



earlylearningacademy  
BAY AREA CHRISTIAN SCHOOL

2025 - 2026

# PARENT HANDBOOK

POLICIES AND PROCEDURES





# 2025-2026

## Parent Handbook

### Policies and Procedures

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#### **Mission Statement**

Bay Area Christian School exists to provide quality, Kingdom education to the next generation, empowering them to make disciples of Jesus at home, in society, and through the church.

#### **School Verse**

"And Jesus increased in wisdom and in stature and in favor with God and man." Luke 2:52

*A ministry of Bay Area Church*

# Table of Contents

## Section 1: SCHOOL INFORMATION

[Our History](#)

[Early Learning Academy Lifestyle Stance](#)

[Mission Statement](#)

[Statement of Faith](#)

## Section 2: ADMISSIONS

[Welcome](#)

[Admissions Procedures](#)

[Program Options](#)

[Tuition and Fees](#)

[Curriculum](#)

[Custody Issues](#)

[Special Needs](#)

[Staff](#)

[School Calendar & School Holidays](#)

## Section 3: COMMUNICATIONS

[Communication](#)

[Parent Conference Procedures](#)

[Inappropriate Parent/Guardian Behavior](#)

[Conflict Resolution](#)

## Section 4: DISCIPLINE & POLICIES

[Discipline & Guidance](#)

[Severe Behavior](#)

[Potty Trained Policy](#)

[Food Policy](#)

[Transportation](#)

[Field Trips](#)

[Animal Policy](#)

## Section 5: STUDENT LIFE

[School Supplies](#)

[Dress Code](#)

[Arrival and Departure Procedures](#)

[Parent Visits and Participation](#)

[Holiday Parties/Birthdays](#)

[Promotion of Indoor and Outdoor Physical Activity](#)

[Water Activities](#)

[Toys and Items from Home](#)

[Rest/Nap Time \(Full-Time Students Only\)](#)

#### [Section 6: HEALTH & SECURITY](#)

[Health of Children](#)

[Security](#)

[Emergency/Evacuation Relocation Plan](#)

[Emergency Preparedness](#)

[School Closure and Bad Weather Days](#)

[Child Protective Services Visits](#)

#### [Section 7: STATE REQUIRED POSTINGS](#)

[Nursing Mothers](#)

[Gang-Free Zone](#)

[Minimum Standards/State Licensing](#)

[Abuse or Neglect Assistance](#)

[Provider's Guide to Parents' Rights](#)

[Consumer Product Safety Commission Recall Lists](#)

# Section 1: School Information

## **Our History**

For 138 years, Bay Area Church has been influencing the community for the glory of God. Originally named Clear Creek Baptist Church, it served as the first church on the mainland of Galveston County. Nine years later, the church was renamed First Baptist Church League City and began to gather momentum in impacting the Kingdom of God through planting several area churches, initiating viable ministries, and ministering to the community through significant points in history.

Through the conscientious and forward planning of the church, Bay Area Christian School was started in 1973. Over the next decade, a new property of 50 acres was purchased, the church and school moved campuses, and the church added Bay Area to its name. Buildings, programs, and ministries increased over the coming years as God blessed the efforts of those seeking to glorify Him. The Preschool was a vital part of the ministry and in 2017, The Early Learning Academy at Bay Area Christian School was built to educate both full and part time preschool students.

There is no other organization like the church – the bride of Christ. Bay Area Christian School operates as a ministry of Bay Area Church and identifies and claims the same beliefs as the church. It is a privilege to have a Christian school that the church champions in an effort to impact God's kingdom. The school's mission of offering Christian values and quality academic endeavors to saturate the 4B Area by restoring people, families, and churches as a ministry of Bay Area Church. As the school has celebrated over 50 years of service to the church and the community, we pray that God will continue to use it to be a blessing to the community, the church, and to Him.

## **Early Learning Academy Lifestyle Stance**

As a ministry of Bay Area Church and an extension of Bay Area Christian School, our core values, vision, and mission are aligned with the church and, ultimately, God's Word. The Early Learning Academy seeks to partner with families in the discipleship of children through Christian education. Through this process, we desire to cultivate a biblical worldview within the lives of our students and families. It is our hope that because of biblical understanding, our students and families will pursue a life that is governed by the moral code evidenced in Scriptures and upheld by the ministry of the school. Thus, the need to mutually agree on God's authority and His Word is necessary by both school and home and in word and lifestyle.

In light of our biblical foundation as a ministry of Bay Area Church, the school reserves the right to refuse enrollment or discontinue partnership when the atmosphere or conduct within a family or the actions or stances of a student oppose the scriptural posture of Bay Area Christian School. This may include, but is not limited to, participating in, supporting, or affirming sexual immorality: immoral heterosexual activity, homosexual activity, bisexual activity, transgender activity, or sexual deviancy; promoting such practices; or countering the moral principles of the school.

While the family atmosphere and conduct or student actions and stances may vary in degree, Bay Area Christian School desires to approach each scenario with reciprocal measures of correction. Of course, in each scenario within all disciplinary situations, we love those involved and minister to them however possible.

### **Mission Statement**

Bay Area Christian School exists to provide quality, Kingdom education to the next generation, empowering them to make disciples of Jesus at home, in society, and through the church.

### **Statement of Faith**

We believe in the following:

#### **GOD**

We believe in one triune God who has eternally existed in three persons; the Father, the Son Jesus Christ, and the Holy Spirit. Each member of the Godhead is co-equal in essence, power, and glory; and yet, is nevertheless distinct in person.

*Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14*

#### **THE FATHER**

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise.

*Genesis 1:1, 2:7; Exodus 3:14, 6:2-3, 15:11ff, 20:1ff; Leviticus 22:2; Deuteronomy 6:4, 32:6*

#### **THE SON, JESUS CHRIST**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to Earth to reign as King of kings and Lord of lords.

*Matthew 1:22, 23; Isaiah 9:6; John 1:1-4, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4*

#### **THE HOLY SPIRIT**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer spiritual gifts for the edification of the body. As Christians we seek to live under His control daily.

*2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13, 5:18*

## **THE BIBLE**

We believe the Bible, consisting of the 66 books of the Old and New Testament, to be the only verbally inspired Word of God, the final authority for faith and life, inerrant in the manuscripts, infallible, and God-breathed.

*2 Timothy 3:16, 1:13; 2 Peter 1:20-21; Psalm 119:105,160, 12:6; Proverbs 30:5*

## **HUMANS**

Humans were created good and in the image of God, to be like Him in character and represent Him on Earth. Therefore, humans are the apex of God's creation. Tragically, through Adam's sin, the entire race fell from this purpose, inherited a sinful nature, and became alienated from God. In this state, humans are totally unable to remedy their lost condition, and destined for eternal punishment in Hell. This condition and destination can only be remedied through the atoning sacrifice of Jesus on the cross and personal faith in Him.

*Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a, 59:1, 2; Romans 3:23, 8:19-21*

## **SALVATION**

We believe that salvation is the free gift of God brought to man by grace and received through personal faith in Christ Jesus as Lord and Savior. This free gift is in no way the result of personal effort or of good works but, instead, displays the grace, love, and mercy of God. Once an individual expresses true personal faith in Jesus, they are adopted by God and are forever held by His persevering grace. Further, there is no salvation apart from personal faith in Jesus Christ as Lord. Biblically, salvation includes regeneration, justification, sanctification, and glorification.

- Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart brought about by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.
- Justification is the point at which God declares believers righteous based on the completed work of Christ on the cross.
- Sanctification is the lifelong process, beginning with regeneration, by which God through the work of the Spirit moves believers toward moral and spiritual maturity.
- Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

*Genesis 3:15; Exodus 3:14-17, 6:2-8; Matthew 1:21, 4:17, 16:21-26, 27:22-28:6; Luke 1:68-69*

## **BAPTISM**

Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in the newness of life in Christ Jesus.

*Matthew 3:13-17, 26:26-30, 28:19-20; Mark 1:9-11, 14:22-26; Luke 3:21-22, 22:19-20; John 3:23; Acts 2:41-42, 8:35-39, 16:30-33, 20:7; Romans 6:3-5*

## **THE LORD'S SUPPER**

The Lord's supper is one of the two ordinances of the church, is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

*1 Corinthians 10:16, 21, 11:23-29; Colossians 2:12*

## **THE CHURCH**

The church is both local and universal. The universal Church includes all of those in the world who confess Christ both past and present. The local church is a local expression of the universal church and is comprised of regenerated believers who, in obedience to scripture, organize under biblically qualified leadership, come together regularly for preaching and worship, observe ordinances of baptism and the Lord's Supper, are held accountable through discipleship, and go out into the world to fulfill the Great Commandment and the Great Commission as missionaries for the glory of God and the salvation of humanity.

*Matthew 16:15-19, 18:15-20; Acts 2:41-42, 47, 5:11-14, 6:3-6, 13:1-3, 14:23, 27, 15:1-30, 20:28*

## **ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin in Hell, or eternally with God through the forgiveness and salvation found in Jesus Christ alone. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

*John 3:16, 14:17; Romans 6:23, 8:17-18; Revelations 20:15; 1 Corinthians 2:7-9*

## **THE RETURN OF JESUS**

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the Earth, will gather His people from throughout the world, and will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever with the Lord.

*Isaiah 2:4, 11:9; Matthew 16:27, 18:8-9, 19:28, 24:27, 30, 36, 44, 25:31-46, 26:64; Mark 8:38*

## **MARRIAGE AND FAMILY**

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in the covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant-leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in the managing of the household and nurturing of the next generation. Children, from the moment of conception are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle examples and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

*Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalm 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; II Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; I Peter 3:1-7*

## **Section 2: Admissions**

### **Welcome**

We want all families to feel welcome at the Early Learning Academy at Bay Area Christian School. We have an open door policy and are available at any time to discuss questions and concerns regarding your child. We are a ministry of Bay Area Church and an extension of Bay Area Christian School. Our hours of operation are Monday-Friday 7:00 am-6:00 pm.

### **Admissions Procedures**

1. Read the Parent handbook (available at [www.bacschool.org](http://www.bacschool.org)) and, if possible, schedule a tour of the school by contacting [preschool@bacschool.org](mailto:preschool@bacschool.org).
2. Fill out an online application by visiting [www.bacschool.org](http://www.bacschool.org) and clicking "Apply" on the home screen and submit the non-refundable application fee.

3. Submit the required paperwork either within the application or email a copy to [elaregistrar@bacschool.org](mailto:elaregistrar@bacschool.org). Applications will NOT be processed without all the required documentation.

**Required Documentation:**

- Birth certificate
- Signed court documents (adoption, divorce decree, custodial rights, etc.), if applicable
- Vision and Hearing Screening - Required for all K4 and Bridge students
- Health Statement (A letter from your child's physician stating they are healthy enough to attend school.)
- Immunization records (physician must sign the record)

4. The Admissions Committee will review the application and required documentation. You will receive an email confirming acceptance or placement on the waitlist.

