



earlylearningacademy  
BAY AREA CHRISTIAN SCHOOL

2026 - 2027

**PARENT  
HANDBOOK**

POLICIES AND PROCEDURES



**2026-2027**

# **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*

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# Section 1: School Information

## Our History

For 139 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.

## 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 29:15; 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; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7*

## **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.

## **School Board**

The school board meets monthly, or as needed, with the Head of School to review the general operation of the school. They assist the Head of School in stewardship capacity in establishing and enforcing school policies. The Head of School directs the operation of the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great call to educational ministry. Please pray for these leaders and all staff members as they work in the school:

Greg Collins, Chairman  
Jennifer Flud, Trustee  
Anne Dowless, Trustee  
Chris Jones, Trustee  
Guy Cordell, Trustee  
Holly Splawn, Trustee

## 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. The Early Learning Academy operates Monday through Friday from 7:00 a.m. to 6:00 p.m. The academic year runs from August through May, with weekly summer camps available in June and July. During the summer months, office hours are 8:00 a.m. to 5:00 p.m.

### 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 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 Program**

Those students wishing to enroll in our K4 program 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/Re-Enrollment**

The ELA/BACS is pleased to offer a concept in enrollment management called Continuous Enrollment. From the time of admission, your child will be considered enrolled at the ELA/BACS through their 12th grade graduation or until the enrollment of the student is otherwise ended in writing by the parent or the School.

The "opt-out" period for all students is held during the first two weeks in January. If you do not "opt-out" in writing, your FACTS incidental account will be charged the applicable fee on January 14th. If fees are not paid when due, the student(s) will not have priority enrollment and may be removed from the class list. This fee is non-refundable. All financial accounts must be current in order for these charges to be applied and the student(s) to be re-enrolled.

### **Enrollment after school begins:**

- 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 a two-year-old 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

### **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 only to K3 and K4 Part-Time students. 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. Advanced registration is required. If your child is enrolled in Stay and Play, you will need to provide them with lunch. After lunch, children enjoy a more relaxed atmosphere of play and outdoor fun if weather permits. 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.

### **Summer Camps**

Dates, times, 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 or K4 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:**

<b>Program Option</b>	<b>Fee</b>
P2 - 2 Day	\$160

K3 & K4 - 3 Day	\$240
K3 & K4 - 4 Day	\$320
P2, K3, K4- 5 Day	\$450

\*Registration/Supply Fees are non-refundable and non-transferable.

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

Program Option	Annual Tuition	11 Month
P2- 2 Day	\$2,655	\$241
K3 & K4- 3 Day	\$3,570	\$325
K3 & K4- 4 Day	\$4,380	\$398

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

Program Option	Annual Tuition	11 Month
P2 5 Day	\$10,590	\$962
K3, K4, & Bridge 5 Day	\$9,948	\$904

**PLUS CARE (AM and PM)**

Program Option	Monthly Fee
AM Plus 7-8:30am	\$180
PM Plus 2:30-4:30pm	\$240
PM Plus 2:30-6:00 pm	\$420

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

Program Options	Monthly Fee
3 Day Program 12:00-2:00 pm	\$180

4 Day Program 12:00-2:00 pm	\$240
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**Tuition Payments:** The annual tuition may be paid in eleven monthly payments to make it more affordable. These payments start in June and end in April, with the payment date either on the 5th or 20th of the month through savings, checking, or credit card.

In addition to monthly payments, there are also semester and annual payment options. For semester and annual payments, a 3% discount will be given. The first semester payment is due June 15 and the second semester payment is due December 15. Annual payments are due in full by July 15.

**There is a multiple child discount of \$150 for Part Time students and \$450 for Full Time Students applicable to ELA PK2 - PK4 students only.** It will be applied to the lowest tuition per month. Discounts are applied as follows: multiple child discount, 3% discount for semester or annual payments. These discounts apply to one tuition account with one financially responsible individual. 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.

**Withdrawal Procedure:** If you need to withdraw a student, please notify the ELA Registrar ([ELARegistrar@bacschool.org](mailto:ELARegistrar@bacschool.org)) to request an official withdrawal. A withdrawal form will be provided. A 2 week notice is appreciated. A withdrawal fee equal to one month's tuition of the program in which the child is enrolled will be assessed beginning June 1<sup>st</sup>. This fee is charged regardless of the reason for withdrawal/services discontinued.

**Billing and Payments for Families with Two Households**

In order to better serve families with children in two households, the school has updated its billing and payment procedures for the 2026–2027 school year.

- **Single FACTS Account Per Family**  
Each family will have one designated billing account under which all charges, payments, and communication related to tuition, incidentals, and other fees will be processed.
- **Account Assignment**

All children from a family will be linked to a single parent or guardian's account, who will be considered financially responsible. This account holder will be responsible for receiving all invoices and ensuring timely payment of all amounts due.

- **Shared Financial Arrangements**

If both parents or guardians have made personal arrangements to share financial responsibilities—such as splitting tuition costs or incidental fees—it is the responsibility of those individuals to coordinate payments between themselves. The school will not split invoices or manage financial agreements between households.

