



MARYSVILLE EARLY LEARNING CENTER FAMILY HANDBOOK

**PRESCHOOL IS THE
BEGINNING OF YOUR
CHILD'S EDUCATIONAL
JOURNEY.**

My Child's Preschool Program Information

My Child's Name: _____

My Child's Program Name: _____

Program Location: _____

Preschool Times and Days: _____

My Child's Providers and Contact Information:

Program Descriptions and Corresponding Page Numbers

___ECEAP: Look at Pages:13-19

ECEAP is a free preschool program for income-eligible children ages 3-5 years* and their families. Children who qualify for ECEAP attend either a half-day session or full-day session, 4 days a week.

___Developmental Preschool: Look at Page: 9

Children who attend our Special Education preschool classes have been referred for developmental preschool programs, and have Individual Education Plans (IEP's). Children who qualify for developmental preschool will attend the preschool setting that is determined by Special Education team. Students attend half day sessions, either 2 or 4 days a week.

___Community Peer Preschool: Look at Pages: 7-8

Our Peer Community/Inclusion preschool classes provide a preschool opportunity for children in our community who are not eligible for ECEAP, as well as students who receive special education services. Our Peer Community preschool students attend half-day sessions, either 2 or 4 days per week, depending on age, skills, and needs.

Welcome to the ELC - Where Everyone Belongs

Vision:

The Marysville Early Learning Center will provide a safe, inclusive, caring and supportive environment where the school community, including specialists, families and staff collaborate together as a team, nurturing the development of each child, creating rich opportunities for play-based and emergent learning both indoors and outdoors while preparing each student for Kindergarten readiness and success.

Mission:

The Early Learning Center will do this by partnering with our community, families and staff, teaching children pre-academic, social-emotional and problem-solving skills through individual, small and whole group instructional activities, encouraging creativity and hands-on play and discovery with opportunities for inclusion and belonging, in a safe, warm and caring environment.

The ELC stands in solidarity with historically underserved, disempowered groups, including children within our school community with diverse backgrounds and abilities, religions, cultures, genders and family structures. We commit to continuing the work to become equitable and anti-racist in our core values, beliefs, behaviors, actions, practices, systems and policies. We commit ourselves to dismantling racism by promoting equity and inclusion within our school in conversation and partnership with our families, staff and community members.

Inclusion

Marysville ELC 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.



ECEAP Class Schedule:

Monday - Thursday

AM Session: 9:15 -11:50 am

PM Session: 1:00 - 3:35 pm

MPHS - Full Day Session: 9:05 - 3:45

Community Preschool and Developmental Preschool Class Schedule

AM-A Session 9:15 - 11:50

Monday-Tuesday

AM-B Session 9:15 - 11:50

Wednesday-Thursday

AM-C Session: 9:15 - 11:50

Monday-Thursday

PM Session: 1:00 - 3:35

Monday-Thursday

No School on Fridays

Marysville ELC Main Office: (360)-965-3300

Attendance Line: 360-965-3301

Jennifer Cassarino—ELC Principal (360) 965-3300

Laura Jackson—Office Manager (360) 965-3302

Melinda Carrazana– Office Assistant (360) 965-3303

Carmen Phillips– Health Room (360) 965-3310

Marysville ECEAP Locations:

ELC Campus— 7622 44th Ave. NE

Marysville Pilchuck High School— 5611 108th ST NE

Marysville Developmental Preschool Program Locations:

ELC Campus — 7622 44th Ave. NE

and

Betty J. Taylor Campus:

7607 Totem Beach Rd, Tulalip, WA 98271

Community Peer Program Location:

ELC Campus — 7622 44th Ave. NE

Office Hours:

Monday—Friday

8:00 AM – 4:00 PM

ELC Program Descriptions

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.

Early Childhood Education and Assistance Program

ECEAP is a Free preschool program for eligible 3-4 year olds and their families. The program focuses on the well being of the whole child by offering nutrition, health, education and family support services.

Community Peer

Community Peer Inclusion classes provide a preschool opportunity for children ages 3-5 in our community who are not eligible for ECEAP or special education services. The primary purpose of this program is to provide specially-designed support for young children with exceptionalities, while providing an enriching program for all children.