5. Enroll in FACTS Tuition Management and pay the non-refundable registration/supply fee to confirm enrollment.

6. Complete the supplemental paperwork (enrollment forms, snack policy, parent handbook, & student information form). The link to complete these will be sent to the email addresses on file.

**K4 & Bridge Programs**

Those students wishing to enroll in our K4 & Bridge programs will be contacted once the application has been received to set up an appointment for an admission assessment.

**Failure to submit the above required forms may result in the child being moved to the waitlist.**

**Continuous Enrollment:** Once accepted into the ELA Program, children will be continuously enrolled. Re-enrollment fees will be billed to your FACTS account in January of each year unless we are notified in writing that you would like to withdraw.

**Enrollment after September 30:**

- Academic/behavior screening may be done to ensure the child will be a good fit into the available space.
- A 4-week probationary period may be necessary.

**Parents/Guardians are responsible for notifying the ELA office in writing with any changes to information provided on the enrollment form.** Email the ELA office at [preschool@bacschool.org](mailto:preschool@bacschool.org).

**The Parent Handbook is subject to change as needed, and parents will be notified via email of any changes.**

*We do not discriminate regarding race, creed, or origin.*

## **Program Options**

### **P2 Classes (12 students per class)**

A child must be 2 years old on or before **September 1** to be enrolled in this class. Part-time classes available M/W and/or T/Th 8:30-12:00. A late fee of \$1.00 per minute begins at 12:10pm. Full-time classes available M-F 8:30-2:30 with before and after school care available. A late fee of \$1.00 per minute begins at 2:40pm

### **K3 Classes (16 students per class)**

A child must be **3 years old on or before September 1 and independently potty trained** to enroll in a three-year-old class. See our **Potty Trained Policy**. Part-time classes are available M-Th or T-Th 8:30-12:00 with Stay & Play available. A late fee of \$1.00 per minute begins at 12:10pm. Full-Time classes are available M-F 8:30-2:30 with before and after school care available. A late fee of \$1.00 per minute begins at 2:40pm

### **K4 Classes (16 students per class)**

A child must be **4 years old on or before September 1 and independently potty trained** to enroll in a four-year-old class. See our **Potty Trained Policy**. Part-time classes are available M-Th or T-Th 8:30-12:00 with Stay & Play available. A late fee of \$1.00 per minute begins at 12:10pm. Full-time classes are available M-F 8:30-2:30 with before and after school care available. A late fee of \$1.00 per minute begins at 2:40pm

### **Bridge Program (16 students per class)**

A child must be **5 years old by December 31st** to be eligible for the Bridge Program and **be independently potty trained**. See our **Potty Trained Policy**. The Bridge Program hours are M-F 8:30am-2:30pm with before and after school care available for an additional cost. A late fee of \$1.00 per minute begins at 2:40pm.

### **Bridge Qualifications**

1. Student must be 5 on or before December 31st
2. **Currently enrolled students** must have a recommendation from their current ELA teacher.
3. **New applicants** must complete an admissions test and interview prior to placement in the Bridge Program.
4. The Admissions Committee will then review all applicants and will notify parents of approval or non-approval. If not approved, a K4 classroom may be recommended.

### **Plus Care Program (AM & PM)**

The Plus Care option is available only to full-time students (M-F). Advanced registration is required.

AM Plus: Students may arrive any time between 7:00am and 8:30am

PM Plus Option 1: Students may be picked up any time between 2:30 pm and 4:30pm. A late fee of \$1.00 per minute begins at 4:40pm

PM Plus Option 2: Students may be picked up any time between 2:30 pm and 6:00pm. A late fee of \$1.00 per minute begins at 6:01pm

A drop-in fee of \$15 for AM Plus or \$25 for PM Plus will be charged if an available space in the class has been confirmed and prior arrangements have been approved by ELA Administration.

### **Stay and Play Program**

Stay and Play is available for our K3 and K4 Part-Time classes only. Stay and Play begins at 12:00 pm and ends at 2:00pm. If your child is not picked up by 2:10pm a late fee of \$1 per minute will be assessed. Sign-up sheets will be sent home prior to the beginning of each month and must be returned by the deadline specified in order to secure a spot. Forms can also be obtained from the receptionist. Forms must be submitted to the receptionist **five business days in advance**. All spots are contingent upon availability and all forms are processed in the order in which they are received. If your child is signed up for Stay and Play you will need to provide them with lunch. After lunch, children enjoy a more relaxed atmosphere of play and outdoor fun. Children that have had a challenging day may struggle with an extended day. If this is the case, as determined by the child's teacher, the parent will be called to pick the child up at the regular dismissal time of 12:00pm. The missed Stay and Play day can be used at another date, subject to availability.

### **Summer Camp**

Times, dates, and costs will be available on our website beginning mid-March. Summer camps are available to currently enrolled students as well as new students enrolled in K3, K4, or Bridge programs for the following school year, as long as all required paperwork has been submitted. Summer Camp tuition is non-refundable.

### **Tuition and Fees**

All payments are made through your FACTS account. Questions regarding your account should be directed to [finance@bacschool.org](mailto:finance@bacschool.org). Summer camp payments are paid online through PayIt.

Please see the tuition chart on the [website](#) for more information. Prices shown are subject to change.

