encompass

Children. Families. Community.

EARLY LEARNING HANDBOOK

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Encompass Vision

Our vision is a community where ALL children thrive.

Encompass Purpose

To improve the well-being of children by partnering with families and the community.

Encompass Values

Excellence

We commit to exceed expectations in all that we do.

The Encompass Early Learning program uses only high-quality, research- proven curriculum models. The staff is held to the highest standards of education and ability. Our staff are dedicated to providing the tools to educate and nurture young children.

Integrity

We are transparent and accountable to each other for our commitments.

The Encompass Early Learning program strives to collaborate with families on all aspects of their children's education. Our open-door policy provides parents the freedom to participate in their children's classroom. Parents are always welcome in the classroom.

Welcoming Spirit

We engage all people and perspectives with openness and warmth.

The Encompass Early Learning program welcomes families and caregivers at all times. Teaching, support, and administrative staff are responsive and welcoming. We encourage collaboration between families and teaching staff in order to provide the highest possible level of quality education.

Respect

We recognize and value the traditions, qualities, and achievements of others and ourselves.

The Encompass Early Learning program celebrates individuality in all its aspects.

Connection

We are authentic and respectful in our relationships with each other.
The Encompass Early Learning program will work to engage and provide opportunities for our families to connect and strive to build a community.

Equity

We recognize every person has different circumstances and are committed to access and opportunity for all.
The Encompass Early Learning program staff strive to build a more equitable educational environment that empowers students by making sure all children have what they need to succeed in the classroom and beyond.

Encompass Early Learning Philosophy

At Encompass, we believe that children learn through play. They are naturally curious explorers. Through play, children learn all of the skills that they will need to be ready for kindergarten. Our curriculum focuses not only on academic skills, but also on what we feel is paramount: social/emotional health.

All lesson planning and individual learning plans center on social/emotional growth while incorporating skills in gross motor, fine motor, problem solving, logical thinking, symbolic thinking, listening, speaking, reading, and writing.

We believe children will embrace learning when it is made relevant to their world. At Encompass, we cultivate a love for learning and the skills to succeed in a larger classroom or social environment.

Preschool & ECEAP

Encompass provides early learning preschool programs for children from ages 3 to 5 years old. Students are prepared for lifelong academic and socio-emotional success by combining professional learning staff with a team of leading-edge experts in child development and therapy. Our accredited program by the National Association for the Education of Young Children (NAEYC) promotes discovery, creativity, and social problem-solving as well as emotional, cognitive, and physical development.

Early Childhood Education Assistance Program (ECEAP) is a comprehensive preschool program that provides free services and support to eligible children and their families. The goal of the program is to ensure all Washington children enter kindergarten ready to succeed.

Positive Inclusive Classroom

Encompass believes in working with children and families to navigate through all situations. We strive to provide learning environments where everyone feels valued, respected, and a part of the classroom community. In offering this, we provide the supports children need to succeed and learn.

Guidance in the Classroom

To support independence, self-esteem, and social competence, our programs follow a positive philosophy of guidance. Early learning staff cultivate a positive, nurturing environment that supports development of problem-solving and social skills.

This process of guidance is practiced in our classrooms and is presented to families through our Family Enrichment programs. Significant challenges are discussed with families, and an individualized program is designed for the child. No physical punishment is used under any circumstances.

The Encompass Philosophy Of Family Support

Encompass is a family-centered organization. We are a gathering place where people create a sense of community, build strengths, access resources, and work together to address issues affecting our lives.

The principles and philosophy of family services guide us as we work hard to be a resource to all families. Many programs are free. Some require fees. Depending on the program, families can apply for full or partial scholarships.

Our family services philosophy is to build a family partnership that is family-driven, individualized, strengths-based, and staff-supported. Family partnerships are trusting, respectful, and begin at the first point of contact. We work to build trusting relationships by honoring family culture, contributing to positive racially equitable and inclusive practices, being consistent, using effective communication, and by holding confidentiality in high regard.

Our interactions with families must reflect a commitment to the caregiver's role as their child's first and most important teacher. They will also reflect confidence in the strengths that parents bring to their own growth and development.

Principles of Family Support

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhances families' capacity to support the growth and development of all family members - adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities.
4. Programs affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.
7. Practitioners work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to emerging family and community issues.
9. Principles of family services are modeled in all program activities, including planning, governance, and administration.

Policies And Guidelines

These are arranged alphabetically below and on the following pages.

Active Supervision Policy

All staff must make sure that children are always under adult supervision, that required staff ratios are maintained, and that no child is ever left alone, unattended, or unsupervised while under their care.

Air Quality

Air quality guidelines protect children and staff from exposure to high levels of air pollution by subscribing to an air quality alert system: www.pscleanair.org. The Early Learning director will receive up-to-date air quality alerts which will guide the program in limiting outdoor and physical activity that could be harmful.

Animals in the Classroom

Students are not allowed to bring animals of any kind into the classrooms. Classroom pets must have a care plan and be maintained by Encompass staff or volunteers.

