

This will be updated as new questions and answers come up.

I used the search bar to look for a document and can't find what I'm looking for. What do I do?

The website's search engine is unable to produce direct links to documents at this time. If you need immediate access to a document, please email [Venissia Buyco](mailto:venissia.buyco@psed.org). You will receive it as an attachment.

You can also search the [Google Drive](#) in which Early Learning Program Manual (ELPM) documents are housed. Each tab includes a link to the specific content area folder, such as the one shown below:



Calendars and Schedules

This section contains documents for sharing your center calendar, class schedules, program planning, etc. Search all files here.  click the document you need below. Download or print forms as needed.

The website was designed to be as user-friendly and accessible as possible. Please take the time to browse all of the sections so that you are familiar with where specific documents live.

I need to complete a fillable Word form. Can I request access to edit?

You do not need to request access to complete a Word form. All you have to do is click the download icon! 

Please note that Word forms are still password-protected. Staff and families are limited to typing in the gray-shaded fields only.

Child Information – General

First Name:	<input type="text"/>
Date of Birth (month/day/year):	<input type="text"/>

If you are having trouble downloading, please contact [Venissia Buyco](mailto:venissia.buyco@psed.org).

How do I know if a procedure or form has been updated?

Check out [ELPM Updates](#)! This document lists all current ELPM documents, when they were revised, when they were published, and what changes were made, if any. Most recent updates are highlighted in blue. If you are looking for something specific, press **Ctrl + F** (to find) and type in key words.

EarlyLearningWA Website FAQs

I clicked on a document, but it won't open (it is continuously spinning, and/or the screen is black). What do I do?

This happens occasionally and is unique to the user. The best fix we have at this time is to refresh and try again or wait for it to cooperate. We apologize for any inconvenience this may cause. If you need immediate access to a document, please email [Venissia Buyco](mailto:Venissia.Buyco). You will receive it as an attachment.

If the issue persists, try any or all of the following:

- Restart your device
- Take a look at your Wi-Fi connection and make sure it's up and running
- Try resetting your Internet network settings
- Make sure your device's operating system is running the latest version
- Try another browser
- Clear the cache and cookies - [Google Chrome](#) | [Mozilla Firefox](#) | [Microsoft Edge](#) | [Apple Safari](#)
- Try an incognito/private window
 - Google Chrome – Ctrl + Shift + N
 - Mozilla Firefox – Ctrl + Shift + P
 - Microsoft Edge – Ctrl + Shift + P
 - Apple Safari – File > New Private Window