**Application Fee:** \$100 non-refundable

**Registration/Supply Fees:**

Program Option	Fee
P2 - 2 Day	\$160
K3 & K4 - 3 Day	\$240
K3 & K4 - 4 Day	\$320
P2, K3, K4, & Bridge - 5 Day	\$450

\*Registration/Supply Fees are non-refundable

**PART-TIME 8:30am-12pm**

Program Option	Annual Tuition	10 Month
P2- 2 Day	\$2,555	\$256
K3 & K4- 3 Day	\$3,435	\$344
K3 & K4- 4 Day	\$4,210	\$421

**FULL-TIME 8:30am-2:30pm**

Program Option	Annual Tuition	10 Month
P2 5 Day	\$10,180	\$1,018
K3, K4, & Bridge 5 Day	\$9,565	\$957

**PLUS CARE (AM and PM)**

Program Option	Monthly Fee
AM Plus 7-8:30am	\$150
PM Plus 2:30-4:30pm	\$200
PM Plus 2:30-6:00 pm	\$350

### STAY AND PLAY 12:00-2:00PM

Program Option	Daily Fee
Select days offered	\$15
All days available to your student	\$12

\*Discount for Stay and Play only applies if form is submitted by the deadline.

**Withdrawal Fee:** A withdrawal fee equal to one month's tuition of the program in which the child is enrolled will be assessed beginning July 1<sup>st</sup>. This fee is charged regardless of the reason for withdrawal/services discontinued.

**Withdrawal Procedure:** Notify the ELA Registrar by filling out a withdrawal form (available from the registrar). A 2 week notice is appreciated.

**Tuition Payments:** The annual tuition may be paid in ten monthly payments to make it more affordable. These payments start in July and end in April, with the payment date either on the 5th or 20th of the month through savings, checking, or credit card. There is also a 3% discount should you choose to pay for the year in full or by the semester. This selection is made by families through FACTS. A sibling discount of 5% will be applied to the lowest tuition per month. You must be enrolled and attend for the entire school year in order to qualify for tuition discounts. Finance charges from credit card payments will be applied to family accounts rather than to ELA.

**Late Fees & Delinquent Accounts:** There is a \$30.00 fee for each non-sufficient fund (NSF) draft assessed by FACTS. Additionally, BACS will assess a \$20.00 late fee on the second NSF draft. Payment must be received within 5 days from the notification of a returned payment. All tuition payments following the second NSF payment must be made by Cash or Cashier's Check in order to remain enrolled in our Early Learning Academy. Any account that is 20-days delinquent will result in the student(s) being blocked from class. Any account that is 30-days delinquent may result in the student(s) being dismissed from the ELA. All payments must be made online or directly to the finance office. No money will be accepted by ELA staff.

### Curriculum

A child's growth and development is viewed as a process, not an event. The following curriculum is implemented:

- *Handwriting Without Tears* is used to promote fine motor development in K3, K4, Bridge
- *Gospel Light* is our Bible curriculum for all classes ([www.gospellight.com](http://www.gospellight.com))
- *Frog Street Toddlers*: P2 classes ([www.frogstreet.com](http://www.frogstreet.com))
- *Pathways for Preschool*: K3 classes ([www.bjupress.com](http://www.bjupress.com))

- *Footsteps for Fours*: K4 and Bridge classes ([www.bjupress.com](http://www.bjupress.com))

**Music** is an integral part of our program. Our staff shares their love of music with the children using a variety of fun activities.

**Chapel** is generally held each Wednesday in the Worship Center for all ELA students except the P2 T/Th class. BACS staff members lead Chapel as we are joined by kindergarten through second grade students at BACS.

### **Custody Issues**

The ELA Program requires a copy of custody papers, temporary or permanent, that are signed by the court Judge. At time of registration, we require that the parents and/or legal guardians of the student be listed. If, due to some court ordered action, access to a child is limited, restricted, or denied, the ELA program must have a copy of child custody orders, temporary or permanent. **Without such orders, the information on the registration papers will be used.** In the event the student has a legal guardian, the school should have a certified copy of the guardianship orders.

A **Release of Information Form** must be completed by the parent/guardian to disclose or discuss any student with an attorney.

### **Special Needs**

While the Early Learning Academy does accept children with special needs, we do not have staff members who are licensed, certified, or trained in caring for children with special needs. We will do our very best to provide a child with special care needs with the accommodations recommended by either a health-care professional or a qualified professional affiliated with the local school district or early childhood intervention program. We will utilize as recommended any adaptive equipment that has been provided to the center for a child's use. The Early Learning Academy is not responsible for the purchase or maintenance of adaptive equipment recommended for a child. We will ensure that a child who receives early intervention services or special education services can receive those services from a qualified service provider at our operation, with parental request and approval. We will also ensure that our activities integrate children with and without special needs.

We will ensure that caregivers adapt equipment and procedures and vary methods as necessary to ensure that we care for a child with special needs in a natural environment. We reserve the right to have staff members, including early childhood educated professionals outside the preschool staff, observe your child in the classroom.

### **Staff**

Our teachers and staff will model Christian character in their classroom. All of our teachers are experienced in teaching young children. Throughout the year our staff participates in conferences and workshops specifically designed for teachers of preschoolers. Staff are certified in CPR and First

Aid. Staff receive training on recognizing and reporting child abuse and neglect. This includes awareness of child symptoms and warning signs that a child may be a victim. All ELA staff members are mandatory reporters. Our staff brings years of education, training and experience to our program. Each class has an experienced preschool teacher and a classroom aide that assists with projects and center time. The ELA does not require vaccines for our employees. We do not hire temporary staff from any outside sources.