This process is designed to streamline our billing process and ensure clarity and consistency for all families. If you have questions about your assigned billing account, please contact our Finance Department.

**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 30 days delinquent will result in the student being blocked from class and may result in the student(s) being dismissed from the ELA if not resolved in a timely manner. All payments must be made online or directly to the finance office. Money will not be accepted by the 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 Classes
- *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 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

At time of registration, the ELA requires 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, our program must have a copy of child custody orders, temporary or permanent. The orders must be signed by the court judge and bear the Texas State Seal which signifies that the document has been issued and authenticated by a Texas court or authorized government official. **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/maintenance of adaptive equipment or other additional services 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. All enrolled families will also receive the BACS monthly Social Herd school newsletter, the Bronco Weekly News, Head of School Weekly Update, as well as posts on social media, and the website. If you wish to be kept thoroughly informed about your school activities, please read carefully every official publication of the school. 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.

**Email:** Faculty and staff have an email address that begins with their first name, period, followed by their last name at [bacschool.org](http://bacschool.org). Emails will be answered as promptly as possible within the time constraints of teaching and advising students (usually 24 hours). We do not expect teachers to check their emails in the evenings, weekends, or school holidays.

Parents may arrange a conference with teachers, or other school officials, as they feel it is necessary. Communication between parents and school personnel is most important. Parents need to have complete confidence in their child's teacher and to let the child feel this strongly. This is substantiated in word and deed, and is especially illustrated by following the proper chain of command when communicating through issues, disagreements, misunderstandings, and disputes. When there is a questionable issue between the student/parent and the teacher, the first step is to talk directly to the teacher. Many times there is a simple misunderstanding when students bring an issue to the parent. Discussion with the teacher does two things. First, it assures that the parent gets the most reliable information in an efficient fashion. Secondly, it actually forges a relational partnership between the parent and the teacher. Please ensure that when issues arise, the teacher is notified directly and promptly. Conferencing with administration without discussion with the teacher opposes our policy. Once there is discussion between the teacher and student/parent, if the situation isn't resolved, then administration should be notified.

## **Parent Conference Procedures**

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

1. Document and communicate the concern via email to the appropriate person prior to the conference. This allows our teachers to be better prepared.
2. Contact your student's teacher to set up a conference time. These are typically scheduled during the class's music time.
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. Because children closely observe the actions and language of adults, families and staff are expected to demonstrate positive, respectful behavior while on school premises. 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.**

## **Public Notoriety**

Parents are expected to represent BACS/ELA in a positive manner on and off campus. This includes social media/internet postings. The administration will deal directly with any parent who draws attention to the school in a negative manner. Negative actions, which cause notoriety could result in disciplinary action up to expulsion.

## **Slander, Gossip, Rumors**

Please ask the teacher or administration directly about a rumor instead of passing it along to clothes. If you disagree with a policy or decision, please do not use social media or gossip in an attempt to sway others to your opinion.

## **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 withdraw 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 (K3 & K4)**

To be enrolled in our K3 & K4 classes, children must be independently potty-trained. "Independently potty-trained" means:

- The child is able to inform the teacher when they need to use the potty.
- The child can independently take clothing off and put them on.
- The child must **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 students.**
- Staff will encourage each child to work through challenges.
- **Clothing that is heavily soiled by a bowel movement will be thrown away.** At times, loose stools may soil clothes to the extent that items must be bagged and taken to the outside dumpster. Even when placed in a plastic bag, there is no safe or sanitary place to store heavily soiled clothing 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 a two week period:**

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.

If progress has not been made; the child may 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 are enrolled in our PM Plus program will need an additional snack. Full Time students and any student enrolled in 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](http://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. P2 students will need diapers/pullups & 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 enrolled in Stay and Play will need to bring lunch.  
(part-time students only).

## Dress Code

The Early Learning Academy does not follow the same dress code as BACS. Students should wear comfortable, play-appropriate clothing each day that allows for movement, independence, and active participation in classroom activities.

### General Guidelines

- Play clothes are strongly recommended, as children participate in art, sensory activities, and outdoor play.
- Clothing should be easy for children to manage independently. Please avoid belts, tight buttons, snaps, overalls, and complicated fasteners.
- Dress-up clothes and costumes should remain at home unless designated for a special event.

### Footwear

- Closed-toe shoes are required.
- Velcro or slip-on athletic shoes are recommended.
- Sandals, flip-flops, Crocs, and dress shoes should not be worn due to safety concerns.

### Weather & Extra Clothing

- Children go outside daily, weather permitting, so please dress your child appropriately for the season.
- In colder months, send coats and necessary outerwear.
- A complete change of clothes (including socks and underwear) should be kept at school or in their backpack, as clothing may occasionally become soiled.

## Arrival and Departure Procedures

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.
- To ensure a smooth start to the day and minimize classroom disruptions, students must arrive on time.
- 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.

- According to state standards, children must be supervised by an adult at all times. Our responsibility for supervising students begins when your child is signed into the classroom and ends when your child is signed out from the teacher. If you stay on school property (including the parking lot) while visiting with other parents or for your child to play, you are responsible for supervising your child.