Community Peer Preschool Guidelines

(These following guidelines are for community peers only, children with IEPs will follow their individualized plans)

Research supports the concept of having children with identified disabilities in learning opportunities with their community peers. In order to increase the variety of opportunities for this to happen, the Marysville School District has developed a program for preschool-age children to participate in early learning classrooms. Thank you for considering enrollment in the program!

The following guidelines will be followed as selection and program criteria for children without IEPs:

1. Parents must fully fill out an enrollment packet including providing all forms and documents. This packet will include an application, registration form, certificate of immunization status, photo consent, copy of child's birth certificate, and other information as deemed necessary by the school.
2. Program Details for our Community Peer Preschool:

Birthday Requirements: Must be 3 years old by August 31st. Children who turn 5 by August 31st have aged out of this program and will be denied enrollment.

Potty Training Requirements: Students must be potty trained (not in pull-ups).

Very limited Space: This program is a first come first served basis because of the very limited space and availability.

Session Types:

AM Session: Two days a week AM session A: (Monday, Tuesday) and AM session B: (Wednesday, Thursday). All class sessions run for 2.5 hours (9:15 – 11:50).

PM Session: PM session (Monday - Thursday). All class sessions run for 2.5 hours (1:00 – 3:35).

Program Dates: Students attend school September through June following a modified Marysville School District calendar. **There is no school on district scheduled ½ days and conference days.**

Cost of Program: There is an annual supply fee. \$100 for the PM session, \$50 for the AM session. This fee is non-refundable after the first day of attendance.

Attendance Commitment: Space is limited and consistent attendance is required. After 2 consecutive weeks of non attendance, a student will be unenrolled and placed on the waitlist.

Community Preschool Guidelines Cont'd

(These following guidelines are for community peers only, children with IEPs will follow their individualized plans)

Payment is to be made to the district front office before enrollment will be processed.

1. NSF Checks (Insufficient Funds) are considered failure to pay and a student will be un-enrolled.
2. Withdrawals must be submitted in writing and must be received two weeks prior to the date of change.
3. Applications must be returned to the Marysville ELC front office.
4. Once the enrollment paperwork, Community Peer Agreement form and payment is received, we will contact you with your child's start date.
5. Student drop off times are 9:15 for the AM session and 1:00 for the PM session. Pick-up times are no later than 11:50 for the AM session and 3:35 for the PM session. The family is responsible for timely transportation to and from preschool. This is an educational setting and students must be delivered and picked up on time. Chronic lateness will result in being un-enrolled from the program.
6. Families will be notified in August for the upcoming school year.
7. Students cannot be enrolled in 2 programs at one time (ECEAP and Peer).
8. Transportation is NOT provided by the Marysville School District for Community Peer students.
9. Children enrolled as community peers are not included on any special education child count reported to the state. If at any time their participation affects the enrollment of special education qualified children, the number of days they attend may be reduced or their participation may end.
10. The primary purpose of the early childhood program is to provide specially-designed support for young children with exceptionalities while providing an enriching program for all children. It is the responsibility of the school district to ensure a safe learning environment for all students, if at any time a child's behavior impedes this environment the district reserves the right to exit the student from the program.

Pick Up and Drop Off Policy

In order to provide the highest quality preschool experience for children, teachers require planning time before and after school.

ELC Campus

- ELC Parking: Visitor, parent and guardian parking is located at the North end of campus by the front office. (Please note: This parking lot is NOT available during pick up and drop off times.) Additional parking is located on the street.
- Drop Off: Student drop off is located on the South side of the school.
- Pick Up: Parent pick up is located on the South side of the school. All children must be picked up promptly at the end of their class session.

MPHS Campus

- MPHS pick up and drop off locations are on the East side of the school by the baseball field in the student parking lot.
- MPHS Parking: ECEAP visitor parking is located on the East side of the school near the baseball and sports fields.

