nation’s standing and competitiveness in a global economy. We want to ensure our students are equipped with the necessary skills to enter higher education and the workforce in STEM fields. Our ***Early STEM Academy*** will recruit and accept students through a highly selective process to attract the best and brightest students in our school community.

Submission of your application and acceptance of admission will ensure your child will have access to develop the foundational skills and scientific learning experiences needed to prepare them for future success as innovators, creative, critical thinkers, and problem solvers. The Stafford ECC Early STEM Academy partners with local colleges and universities, including Baylor College of Medicine, UT Physicians, and more as we seek to give your child an added advantage when compared to the traditional public school. As a parent, we understand it will take initiative and planning on your part to complete both the application, admission, and enrollment processes, however, the high quality and rigorous program that awaits your child is worth all efforts.



VISION

The vision of SMSD is to have all students graduate college or career ready in STEM.

MISSION

Create pathways for students to enter STEM-based fields through the immersion of innovative and rigorous instruction.



"Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while. That's because they were able to connect experiences they've had and synthesize new things."

-Steve Jobs



HOW TO APPLY

The application process will begin with completion of the **Program Interest Form**.

<https://forms.office.com/r/pzehVLwsD3>. Should you require use of a computer, you may begin the application process at the SMSD Parent Resource Center, which is located at the Margaret Havens Library; this is accessible through either Early STEM Academy School or Stafford High School, at 100 Spartan Drive Stafford, Tx 77477. Please contact 281-261-9212 to schedule.

MISREPRESENTATION

A student who gains unfair advantage in the admission process by any misrepresentation of information is prohibited from enrolling.

Requirements to Apply

- Eligibility for kindergarten enrollment by being five (5) years old on or before September 1st of the enrolling school year.

Checklist of documents to be submitted with application

- Program Interest Form
- Complete Application
- A most recent report card
- Stafford ECC Enrollment Packet for the enrolling school year
- Nonrefundable application fee (see next page for details)



APPLICATION FEES

FEES

- Nonrefundable application fee \$20 per child
(<https://staffordmsd.revtrak.net/-esa-program/>)

** The Early STEM Academy Admissions Test is administered to every child who applies to the Stafford ECC Early STEM Academy. Instructions for registration follow on p. 8.*

While no further fees will be incurred as a condition of enrollment, additional fees for in-class and extra-curricular activities may apply.



Early STEM Academy Admissions Test

The Early STEM Academy 2025–2026 assessment is a small group administered assessment designed to evaluate a well-rounded set of early learning skills across three major areas: **Foundational Academic Skills, Executive Functioning Skills, and STEM Predictor Skills**. Foundational Academic Skills focus on early math and science readiness, including number recognition, counting, simple operations, patterns, sorting, and observing basic scientific concepts such as living vs. non-living things and cause-and-effect. Executive Functioning Skills measure how students manage memory, flexibility, and self-control through activities like recalling information, following multi-step directions, shifting between sorting rules, and practicing impulse control through games. Finally, STEM Predictor Skills emphasize problem-solving, critical thinking, collaboration, and communication by engaging students in puzzles, building tasks, exploring cause-and-effect, working in teams, and explaining their reasoning. Together, these components provide a comprehensive picture of a child’s readiness for STEM learning, while encouraging curiosity, persistence, and confidence.

There is a cost associated with the Early STEM Academy Admissions Test. For more information on the current fee amount, please visit staffordmsd.revtrak.net/-esa-program.

Please contact Mrs. Twyla Hynes for further information at:
281-208-6100 or earlySTEMacademy@staffordmsd.org



ACCEPTANCE DECISIONS

Acceptance of admission: Applicant is admitted and should complete all further enrollment requirements.

Conditional acceptance: This acceptance decision means the applicant will be admitted to Stafford Early Childhood Center Early STEM Academy program under the condition that the student meets a certain requirement. These conditions could be academic and/or behavioral focused.

Wait listed: This acceptance decision means the applicant will have their name placed on a wait list in the order of submitted application if they meet qualifications for admission. Students on the wait list are notified only when a space becomes available.

Denial of acceptance: This acceptance decision means the applicant did not meet the standards for admission.

EQUAL RIGHTS STATEMENT

Stafford Early Childhood Center Early STEM Academy does not discriminate against or grant preferential treatment on the basis of race, sex, color, ethnicity, national origin, religion, or disability. **Any parents and or guardians who have problems completing the application, or enrollment forms should contact the Stafford Early Childhood Center office or Principal Twyla Hynes at 281-208-6100 or email her at earlySTEMacademy@staffordmsd.org for assistance.**



NEXT STEPS FOLLOWING DECISION

IF ACCEPTED:

- Respond to letter of intent to confirm acceptance within 5 business days.
Information about registration and enrollment will be sent at a later date.
- Parents must plan to proceed with registration and enrollment deadlines as well as individual school forms and/or information.
- Acceptance is provisional and contingent on meeting and maintaining entrance eligibility requirements for the remainder of the current school year.
- Plan to attend Family Orientation.

IF WAIT-LISTED:

- Students will be selected from the wait-list as seats become available and will be notified electronically.
- Placement status is also available by contacting the school directly.
- The wait-lists status changes regularly.

IF DENIED ACCEPTANCE:

- The student did not meet entrance requirements.
- Encouraged to enroll in Stafford Early Childhood Center's general kindergarten program.
- Any inquiries must be made directly to the school.

APPEALS PROCESS:

- Following the decision, you may submit the appeal form to Principal Twyla Hynes: earlySTEMacademy@staffordmsd.org
- Appeal form and contents must provide proof of new or significantly improved new information regarding *your child* such as improved grades.
- Appeal form should include (1). child's name, (2). student ID number if applicable, (3). Documents that support case, (4). Date and parent/guardian signature.



MAINTAINING ELIGIBILITY FOR THE EARLY STEM ACADEMY

Students are expected to excel academically and maintain a minimum of on-target grade level standard of student progress. Failure to do so will result in a probationary status placement and can lead to dismissal from the program. Listed below are the minimum requirements:

- Maintain a minimum of on-target grade level standard of student progress.
- No more than 5 behavior infractions for the participating school year.
- Display appropriate conduct that reflects positivity on the mission and vision of Stafford Early Childhood Center.
- Maintain 90% attendance rate for current school year
- Comply with school uniform and dress code policy

Failure to meet the above *academic standards and behavior expectations* will result in procedural steps for dismissal from the Stafford Early Childhood Center Early STEM Academy program.

Re-applying to Early STEM Academy

Students may re-apply when Early STEM Academy Admission window opens. All students that will not be re-enrolled based on the dismissal committee's decision may re-apply to Early STEM Academy. Students may not re-apply during same cycle.

Students that were dismissed from the Early STEM Academy may re-apply after one full academic year of their dismissal date.

Re-testing the Admissions Test

Students may take the Early STEM Academy Admissions test once per testing season—Spring—for a total of up to two times a calendar year. Please see ESA Appeals Section for additional information for retesting qualifications.