Separation anxiety is a normal and developmentally appropriate response for preschoolers. We find that it helps to keep goodbyes short, matter of fact, and cheerful! After saying goodbye, please leave promptly and remain out of sight. Returning for one more kiss, hug, or goodbye can prolong the adjustment and make the separation more difficult. If you are concerned, ask the ELA Director or another staff member to check on your child for you.

## **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 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.

## Prohibited Items

Weapons, media, music, music and game devices, phones, tablets, Meta Glasses, cameras, headphones, video cameras, televisions, smart watches, pets, and toys from home are not permitted at school except by special permission.

## 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

Our goal is to provide a healthy and safe environment for all children. Students participate in frequent, supervised handwashing throughout the day as a proactive measure to promote wellness. Each morning, staff will conduct a brief visual health check upon arrival. Children who appear unwell may not be admitted for the day.

When deciding whether to send your child to school, please consider whether you would feel comfortable having your child around another child with similar symptoms. Be mindful of signs such as a runny nose, sore throat, upset stomach, skin rash, flushed appearance, or unusual paleness. If you are unsure about your child's health, please consult your child's physician before sending them to school.

### Signs of Illness

You must keep your child at home if they have experienced any of the following symptoms within 24 hours prior to the start of class:

- Fever
- Diarrhea
- Vomiting
- Persistent cough that may expose others to infection
- Excessive coughing or sneezing
- Pink eye or other eye infections (children must be on medication for at least 24 hours before returning)

- A diagnosed communicable disease (a doctor's note is required stating the child is no longer contagious; see Communicable Disease Policy)

Additionally, children may not attend school if:

- The illness prevents them from comfortably participating in daily activities, including outdoor play
- The illness requires more care than staff can provide without compromising the health, safety, and supervision of other children (e.g., continuous runny nose, excessive fatigue, eye drainage, frequent nosebleeds)

### **Communication to Parents**

If your child develops any of the above symptoms while at school, you will be contacted for immediate pickup. A parent or authorized contact must pick up the child within one hour of notification. If a parent is unavailable to pick up the child, the parent must arrange for an emergency contact to pick up the child within 1 hour of being notified. If we are unable to reach a parent, we will contact individuals listed on the emergency contact list.

If your child is injured at school, an accident report will be completed, and you will be notified. Most minor injuries require only basic first aid, such as a bandage or ice pack. Parents will always be notified by phone call in the case of significant injury, fever, vomiting, or diarrhea.

A nurse is available in the main school office, and emergency services (911) are accessible if needed. The BACS nurse may also assess a child's ability to participate in school activities. This determination is made at the nurse's discretion. Even in the absence of a fever, a child may be sent home if they are not well enough to attend. Parents will be contacted for pickup from the nurse's office if necessary.

### **Communicable Disease Policy**

To maintain a healthy environment, children diagnosed with a communicable disease may be temporarily excluded from school. Common examples include pink eye, chickenpox, strep throat, lice, impetigo, and fifth disease. For a complete list, please visit [www.GCHD.org](http://www.GCHD.org) (Galveston County Health District) or request a copy from the school office. This is in compliance with the Texas Department of State Health Services (DSHS), 25 TAC §97.7.

### **Return to School**

Children may return to school when:

- They have been symptom-free for 24 hours without the use of medication; and/or
- A healthcare provider has provided written clearance stating the child is no longer contagious

## Medication Policy

Medications are not routinely administered at school. Exceptions include inhalers and medications required as part of an allergy action plan.

- An Allergy Action Plan and Permission to Administer Medication form must be completed by a physician for any student requiring an inhaler or EpiPen.
- The medication, action plan, and permission to administer medication form must remain at the school.
- The school does not supply or maintain unassigned EpiPens.

## 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 on your behalf, they must be on your pick up list and have the security code to do so. Please notify your child's teacher in writing. 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 generally maintained during the 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.

## **Texas Department of Health and Human Services**

We are licensed by the Texas Department of Health and Human Services, Child Care Regulation. Through this agency, we have Minimum Standard rules we must follow.

A copy of Minimum Standards and the Early Learning Academy's most recent licensing inspection report (including the ELA's local licensing office contact information) is available in the ELA Office or online at HHS website:

<https://www.hhs.texas.gov/services/safety/child-care>.

If at any time you wish to contact a member of the ELA administration, you may do so by calling 281-554-7011. Address: 4800 W. Main, League City TX 77573.

## **Assistance for/Prevention of Abuse or Neglect**

If you need assistance or intervention in the case of abuse or neglect, you can contact CPS Statewide Intake (SWI) Program at [www.txabusehotline.org](http://www.txabusehotline.org) or by calling **1-800-252-5400** toll-free 24 hours a day, 7 days a week, nationwide. The Abuse Hotline can be used to report suspicions of abuse/neglect of children or abuse/neglect/exploitation of persons 65 years or older and adults with disabilities.

All employees are required to go through annual training regarding the prevention of abuse or neglect. This includes employee awareness of issues regarding child abuse and neglect, warning signs that a child may be a victim of abuse or neglect and factors indicating a child is at risk for abuse or neglect. The ELA has relationships with several community organizations who specialize in this type of assistance.

## **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).