Both ELC and MPHS Campuses

- Parents must connect with a staff member when dropping off and picking up their child.
- Parents must come to the check-in window at the ELC or the classroom door at MPHS, to sign their child out of school if picking up early or dropping off late. To ensure safety, all adults will be asked to show proper identification.
- Please contact us if you know you will be late picking up your child. Only an individual designated on your emergency card has the ability to pick up your child.

All visitors & volunteers must sign in at the ELC check-in window or MP classrooms.

Illness & Health Procedures

- Children should not be sent to school if they are not feeling well or have any of the following symptoms COVID-19 symptoms.
 - Call our attendance line to report your child's absence
360-965-3301.
- **A child must be kept home until they have been fever free and free of vomiting or diarrhea for 24 hours before returning to school.**
- You will be notified to pick up your child immediately if he/she becomes ill. If we are unable to reach you, we will attempt to contact your emergency contacts to pick up your child.
- If your child is well enough to return to school, your child is well enough to participate in all classroom activities including outdoor play.
- **A child who has pink eye or impetigo will be considered a sick child and must be removed from the classroom until the condition has been treated.** These conditions are highly contagious and spread quickly.

There are separate COVID-19 related procedures on the following page. We follow the Marysville School District Guidelines. Please keep children home when they are sick or are showing any COVID related symptoms.

COVID-19 Procedures




- If your child is experiencing one or more of the below symptoms, keep them home from school, report their absence to our attendance line and complete the MSD Health Reporting Form.
- If you have any COVID-19 related questions or concerns, feel free to call our COVID line at 360-965-0280 or email them at covid@msd25.org A COVID Health Services Response Team member will contact you.



Parents are the most knowledgeable judge of their own child's health.

Please use this visual checklist each day.

If your child is experiencing any of these symptoms, please keep your child home.

Check temperature!  If your child has a temperature of 100.4 or higher, please do not send them to school.	Uncontrolled cough 	Shortness of breath or difficulty breathing 
Fatigue 	Muscle or body aches 	Severe headache, especially with fever 
New loss of taste or smell 	Sore throat 	Congestion or runny nose 
Nausea or vomiting 	Diarrhea 	If they had close contact (within 6 ft for at least 15 minutes) with a person with confirmed COVID-19. 



For more helpful information, please visit the CDC's website at www.cdc.gov

Volunteer & Visitor Policy

Volunteer Policy: At the Marysville 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 Marysville School District. (Please note: When submitting a volunteer packet for the MSD, you also need to submit a copy of your drivers 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 Marysville School District) 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.msd25.org). If there is a late start due to snow, morning sessions are usually canceled, but afternoon classes may still be held. Be sure to listen for any changes, as they should report for ELC as well. *Robocalls and text 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 coat, 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 Coach.

ECEAP Program Specific Information

Family Support Coaches

Every family enrolled in the ELC will have access to a Family Support Coach (FSC). Your FSC is available to help you set goals, access necessary resources, assist in problem solving or just listen and support 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 3 scheduled home 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.

Moiya Rossnagle— (360) 965-3327 - ECEAP

Chelsea Holiman - (360) 965-3326 - ECEAP

Chelanne Soriano — (360) 965-3328 - ECEAP

Julie Teigen —(360) 965-3329 - ECEAP

Heide Scrimgeour — (360) 965-3330 - ECEAP& DDPre-K

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.

Family Service Coaches will provide 3 different visits:

*1st Visit - Fall *2nd Visit – Winter *3rd Visit – Spring

ECEAP Teachers will also provide 3 family visits during the year.

