



Fife Early Learning Center Program Handbook 2024-25

My Child's Preschool Program Information	
My Child's Program Name:	
Preschool Times and Days:	
My Child's Providers	
Contact Information:	253.517.1088
Program Location:	Fife Early Learning Center 1304 17th Ave. Milton, WA 98354

Introduction

We believe that a high-quality preschool program provides a safe and nurturing, language-rich environment that promotes the physical, social, emotional, and pre-academic/academic development of young children, preparing children to start ahead when entering school. We hire kind, caring, educated individuals who understand the need for young children to be in a nurturing environment, surrounded by kindness and developmentally-appropriate activities and stimulation. Currently we offer two different preschool programs, **Developmental Preschool** for students with IEPs and **ECEAP**. The Early Childhood Education and Assistance Program (ECEAP) is a free pre-kindergarten program in Washington State for children ages 3–4. The school day program will be offered at the Fife Early Learning Center and families will be able to apply to enroll based on income, family circumstances, and other factors.

Mission

Fife Early Learning Center provides a nurturing, responsive, and inclusive environment where young children and their families can thrive through early intervention, compassionate support, language development and high quality early learning opportunities. Our purpose is to lay a strong foundation for lifelong learning by fostering growth, resilience, and a love for school in every child. We are committed to creating access, building partnerships, and empowering families to overcome challenges and embrace brighter futures.

Vision

Our vision is to be an inclusive early learning community that nurtures every child's potential, empowers families, and fosters growth and joyful learning through trusted relationships and research-based practices.

Core Values

Kindness and Compassion – Nurturing a caring and respectful environment where every individual feels valued and supported

Individuality and Acceptance – Embracing each child's unique needs, abilities, and experiences with understanding and respect

Family and Connection – Building trusting, supportive relationships with families,

recognizing them as partners in their child's growth

Active and Inclusive Learning – Providing opportunities for creativity, play, problem-solving, and communication in a safe and inclusive environment

Integrity and Trust – Acting with honesty, fairness, and reliability in all interactions with children, families, and the community

Collaboration and Community – Fostering partnerships among families, schools, and communities to support shared growth and decision-making

Joy and Positivity – Promoting positive attitudes in learning and relationships.

Professional Growth and Lifelong Learning – Continuously improving to model growth and meaningful work for children and families

Health and Balance – Prioritizing well-being and resilience in personal and professional practices

Justice and Equity – Advocating for fairness, inclusion, and opportunities for all children and families

Inclusion

Fife Early Learning Center Program believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging on our campus. Equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability or parent/guardian political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by Federal, State or Local laws. Our educational program will meet the varying needs of all students.

School Information

Address:

1304 17th Ave
Milton, WA 98354

Phone:

253.517.1088

Other District Information

District Office - 253.517.1000
Transportation - 253.517.1060
Child Nutrition - 253.517.1010
Discovery Primary - 253.517.1200
Fife Elementary - 253.517.1400

Office Hours: 8:00 a.m. - 4:00 p.m.

The school office is open on school days during the times above. You may call the office after hours and leave a message for staff on the voicemail system. To report a late arrival, absence or early release, please call 253.517.1088

Student Hours

	Arrival (gates open)	Gates close (*go to office to check in)	Dismissal (gates open)
ECEAP School Day	8:30 a.m.	8:40a.m.	3:00 p.m.
Developmental Preschool AM Class	9:00 a.m.	9:10 a.m.	11:30 a.m.
Developmental Preschool PM Class	12:50 p.m.	1:00 p.m.	3:20 p.m.

Program Descriptions 2024-2025

Developmental Preschool

Developmental preschool is a program to support eligible 3-5 year-old students diagnosed with a delay(s) in developmental skills. The primary goal is to work together with your family as we gain an understanding of your child’s strengths and build upon those strengths to help your child develop and grow.

ECEAP (Early Childhood Education and Assistance Program)

ECEAP is a comprehensive preschool program that provides FREE services and support to eligible three and four-year-old children and their families. The program works closely with parents to support their children’s health and education needs and to meet family goals. ECEAP also helps each family to access medical care, dental care, and social services. To be eligible for ECEAP, a child must meet certain age, income, and other requirements.