### **School Calendar & School Holidays**

The ELA school calendar is based on the calendar for Bay Area Christian School. The annual calendar will highlight non-school days and holidays for each month. A complete school calendar can be found on our website at [www.bacschool.org](http://www.bacschool.org). You may also pick up a paper copy from the ELA office.

## **Section 3: Communications**

### **Communication**

Communication between home and school is vital. The ELA strives to keep our parents informed of upcoming events, school closures, programs, and daily activities. Our school calendar can be found online at

[www.bacschool.org](http://www.bacschool.org). Teachers will keep parents informed via weekly newsletters, emails, and reminders on boards outside each classroom. The email address listed on your online application will be used for email distribution. If there is a change in your email, please update it with the ELA Receptionist or Registrar as soon as possible. Faculty and staff have an email address that begins with their first name, then a period, then their last name, ending with @bacschool.org (example: [firstname.lastname@bacschool.org](mailto:firstname.lastname@bacschool.org)). Emails will be answered as promptly as possible within the time constraints of teaching students (usually 24 hours). We do not expect teachers to check their emails in the evening.

### **Parent Conference Procedures**

If you need to schedule a conference with your child's teacher, please follow the steps below:

1. Contact your student's teacher to set up a conference time. These are typically scheduled during the class's music time.
2. Document and communicate the concern via email to the appropriate person prior to the conference. This allows our teachers to be better prepared.
3. Conferences are limited to 15 minutes. If this amount of time is not sufficient a second conference may need to be scheduled.
4. The conference will be conducted in a Biblical, gracious manner (see Col. 4:6).
5. Due to privacy laws, teachers may not disclose any information about your child to anyone other than the parents or legal guardians without a signed Release of Information form.

Teachers are unable to discuss a child's individual needs or progress while they are on duty, in the hallway, or while other children or adults are present. Please do not engage a teacher in conversation about a child when the teacher is supervising children, nor should there be inquiries of other students.

### **Inappropriate Parent/Guardian Behavior**

The ELA expects parents to conduct themselves in a Christ like manner at all times. Little eyes and ears are watching and listening and it is important to set good examples. Our program is based on developing partnerships and supporting families. On rare occasions requests and actions from parent's/guardians may warrant the need to find a more suitable setting for their child. **Adversarial posture, conflict with the school's Statement of Faith, and unreasonable requests from parents can be cause for dismissal from the ELA.**

### **Conflict Resolution**

Occasionally misunderstandings occur. In keeping with **Matthew 18:15-17**, the following procedure is followed. All questions, challenges, or concerns should be brought promptly to the teacher, parent, or staff member involved (please do not take this to another teacher, parent, or staff member as our teachers and staff have been instructed to redirect concerns to the teacher/staff member/parent involved). If the situation cannot be resolved, the assistant director will be asked to become involved. If there is still no resolution, the Director will become involved. If resolution is still unattained, the Head of School for BACS may be involved.

## **Section 4: Discipline & Policies**

### **Discipline & Guidance**

Our approach to discipline and guidance is a **positive one**. The purpose of discipline is to develop autonomy in children so that they can regulate their own behavior. We strive to help children learn to be self-managing and socially responsible. Discipline is not punishment; discipline is the means by which children learn how to live and interact in a social world. Children gradually learn to balance their need for self-expression and independence with self-control in light of other's needs. Rules and limits regarding social behavior will be clear, developmentally appropriate, and consistent for children to learn acceptable behaviors and to retain their sense of self-worth and trust in others. The ELA utilizes a proactive approach to classroom management by setting our classrooms up to be sensitive to the needs and learning styles of children. This encourages fewer behavioral problems. Sometimes children make choices that are not acceptable to other children and a conflict will arise. The teacher will review the situation, explain why the behavior is inappropriate, offer alternative ideas, reinstate the rules, and model appropriate behavior. If the behavior continues, the child will be redirected to another activity. Some problems may require a brief removal from the situation so a

child can think about his/her actions. The general rule for removal from a situation is one minute per year of age, up to five minutes maximum. Discipline will be fair, reasonable, consistent, and related to the individual behavior.

As your partner in caring for your child, The ELA desires to foster great communication with parents and caregivers. If your child is experiencing a change in the home environment that may result in changes in behavior, it is helpful for you to notify the ELA.

### **Severe Behavior**

Developmentally appropriate guidance promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, at times some children will exhibit severe behavior that cannot be managed within the ELA's setting. Severe behavior is defined as:

- Danger to self or others (examples include, but are not limited to: head banging, throwing body on floor, excessive biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm etc.) and/or
- Disruptive behavior that creates chronic interference to classroom activities (examples include, but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

The ELA has developed procedures to deal with such cases of severe behavior. In these situations, the Parent/Guardian will be contacted. The Parent/Guardian will need to meet with The ELA's Director to discuss the situation. Behavior that is chronically unacceptable or unsafe may be an indicator that further support or assessment is needed for outside services. Intervention in the early childhood years can be crucial to a child's academic success. When that does not work, dismissal is our last resort. The ELA Director reserves the right to temporarily or permanently remove a child from our care.

Our school also reserves the right to unenroll a child and discontinue services if:

- Parents are delinquent in paying tuition obligations
- Parents fail to provide their child's required medical forms or immunization records;
- Extreme discipline problems exist which cannot be resolved; OR
- The child is unable to function in our program as determined by the Director.