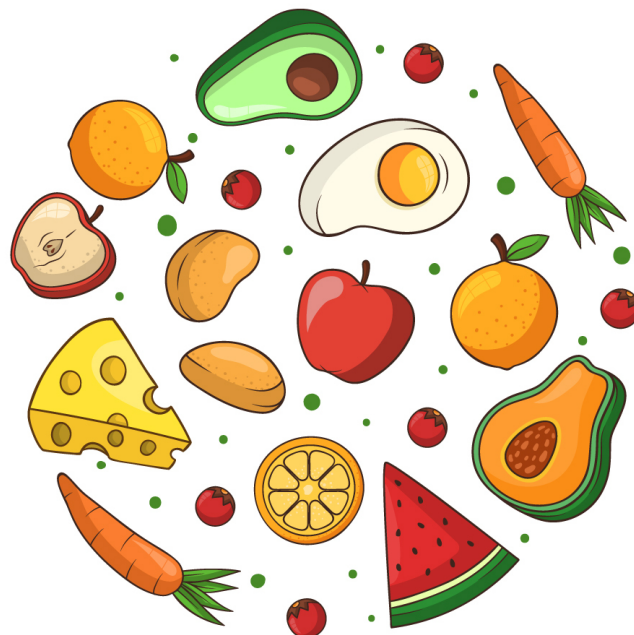
*1st Visit – Fall *2nd Visit – Winter *3rd Visit -- Spring

ECEAP Program Goals

1. Partner with parents in meeting the needs of our students and families by increasing parent voice and participation.
2. Increase collaboration with community agencies to provide needed services for students and families.
3. Continue the blended model of service delivery for developmental preschoolers within the ECEAP program structure.
4. Increase home language communication.
5. Increase parent participation at ELC Cafe' and County PAC.
6. Support families on the "Bridge to Family and Self Reliance" by identifying SMART goals that are relevant and meaningful.
7. Implement a monthly parent education activity.
8. Involve parent in school activities by introducing cultures represented in the classrooms.
9. Increase staff training in areas of universal design for learning, trauma informed practice and scaffolding for dual language learners.

ECEAP Food and Nutrition

- All ELC afternoon sessions have an option for free lunch *If you qualify for free lunch*. Meals are served in each child's classroom. Please ask the Main Office for a Free Lunch form to see if you qualify.
- All ECEAP students receive family style meals daily in their classroom.* *To-go style lunches during Covid*.
- 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 Marysville School District policy. **Please coordinate with your student's teacher prior to bringing in snacks or treats.**
- Students attending All Day sessions have breakfast, snack and lunch provided.



ECEAP Curriculum

The Teaching Strategies curriculum identifies four areas of development:

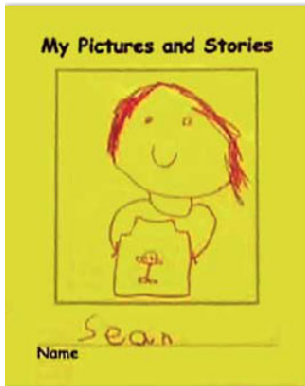
Social/Emotional-to help children develop independence, self-confidence, and self-control; follow rules and routines; make friends; and learn what it means to be a part of a group.

Physical-to increase children's large muscle skills;balancing, running, jumping, throwing and catching--and to use the small muscles in their hands.

Cognitive-to acquire thinking skills such as the abilities to solve problems, to ask questions, and to think logically--sorting, classifying, comparing, counting, and making patterns.

Language-to use words to communicate with others, listen to and participate in conversations with others, understand the purpose of print, recognize letters and words,

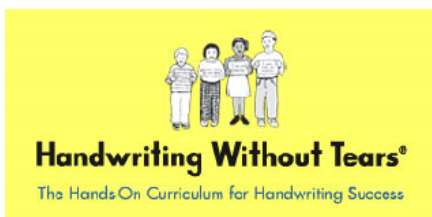
The Foundations in Literacy developed by Dave Matteson is designed to help pre-kindergarten students develop a range of literacy skills. The goal is that all children will feel like readers and writers right from the start of their educational experience.The My Pictures and Stories Journal is used to develop students' fine motor control, oral language, letter-sound knowledge, and vocabulary in an enjoyable and meaningful way.



The *Second Step* early learning program teaches children ages 3 to 5 core social-emotional and self-regulation skills. Skills for Learning, Empathy, Emotion Management, Problem Solving and Friendship Skills, and Transitioning to Kindergarten.



ECHOS is a comprehensive hands-on, interactive early childhood science curriculum that is research based. It is designed for small groups of preschool children and is aligned with early childhood standards. It is scripted to facilitate guided inquiry and a foundation for critical thinking.