Staff Directory 2024-25

Name	Title
Laurie Sjolund	Assistant Director Early Learning Center
Allicia Acevedo	Office Manager
Emily Glenn	ECEAP Family Support Specialist
Ruth Sauders	Nurse - LPN
Kadee Tuttle	Psychologist
Emily McQuarrie	Speech Language Pathologist - ELC/ChildFind/Hedden
Amy McMillan	Speech Language Pathologist - ELC/ChildFind/Hedden
Amy Hart	Developmental Preschool Teacher
Dianna Young	Preschool Ed Assistant
Sarah St. Mary	Developmental Preschool Teacher
Jill Gentile	Preschool Ed Assistant
Jeanette Lundeen	Developmental Preschool Teacher
Lindsey Lindstrom	Preschool Ed Assistant
Chelsea Zender	Paraeducator
Samantha Swindle	Paraeducator
Anne Anderson	Occupational Therapist
Courtney King	Physical Therapist
Cindy Kracht	Certified Occupational Therapist Assistant
Jessica Cantrell	ECEAP Lead Teacher*
Velia Romero	ECEAP Assistant Teacher
Lexi Heather	ECEAP Lead Teacher*
TBD	ECEAP Assistant Teacher
TBD	ECEAP Support

Arrival/Dismissal

Arrival Procedures

- **Buses (Developmental Preschool ONLY)** - If your child will ride the bus, we recommend they start on day one! All buses will drop off in the staff parking lot near the yellow gates. Staff will greet students as they get off the bus and at the yellow gates.
- **Parent Transport** - Parents self transporting their child will need to park and walk their child to the yellow gates. ECEAP families must sign in their child with staff. Please only park in designated stalls and not in the staff parking area as buses will be loading and unloading. ELC Staff will open the gates when arrival begins.
- The Yellow Gates will close and lock at 8:40 for ECEAP, 9:10 a.m for the AM classes and 1:00 pm for the PM classes. You will need to park and walk your child into the office to check them in after those times. The main entrance can also be used if you have a question or need in the front office.

Dismissal Procedures

Staff will walk the students to the yellow gate area. Bus students will be escorted to the buses. Parent transport will need to park and walk to the yellow gates to check out their child. ECEAP Families must sign out their child with staff. Staff will only release students to authorized emergency contacts. Staff may check IDs to verify information.

	Arrival (gates open)	Gates close (*go to office to check in)	Dismissal (gates open)
ECEAP	8:30 am	8:40 a.m.	3:00 p.m.
AM Class	9:00 a.m.	9:10 a.m.	11:30 a.m.
PM Class	12:50 p.m.	1:00 p.m.	3:20 p.m.



Health Services and Policies

Dental

Dental screenings are required for all children. If you need assistance in finding a dental home, please ask your family support specialist for resources. ECEAP provides dental hygienist screenings in class. You will be asked to sign a permission form at your initial meeting. Toothpaste with fluoride will be used in the classroom when children brush their teeth. Parental permission form will be signed and if a parent does not want toothpaste with fluoride to be used then the child will just use water in class to brush their teeth.

Emergency or Sudden Illness

Our staff are trained in emergency first aid and CPR. We will call 911 if needed in an emergency. We will contact the child's family, then emergency contact if family is unavailable. It is extremely important to keep your contact information as well as the contact information for your doctor and dentist up to date. You will sign an emergency release form at your initial meeting with your child's teacher. You will choose a preferred hospital. In the event your child is transported to the hospital, a staff member will remain with your child until you arrive.

Health Screenings

ECEAP provides vision and hearing screenings for all children in the program.

Health Care Plan

If your child has a serious life threatening condition, our designated nurse will write a care plan for your child and staff will be trained on the necessary protocols outlined in the plan. The health care plan must be signed by the parent and a copy in class before the child can attend. Staff will receive training if medication needs to be given as part of a health care plan.

Immunizations

Children must submit a passing Certificate of Immunization (CIS) upon enrollment or set up a plan with the designated nurse to update the child's immunizations with your doctor. If you do not have a copy of your child's CIS immunization form please talk to your FSS and they will help you get a copy. As your child receives updates on immunizations throughout the school year, please provide the ECEAP nurse with the record.

Medication at School

We prefer your child take needed medications before or after school hours. Please do not send any medication, including cough drops, to school with your child. In the event medication needs to be given at school, a Health Care Plan will need to be created by the designated nurse and staff will be trained on administering the medication.

Well Child Exam

ECEAP requires a well-child exam within the past year. Your FSS will work with you to provide documentation for this requirement. If you do not have a doctor on record for your child then your FSS can help you to establish a medical home.

When to Keep Your Child Home

- When your child is sick, please call the classroom and notify us of the condition. Children must stay home if they:
- Are vomiting or have vomited twice in the past 24 hours
- Have diarrhea or have had watery stools in the past 24 hours
- Have a body rash, especially with a fever, itching, or draining/crusty sores
- Live lice until the child is treated
- Eye infection
- Sore throat with fever or swollen glands
- Just not feeling well, unusually tired, pale, lack of appetite, runny nose, confused or cranky
- Fever - Oral temperature of 100.4° or more, and sore throat, rash, vomiting, diarrhea, earache, or just not feeling well

When Your Child is Sick at School

In the event your child becomes ill while at school, you will be notified and requested to pick your child up from school. If you are unable to pick your child up right away, please arrange for someone on your Permission to Pick Up From School form to pick up your child. Our priority is the comfort and safety of all the children in the classroom.