Every effort will be made to satisfactorily resolve any problems whether financial or behavioral.

## Potty Trained Policy

Independently potty-trained means:

- The child is able to **inform** the teacher of their need to use the potty.
- The child can independently **take clothing off and on**.
- The child should **not** be wearing pull-ups.
- The child can independently **get on and off the toilet** by themselves.
- The child can **wipe** his/her own bottom. (You may send flushable wipes if your child needs these).
- The child can **wash** his/her own hands.
- **This policy applies to all K3, K4, and Bridge classes.**
- Staff will encourage each child to work through challenges.
- **Clothing that is heavily soiled by a bowel movement will be thrown away.** From time to time loose stools soil clothes to the extent they are gathered up and taken to the outside dumpster. Even when placed in a plastic bag, there is no safe place to keep them until a parent arrives.

## Suspending the child:

1. After **one** bathroom accident, the classroom assistant and an assistant from another class will help the child into clean clothes. A "Potty Report" will be sent home. Occasionally a child will get urine on his/her clothes while sitting on the potty. That does not constitute a potty accident.
2. After **two** bathroom accidents in the **same week**, parents will be consulted and notified with a cumulative "Potty Report".
3. After **three** bathroom accidents in a **two week** period, the child will be suspended from the program for **one week** to work on potty training at home. No adjustment in tuition will be made during this suspension. The child can return to the program one week from suspension if progress has been made.
4. If progress has not been made, the child will be moved to a P2 class if space is available. If space is not available, the child will be dismissed from the program.

## Food Policy

The Early Learning Academy does not have a cafeteria, therefore parents are responsible for providing all meals and snacks. If your child is enrolled in our AM Plus program, they may bring breakfast with them to school. For those not enrolled in the AM Plus program, breakfast must be eaten prior to arrival at the Early Learning Academy. Snacks will be served mid-morning during the regular school day. Children who stay for our PM Plus program will need an additional snack. Full Time students and any student signed up for Stay & Play will need a lunch provided.

Please send individually packed snacks for the week with your child on their first day of attendance each week. Snacks should be enclosed in a clear storage bag labeled with your child's first name and last initial. When choosing what to pack for your child:

- We are unable to refrigerate or heat meals or snacks.
- Include items that your child can eat without assistance.
- Include any utensils your child may need as the Early Learning Academy does not provide these.
- Glass containers, sippy cups, bottles, pacifiers, candy, sugary snacks, and gum are not allowed.
- No medication should be put in a lunchbox or backpack. This includes vitamins and cough drops.
- Students will always have access to fresh drinking water. Water bottles with closeable lids are required.
- The Early Learning Academy is not responsible for meeting your child's daily nutritional needs. Please visit [myplate.gov](https://myplate.gov) for more information regarding nutritional needs.
- The Early Learning Academy staff is not responsible for lost or misplaced items.

Deliveries from 3rd party sources such as DoorDash are not permitted for ELA Students.

### **Transportation**

The ELA does not offer transportation to or from school.

### **Field Trips**

The ELA does not participate in any field trips. However, we do have visits from police officers, dentists, and other community helpers.

### **Animal Policy**

The ELA does not allow animals on campus.

## **Section 5: Student Life**

### **School Supplies**

Most of the school supplies your child needs are included in the registration/supply fee. Your child's teacher may request other supplies that are pertinent to their classroom. Teachers are always appreciative of donations to their classrooms and may share a wish list with parents. It is important that all items sent to school are labeled with your child's first name and last initial. The ELA is not responsible for lost items. Please refer to the lists below for the additional supplies needed based on the program(s) your child is enrolled in:

**Part-Time Programs:** Backpack, water bottle with closeable lid, a complete change of clothes, and a snack for each day of attendance. P2 students - diapers & wipes.

**Full-Time Programs:** Backpack, water bottle with closeable lid, a complete change of clothes, a snack for each day of attendance, nap mat, and lunch kit. P2 students - diapers & wipes.

**PM Plus:** Students in PM Plus will need an additional set of snacks for the week (full-time students only).

**Stay and Play:** Students signed up for Stay and Play will need to bring a lunch kit (part-time students only).

### **Dress Code**

The Early Learning Academy does not follow the same dress code as BACS for our students. **Play clothes are the best option for school.** We want your child to be comfortable while at school. Please keep in mind that in order to use the restroom independently, buttons, snaps, and belts can be hard to manipulate. Also remember, although we use washable paints and markers, clothes can get soiled.

### **Arrival and Departure Procedures**

Separation anxiety is a normal response for preschoolers. We find that it helps to keep goodbyes short, matter of fact, and cheerful! Then leave without looking back – go well out of sight. Do not go back for one last look or one more goodbye. If you are concerned, ask the ELA Director or another staff member to check on your child for you.

State licensing requires that the children are **signed in and out daily by the ELA caregiver or person dropping them off/picking them up.** Sign-in sheets are on a clipboard by the classroom door. Sign-out sheets are either at the classroom door or on the playground, wherever your child is located. See **Program Options** for specific times.

- Parents/caregivers will sign children in/out at the classroom door/playground.
- Late arrivals/early pick-ups will be escorted to/from class by an ELA Staff Member.
- Parents/guardians may not enter the classroom without checking in at the office/reception area. This includes those requesting early pickup. Failure to comply with this safety measure will result in dismissal from the program. Parents are welcome as long as this safety procedure is followed.