Handwriting Without Tears is a proven success in making legible and fluent handwriting an easy and automatic skill for students. Our curriculum uses hands-on, educationally sound instructional methods to teach handwriting.



As a comprehensive personal safety program, Talking About Touching teaches children simple safety rules that guide them toward safe decision making in a variety of situations.

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 coach 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 and Community Preschool Attendance Policy

- **If your child will be absent for any reason, please call our attendance line to report their absence. (360) 965-3301**
- Attendance is closely monitored due to ECEAP standards which state, *"If the average daily attendance falls below 85% for any month, Marysville ECEAP is required to analyze patterns of absenteeism and develop a plan to improve attendance."*
- **Community Preschool** spaces are limited; student attendance is also closely monitored 2 weeks non-attendance and your child will be placed on the wait list.
- **A notification letter will be sent home.**
- *If a child has three or more consecutive absences and staff have not been made aware of the reasons, 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 Principal 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 wait list.**

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 dropped from our program.

Half Days

If there is a half-day, early release, or two-hour late start for the grade school children, there will be no 1/2 day sessions for those days.

ECEAP Program Social Emotional and Behavior Supports

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 student if a student is unable to be safe.
- A phone or home or office conference will take place between the Principal 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.

Parent Concerns

And/or Complaints

Marysville ELC strives to address all parent concerns in a timely manner. We strive for best practice in resolving concerns. We promote communication with your child's Teacher and/or Family Support Coach. If concerns are not resolved, we have the following procedure in place that is in accordance with ECEAP Performance Standards, A-209. Concerns or complaints by parents can be made to the Early Learning Principal. Once a complaint is made, the response by the administrator will take place within 24 hours during scheduled work days. An investigation may then take place, which can take up to five (5) school days. Results of the investigation will be shared with the complainant within or at the end of the five day investigation period. If the Complaint is not resolved, the complainant can contact:

Snohomish County ECEAP
3000 Rockefeller Ave., M/S 305, Everett, WA
or contact by telephone: 425-388-7252,
Beth Mizell, ECEAP Director.

Child Safety

In accordance with ECEAP Performance Standards, Section D-202:

- Staff ID's are required at all times.
- Visitors & Volunteers must have checked in at office and wear a visitor/volunteer badge while on campus.
- Classroom exterior doors will be locked at all times.
- Drills/Lockdowns: held monthly (alternating fire drill and lock down drill).
- All ECEAP staff will have training on identifying and reporting child abuse and neglect. According to WAC 388-76-10673 RCW 74.34, all staff are mandated reporters. If a report is made to CPS, we will complete MSD's Safe Schools reporting form.
- For more information regarding Marysville School District's Safe School's policies, please visit: [www. Msd25.org/](http://www.Msd25.org/) Student Safety and Security.



Get Involved!

The ELC is a parent driven campus. There are many opportunities for you to be involved.

- **The ELC Cafe'** and parent leadership group is open to all parents. Refreshments are provided. This is once a month.
- **Family Fun Nights** take place every month. Bring the entire family and enjoy an evening of fun. *Subject to change during the pandemic.
- **Classroom Volunteering** is a great way to get involved in your child's education. You can do classroom prep work, play games, read a book to the class or teach them a new song. The possibilities are endless!
- **ECEAP Policy Council** takes place monthly in Everett. This is an opportunity to represent Marysville ECEAP at the county level.
- **Olympia Advocacy Trip** is an opportunity to visit the state capital and advocate for the continued funding of our program. Parents are able to share their personal experiences with legislatures; letting them know how our program has impacted their student and family.

Stay posted for our next upcoming event!



Transportation for Developmental Preschool Only

To ensure the safety of all children, Marysville 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. **Parents 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 Principal and the parent to create a plan.



All questions and concerns should be directed to the ELC office (360)965-3300

Contact Us:

7622 44th AVE NE Marysville, WA 98270

Main Office: (360) 965-3300

Attendance Line: (360) 965-3301

FAX: (360) 965-3304



Email: ELC_Office@msd25.org

Visit us at:

Website:

www.msd25.org/early-learningcenter

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@MSDEarlyLearningCenter