Head Lice

We will follow the school district head lice policy based on where your child's class is located.

Nutritional Services

ECEAP - Meal Time is Part of Class Time

- To protect you and your child from foodborne illness, meals and snacks will be provided by the School District.
- For school day classes, two meals and a snack are provided.
- Meals are served family style with a special focus on self-serving, table manners and table conversation. We participate in the National School Breakfast and Lunch Program.
- Meals will include foods that meet the standards for the above programs and are provided by our school districts.
- Drinking water is available for self service, indoors and outdoors.
- Due to program requirements, **we do not accept food from home** unless a health plan is in place.
- We do not use food as an incentive or punishment.

Developmental Preschool

Students will receive a meal in their backpack each day. Snacks are included during the school day.

Volunteer & Visitor Policy Volunteer Policy

At the Early Learning Center we welcome volunteers to work within our school community. ECEAP requirement PDTR-7 states that training, a TB test as well as a background check is required to volunteer. Developmental Preschool requires that volunteers sign a confidentiality form and district volunteer forms are submitted through the Fife Public Schools. (Please note: When submitting a volunteer packet for the Fife Public Schools, you also need to submit a copy of your driver's license and proof of vaccination.)

Visitor Policy

Visitors are welcome to come to the Early Learning Center and observe classrooms with pre-approval. Community staff and supervisors (through ECEAP or Fife Public Schools) are welcome to observe classrooms at any time without advance notice. Special Education or specialists observing individual students in the ECEAP classroom require a signed consent form from parents before the visit occurs. Parent visitors must receive prior approval from teachers in order to visit or observe a classroom. ECEAP teachers may request that a parent attends class with a student, or can request that a parent stays with a student if a student requires parent support.

Volunteer Expectations

We value parent participation and encourage parents to volunteer when time permits. - All parents interested in volunteering in the classroom will be required to attend a brief training and complete the Washington State background check form and volunteer packet. - In order to give all parents the opportunity to assist we have class projects that can be done either in the classroom or at home. If you have a special talent or interest that you would like to share with the children please let us know. Parents are welcome to share their talents in the classroom by leading music, small stations or art projects.

Severe & Inclement Weather

If it is snowing or there is Inclement weather happening, watch the news, listen to the radio or check our district website to find out if school will be in session (www.fifeschools.com). Be sure to listen for any changes, as they should report for ELC as well. Robocalls and ParentSquare messages go out to families regarding school closures and events. **Be sure your phone number is accurate and updated with our front office.**

Clothing

It is important to dress your child appropriately for school and existing weather conditions. The children will go outside every day, so please dress them accordingly. For example, warm coats, boots, gloves, hats and sunscreen, when necessary. - The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important that they are dressed in clothing which allows them to participate in these activities. Please make sure a change of clothes is in your child's backpack at all times. If you need help getting your child a warm coat or clothes, please let us know. We have resources to help meet these needs. Please don't hesitate to contact your Family Support Specialist.

ECEAP Program Specific Information

Family Support Specialist

Every family enrolled in ECEAP at the ELC will have access to a Family Support Specialist (FSS). Your FSS is available to help you set goals, access necessary resources, assist in problem solving or just listening and supporting you. ECEAP uses Mobility Mentoring Curriculum that assists families in identifying goals that support families on their "Bridge to Child and Family Self Reliance." We will strive to maintain regular contact with you through three scheduled visits as well as phone calls, and family activities. If you need to contact us, please feel free to call anytime and we will do our best to help you.

Family Support Visits

One of the many services provided by the ECEAP staff are family support visits. This is an opportunity for the staff to partner with families to meet their needs. The Family Support Specialist will provide 3 different visits, ECEAP Teachers will also provide 3 family conferences during the year.

1st Visit - Fall

2nd Visit - Winter

3rd Visit - Spring

ECEAP Food and Nutrition

All ECEAP students receive family style meals daily in their classroom. The ELC promotes healthy eating. If you would like to share a special treat for your child's birthday, you are welcome to do so. We encourage you to choose healthy treats and keep child size portions in mind. - All treats or snacks to share need to be store bought as per Fife Public Schools policy. Please coordinate with your student 's teacher prior to bringing in snacks or treats. Students attending All Day sessions have breakfast, snacks and lunch provided.

ECEAP Parent /Guardian Requirements

The following requirements are state standards that all ECEAP families must complete.