### **Parent Visits and Participation**

Parents are allowed to visit their child's classroom throughout the year whenever the child is in attendance. Visits should be limited to 5 or 10 minutes, with the exception of class parties. All other visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Upon arrival, the parent must sign in at the front desk. They must go directly to the classroom or area of the school their child is located. Upon leaving the classroom, the parent should report to the office to sign out. Please do not visit other areas of the school.

Each classroom has a parent(s) to help plan parties and special events. Parents are extremely important for the success of the parties! Your child's teacher will be happy to give you details for these events. If you have a special talent you would like to share with your child's class, let the teacher know, and she will arrange a time that fits into our curriculum. This especially applies to Community Helper Week and helping with our garden boxes located on the playground.

### **Holiday Parties/Birthdays**

As a Christian program, we will celebrate the following holidays with the appropriate unit of study, parties, crafts, and classroom fun.

- Fall/Thanksgiving/We Are Thankful
- Christmas/Happy Birthday Jesus (no Santa, please). Let's celebrate the birth of Jesus!
- Valentine's Day: Classroom activities for students only.
- Easter – No party or Easter bunnies, but we will have fun finding plastic eggs with treats and using them in a variety of math activities. Our Bible stories show the true meaning of Easter in an age appropriate way, from Palm Sunday to the resurrection of our Lord Jesus Christ and the new life He brings.
- End of year parties

**Birthday celebrations:** The teacher must have **two days' notice** if you plan to bring a special snack. You may also bring a treat bag, but it may not be opened during school.

**Food Allergies:** Parents are responsible for providing optional snacks/food on classroom party days if the food provided does not meet your child's needs.

### **Promotion of Indoor and Outdoor Physical Activity**

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day. Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when weather permits. The Early Learning Academy will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in active play outdoors when weather permits, structured or teacher-led activities or games that promote movement over the course of the day, as well as continuous opportunities to develop and practice age-appropriate gross motor and movement skills. Physical activity may take place in the classroom or on the playground, when weather permits. When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom or hallway during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days". The students will have outside time everyday as required by Child Care Licensing as long as the weather conditions do not pose any concerns for health and safety, such as significant risk for frostbite or heat related illness. This includes adverse weather conditions in which children may still play safely outdoors for shorter periods with appropriate adjustments to clothing and any necessary access to water, shade, or shelter. The local weather will be monitored for inclement warnings.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent.
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

**All children need fresh air and will go outside if weather permits.** Time may be limited with extreme temperatures. **Dress your child appropriately so he/she will be comfortable outside.** Water is available for the children while they are on the playground.

- Sunscreen and/or insect repellent may be applied at home, prior to school. The ELA does not apply either to children in our care.

### **Water Activities**

From time to time, the ELA may have sprinkler or water table activities. On those occasions, students should wear their swimsuit to school. We are unable to apply sunscreen at the ELA. Please apply sunscreen prior to arrival at school. Bring a towel and shoes that can get wet. Please make sure to send a change of clothes including shoes for your child to change into after splash time is over! Our splash times will be in the morning during recess times.

### **Toys and Items from Home**

We ask that children not bring toys from home into the classrooms. Personal items can be lost on the playground, forgotten in the classroom, and sometimes even broken accidentally. In addition, the teacher has to spend valuable time making sure that toys and extras are packed and get back home at the end of the school day. An exception to this rule is that occasionally children will be asked to bring a stuffed animal or another toy as part of a classroom activity. If this is the case, please put your child's name on the item to be brought.

### **Rest/Nap Time (Full-Time Students Only)**

All children enrolled in our full-time program will have the opportunity to lie quietly on their mats for approximately 60 minutes. Quiet music is played and the lights are off (large windows provide natural light). It is a period of relaxation for both nappers and non-nappers. Parents provide naps mats. We have extras in case it is left at home or the nap mat is soiled. Parent-provided nap mats will be sent home at the end of the week, unless soiled. Please return clean mats when returning to school.

## **Section 6: Health & Security**

### **Health of Children**

We want to provide a healthy environment for your child. All children engage in numerous monitored hand washings as a proactive activity designed to keep our students healthy. When deciding to send your child to school, please consider if you would want your child to be exposed to a child with similar symptoms. Please be aware of symptoms such as a runny nose, sore throat, upset stomach, skin rash, flushed face, paleness etc. If in doubt about the health of your child, please check with your child's physician to see if it is appropriate to send your child to school.

**You must keep your child home if he/she has had any of the following symptoms 24 hours prior to the start of class:**

- Fever (100 or greater)
- Diarrhea
- Vomiting
- Persistent cough that is potentially exposing the students and staff to infection
- Excessive coughing or sneezing
- Pink eye or other eye infections (all eye infections are contagious, 24 hours on medication before returning to school required)
- A health-care professional has diagnosed the child with a communicable disease. We must have medical documentation to indicate that the child is no longer contagious (see Communicable Disease Policy).

**The following signs/symptoms also prohibit a child from attending class:**

- An illness that prevents the child from participating comfortably in ELA activities including outdoor play

- The illness results in a greater need for care than the caregivers can provide without compromising the health, safety, and supervision of the other children in their care (ex: continuous runny nose, falls asleep during class, drainage from eyes, recurring bloody nose...)

### **Communicable Disease Policy:**

In an effort to keep all children and staff in the ELA healthy, it may be necessary to exclude children that have been diagnosed with a communicable disease. The most common communicable diseases include; pink eye, chicken pox, streptococcal infections, lice, impetigo, fifth's disease. For a complete list, go to [www.GCHD.org](http://www.GCHD.org) (for Galveston County). A copy is available to review from any ELA administrative staff. This is in compliance with the Texas Department of State Health (DSHS) in 25 TAC 97.7.