Assessments and Screenings

The Ages and Stages Questionnaire (ASQ)

The ASQ is an Early Learning developmental screening tool that is completed by a child's caregiver. The purpose of this screening tool is to quickly identify a child's developmental status and any areas of development in which a child may require specific support. This screening can also help teachers and families recognize a need for further evaluation. The ASQ is completed within the first 45 days of a child beginning school and is given in the family's home language by support of translation services. If screening results indicate they are below expected developmental level for their age, child will be rescreened within the recommended timeframe to gather additional information and monitor progress.

Teaching Strategies Gold Assesment

Teaching Strategies Gold (Smart Tech) is a tool we use to learn about and support each child's growth and development. Every child who attends the program for at least 90 days will be assessed. Teachers observe children during everyday activities, collect examples of their learning, and use this information to track progress in areas such as social-emotional skills, language, literacy, math, physical development, and problem-solving. Teachers use the Teaching Strategies Gold objectives and checkpoint periods to document what children know and can do over time. This information helps teachers plan lessons and learning experiences that meet each child's individual needs, interests, and developmental goals.

After each checkpoint period (fall, winter, and spring), teachers meet with families to discuss their child's progress. Families receive written results in their home language to help them understand their child's development. During these meetings, teachers review the child's individual learning plan, gather family input, and work together with families to create a plan that supports the child's continued growth.

If a child's development is below the expected level for their age, teachers and families work together to discuss ways to provide additional support. Together, they determine next steps, which may include making classroom adjustments, providing additional resources, referring for an evaluation through Snoqualmie Valley School District or Riverview School District, or connecting with therapeutic services to support the child's success.

Child Abuse and Neglect

Mandatory Reporting

Any Encompass staff member who has reasonable cause to believe that a child has suffered child abuse or neglect is required by state law to report the suspected abuse/neglect to state Child Protective Services or the proper law- enforcement agency within 24 hours. When reporting becomes necessary, Encompass provides the family with appropriate advocacy and support services.

Communication

At Encompass, we believe strong communication is an important part of building positive partnerships with families. We work to keep families informed about school events, classroom activities, and their child's growth and development. We encourage caregivers to communicate openly with teachers, FSS, Program supervisor, and/or Early Learning Director whenever there are questions, concerns, or feedback. By working together and addressing concerns early, we can better support children, families, and our school community.

Communication about Sensitive Issues

In a small community, changes to programs or staff may sometimes lead to questions or conversations. We ask families to seek information directly from the Program or Early Learning Director rather than relying on rumors or information that may not be complete. Open communication helps us support our children, families, and staff.

Our top priority is the safety and well-being of children. We also respect the privacy and dignity of everyone in our school community. For this reason, we only share sensitive information with those who need to know.

When important changes happen within the program or staff, we will communicate with families through official updates, such as written notices, handouts, or other program communications.

Conferences

Parent-teacher conferences are an important part of building strong partnerships between families and teachers. Conferences are held four times a year and provide an opportunity to celebrate each child's strengths, discuss their growth and development, review assessment information, and share family insights about their child. Teachers and families work together to create individualized goals and plans that support each child's learning, development, and success at school and at home. Families are valued as their child's first teacher and an important partner in the learning process.

Before the beginning of the school year, teachers complete a home visit or enrollment visit with each family to become acquainted with the child and family, learn about their strengths and needs, and support a successful transition to school. During the spring conference, teachers discuss kindergarten transition plans with families and share information about the next steps in their child's educational journey. Teachers and Family Support staff are available to assist families with kindergarten registration, provide resources, and share information about kindergarten orientation events and opportunities.

Translation Services

We value communication with all families. Translation and interpretation services are available to support families who speak a language other than English. Families can request language support for meetings, conferences, enrollment visits, or conversations with staff. We provide information in familiies' preferred language whenever possible to help ensure all families can participate and stay connected to their child's learning and development.

E-mail

All teachers, staff and classrooms have Encompass email addresses. Teachers and staff members check their email daily and generally respond within 24 hours.

Topics of a sensitive nature should not be discussed electronically, nor should student, caregiver, or staff names be mentioned in a sensitive context. If a teacher or family needs to discuss a concern, they should arrange a telephone or in- person conference. Encompass families are asked to contact faculty and staff using their school email addresses.

Below is the list of the classroom emails to contact teachers for your child:

- **Elk:** Classroom1.room@encompassnw.org
- **Banana Slugs:** Classroom2.room@encompassnw.org
- **Owls:** Classroom3.room@encompassnw.org
- **Black Bears:** Classroom4.room@encompassnw.org
- **Orcas (Carnation):** ClassroomC@emcompassnw.org

Website

The Encompass web address is **www.encompassnw.org**

Conflict of Interest

Policy Council, Puget Sount Educational Service District Board of Directors, and Early Learning staff are expected to minimize conflicts of interest; disclose ethical, legal, financial, and other conflicts; and remove themselves from decision-making if they would be called on to act on a conflict involving themselves, their family members, or entities with which they or their family members are closely associated. Early Learning staff will not make contacts at the workplace for the purpose of promoting personal gain or contacts that would cause a conflict of interest with their regular assignment.