- **Medical and Dental Exams:** Every child enrolled in ECEAP must have a medical and dental exam before they start school.
- **Immunizations:** Every child enrolled in ECEAP must have up to date immunizations to begin school.
- **Family Visits & Conferences:** Each ECEAP family will have both Family Support visits and Teacher conferences. Your teacher will meet with you three times throughout the year. Your family support specialist will meet three times as well: in the fall, winter, and spring.
- **Attendance:** It is important to have your child at school every day. If your child will be absent, you need to call and let us know. If attendance falls below 85% or your child has three or more consecutive unexcused absences he/she may be placed back onto the waiting list per ECEAP state standards. (refer to attendance policy on page 20 for more information)

ECEAP Program Social Emotional and Behavior Support

In accordance with ECEAP Performance Standards, Section E-211: The ECEAP program has a No-Expulsion Policy when students exhibit challenging behaviors. This policy applies to children who qualify for ECEAP services. If a student has exhibited extreme challenging behavior, the student's parent will be contacted. A Parent may be asked to pick up a student if a student is unable to be safe. A phone or home or office conference will take place between the Administrator and parent to discuss strategies that will help assist the student in having safe, expected behavior. When a team requires additional support with a child's behavior or suspects a child has a learning or speech delay, parents will be notified and invited to participate in a Student Support Team Meeting with school professionals to help identify steps that can be taken to assist meeting the needs of the student.

More information about ECEAP Performance Standards and PSESD Early Learning Policies can be found online at

<https://www.earlylearningwa.org/about/performance-standards-and-policies>

Attendance

ECEAP Attendance Policy

If your child will be absent for any reason, please call our office to report their absence - 253.517.1088.

- Attendance is closely monitored due to ECEAP standards which state, “If the average daily attendance falls below 85% for any month, Fife ECEAP is required to analyze patterns of absenteeism and develop a plan to improve attendance.”
- ECEAP staff must contact the family to offer support and help address the obstacles to attendance.
- You will be required to attend a meeting with the school administrator to address attendance.
- If these absences continue after family support has been provided, the slot must be considered vacant and offered to a family on the waiting list.
- Your child will be placed back on the waitlist

Developmental Preschool Attendance Policy

If a special education student does not attend school for 20 consecutive days and staff are unable to get a hold of the family, the student will be unenrolled from our program.

Half Days

If there is a half-day or early release for Fife Public Schools Elementary school children, there will be no preschool sessions for those days.

Transportation for Developmental Preschool Only

- To ensure the safety of all children, Fife ELC expects families to adhere to the following transportation policy:
- All transportation changes need to be made through the ELC office and could take up to 7 days to take effect.
- An adult must be present at bus pick up and drop off locations.
- Parent must be at the bus stop at least 10 minutes before your child’s scheduled pick up time.
- Parents must be at the bus stop 10 minutes before your child’s scheduled drop off time.
- If a child is brought back to school by transportation the parent or designee will be responsible to pick up the child.
- If a child is brought back to school a second time, a meeting will take place between the ELC Administrator and the parent to create a plan.

Safety

Students, staff and community members at Fife Early Learning Center have the right to feel safe each and every day.

Emergency Preparedness

Safety drills, parent unification practices and facility assessments are conducted on a consistent basis.

- Earthquake Preparedness
- Lockdown /Modified Drills
- Evacuation
- Fire or Explosion
- Shelter in Place
- Lahar

Various other drills may be conducted during the school year depending on need. For questions, please contact the Principal.

For more information, see the [Fife Public Schools Rights and Responsibilities Handbook](#)

Harassment, Intimidation, and Bullying

The Fife Public Schools is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

Reporting:

A formal incident reporting form may be used by students, families or staff to report incidents of harassment, intimidation, or bullying.

Child Abuse and Neglect

It is the policy of the Fife Public Schools for employees (per State Law) to report any case of suspected child abuse and/or neglect immediately.

Weapons Free Schools

Firearms/weapons, explosives, or items that could be used as weapons, are not allowed on school grounds and/or transportation. In addition, threats to use dangerous weapons are not allowed.

Drug-Free/Tobacco Free

Use of tobacco, nicotine products, drugs, and alcohol is prohibited on school-provided transportation and school grounds

Non-Discrimination Statement

Fife Early Learning Center Preschool Program does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups.

Equal Opportunity Employer:

Fife Early Learning Center Preschool Program complies with all applicable federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. This holds true for all Fife Early Learning Center Preschool Program employment opportunities.

Washington Law Against Discrimination and the ADA

Fife Early Learning Center Preschool Program complies with the requirements of the Washington law against discrimination (chapter 49.60 RCW) and the ADA.

Promoting Acceptance of Diversity

We will provide culturally and racially diverse learning opportunities. Diverse learning opportunities will be demonstrated by our curriculum, activities, and materials that represent all children, families, and staff. We will use equipment and materials that include, but are not limited to: (a) Diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes; (b) Diverse music from many cultures in children's primary languages; and (c) A balance of different ethnic and cultural groups, ages, abilities, family styles, and genders. (2) We will intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to: (a) Redirecting an inappropriate conversation or behavior; (b) Being aware of situations that may involve bias and responding appropriately; and (c) Refusing to ignore bias.