Children may be re-admitted when:

- Child is free from symptoms of illness for 24 hours; and/or
- You have obtained a health care professional's statement that the child no longer has an excludable disease or condition.

Please make sure you keep us posted on any changes in phone numbers. If your child exhibits any of the above symptoms while at school, we will contact you to pick up your child. **After a parent has been contacted to pick up a sick child, the parent has 1 hour to pick up the sick child. If a parent cannot pick up the child within 1 hour, the parent must contact someone else to pick up the child within the hour. If we are unable to reach the parent, the ELA staff will contact persons on the emergency contact list.**

If your child has an accident during school, an accident report will be filled out and you will be notified. Most of our accidents only require simple first aid (Band-Aid or ice pack for a bump or scrape).

Parents will always be notified if a child sustains a significant injury, is running fever, or vomits. There is a nurse available in the main school office and we all have access to 911 in the event of an emergency.

### **Please note:**

- Medications are not administered to students while in our care. The exceptions are inhalers and medications that are listed as part of an allergy action plan.
- We have "Permission to Administer Medication" forms to fill out for students requiring epipens and inhalers. The form must be filled out **by a physician** and returned to the ELA. The epipen or inhaler will remain at the ELA along with the action plan provided by the health care provider.
- The ELA does not have or use unassigned epipens.
- Quick visual health checks are done as the children arrive each morning. Children that do not appear well to any ELA staff member will not be allowed to stay for school.
- The BACS nurse may also assess a child to see if he/she is well enough to participate in ELA activities. This decision is at the nurse's discretion. Even if a child does not have a fever, he/she may not be well enough to attend school. The parent will be called for pick-up from the BACS nurses office.

## Security

A Security number is assigned to every child in our school. This number may be picked up by the child's parent or guardian during Meet-the-Teacher. When you pick your child up at the end of the school day, your child's teacher, or staff member, will ask you for this number daily BEFORE your child will be released. These numbers are not given out over the phone. It is paramount to keep this number with you.

If a relative or friend will be picking up your child, notify your child's teacher in writing AND give him/her the security number. If the relative or friend is not on your child's pick up list, please inform the ELA Receptionist in writing that you would like to add them to the pick up list prior to when they would pick up your child. **They will not be able to pick up your child if they are not on the pick up list.**

All ELA exterior doors remain locked throughout the school day. Parents are granted access after visual confirmation is made. Our hallway doors and classroom doors are also locked while school is in session.

## Emergency/Evacuation Relocation Plan

If it becomes necessary to evacuate the ELA building, we will relocate to the gym located on the southeast corner of our property. If it becomes necessary to evacuate from our property at 4800 W. Main St., we will relocate to League City United Methodist Church - 1601 W. League City Pkwy., League City, TX 77573 - 281-332-1557. Parents will be notified via Renweb.

## Emergency Preparedness

In an effort to be prepared for any kind of emergency we have a certain number of drills we are required to complete during the calendar year. All teachers and staff know where to go and how to proceed with the children during each drill.

**Fire Drill:** once each month

**Severe Weather Drill:** four times per calendar year

**Lock-Down Drill:** four times per calendar year

Our school office is kept informed about any bad weather approaching. In the event this should happen, the safest place for our children is the ELA restrooms located in the classrooms. All classes have security lights.

## School Closure and Bad Weather Days

We follow BACS's lead or recommendation concerning bad weather days or cancellation of school days. Check the website [www.bacschool.org](http://www.bacschool.org) for updates. *We will not make up any days missed for bad weather at the end of the year, nor will any adjustments be made to tuition.* As we have seen with hurricanes Ike and Harvey, every effort is made to resume school in a timely manner. Please exhibit patience and offer assistance to those in need in your community.

**Child Protective Services Visits**

From time to time, CPS comes to the ELA requesting to interview a student. We are required to facilitate the visit and are not permitted to forewarn parents/guardians. We are not permitted to stay in the same room during the visit, however, visual supervision by an ELA administrator is maintained during the entire visit.

## Section 7: State Required Postings

**Nursing Mothers**

If you have breastfeeding needs, please contact the ELA office and we will direct you to a room that is not in use.

**Gang-Free Zone**

Under the Texas penal code, any area within 1000 feet of the ELA is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

**Minimum Standards/State Licensing**

If you would like to review the Minimum Standards guiding our program, you may view them at the HHS website <https://www.hhs.texas.gov/services/safety/child-care>. The local child care licensing office phone number is 713-940-3009, Monday-Friday 8:00am-5:00pm. A copy of our most recent inspection is posted in the ELA office. If at any time you wish to contact a member of the ELA administration, you may do so by calling 281-554-7011.

**Abuse or Neglect Assistance**

All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400 or on the website [www.txabusehotline.org](http://www.txabusehotline.org).

**Provider's Guide to Parents' Rights**

Senate Bill 1098 from the 88th Legislature Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;

- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings other alleged incident are available; The parent or guardian does not retain any part of the video depicting a child that is not their own; and The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.
- The child-care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

### **Consumer Product Safety Commission Recall Lists**

ELA will print an updated list of recalled children's products as determined by the Consumer Product Safety Commission. The recall information will be available to view in the ELA office, or you can go to [www.cpsc.gov](http://www.cpsc.gov).