Confidentiality

All child and family records are confidential and will not be disclosed without written caregiver consent, with the exception of state Child Protective Services reporting, subpoenas by a court of competent jurisdiction, and any case for which state or federal disclosure law requires an exception. If records have been subpoenaed, families will be notified unless otherwise directed by the court.

Confidentiality (continued)

Caregiver consent applies to parents and/or guardians. Families have a right to review their children's files. Screening and assessment information is used by Encompass staff to develop individual learning plans and to report to funding sources. Children's names and other personal information is not shared with funding sources.

Encompass will not share citizenship or immigration status.

Encompass staff, Puget Sound Educational Service District (PSESD) staff and consultants, Department of Children, Youth, and Families (DCYF) staff, and Federal, State, or United States Department of Agriculture (USDA) reviewers may have access to information and records for a child or family that they need for the performance of their duties. Emergency contact information can be given to school administrative staff (e.g., office managers/assistants, nurses).

Substitutes, regular volunteers, paid interpreters, and participants in internships and training programs will be informed of and abide by this policy and procedures.

Consistent Care Policy

When possible, the same teachers will be assigned to work with the same group of children for much of the day with a goal of building long-term, trusting relationships. The staff to child ratio is 1:10 and there is often an additional teacher in the classroom to lower the staff to child ratio.

Criminal Record Check Policy

All Encompass staff must complete a criminal record check in accordance with the PSESD Hiring and Personnel Management Guide prior to being allowed unsupervised access to children. Volunteers who participate on a weekly or more frequent basis must complete a criminal record check in accordance with the Hiring and Personnel Management Guide prior to working with children or families. Volunteers are never allowed to have unsupervised access to children.

Encompass staff must always be with children – on the playground, in bathrooms, on field trips and in the classroom. Only Encompass staff can let visitors into the classroom or playground. If you are a volunteer, you cannot be left alone with a group of children or a child other than your own.

Curriculum

Encompass uses play-based hands-on and project-based instruction to help aid in building confidence, creativity, social emotional support, and critical thinking skills in children. The topics chosen are intriguing and relevant to young children, making it easy for natural curiosity, inquiry, and discovery to occur.

Encompass provides individualized instruction by understanding how children's abilities progress and supporting them as they develop skills. Using Smart Teach and the Creative Curriculum, teachers are able to easily follow a child's progression of learning, and develop learning experiences based on each child's abilities, strengths, and needs. Encompass also integrates the Snoqualmie Tribe Curriculum in the classroom to support development from a culturally centered place.

Encompass utilizes the Creative Curriculum and Smart Teach to help support the development of children in the following key areas:

Social Emotional Development	Physical Development
Language Development	Cognitive Development
Literacy	Mathematics
Science and Technology	Social Studies
The Arts	English Acquisition

We believe that all children, including those with special needs, can thrive in an appropriate classroom.

We believe that assessment and curriculum must be linked together.

Equity, Inclusion and Classroom Celebrations

Encompass honors, respects and values diversity and ensures inclusivity in terms of race, color, culture, language, national origin, religion, creed, class, age, mental/sensory/physical abilities, gender including LGBTQ+ and sexual orientation, family composition including marital status, LGBTQ+ parents, gender, and family structure/identity (e.g., polyamorous families). We support the cultural enrichment of all enrolled families.

Our classrooms will provide an environment that recognizes and incorporates the diversity, race, and culture of its families and the community in which they live so all enrolled children and families can participate. To be respectful of everyone's beliefs and financial/socio-economic status, we save religious and commercial holidays, as well as organized birthday celebrations, for families to celebrate on their own. Teachers help students celebrate seasonal concepts rather than commercial or religious holidays.

Children and adults always will be positively acknowledged for spontaneous comments related to their families' holiday observances and celebrations, including birthdays.

Please do not send gift items, invitations, or other holiday items to school with your child.

Emergency Plan

In the event of an emergency such as an earthquake, rest assured that Encompass staff are trained and prepared.

Early Learning staff are certified in CPR and first aid, and will be with your children at all times until you are able to pick them up. We all have plans in place for our own families, and your children will be our first priority.

Encompass will contact families via text alerts or email to inform them of any emergency.

We also ask that you include on your registration form at least three people who can pick up your child. We will release children only to people who are over 18 years old and on the emergency form. That person will need to provide identification at time of pick up. If needed to add a person to the pick up list, please notify in an email or signed form from front desk with the child's name, classroom, person's full name, relation, and phone number.

ERSEA (Eligibility, Recruitment, Selection, and Enrollment)

The ERSEA Policy describes all aspects of outreach, identification, selection, and enrollment of children into the PSESD Early Learning programs.

ERSEA stands for Eligibility, Recruitment, Selection, Enrollment and Attendance The goal is to serve children with the greatest need to be ready for school and provide the earliest intervention to close the opportunity gap.

Eligibility

All children must meet the age and income or categorical requirements to be eligible and to be considered for enrollment into the Early Learning programs.

Recruitment

Recruitment efforts include identifying, informing, and encouraging eligible families to apply to the programs within an identified designated service area. Recruitment activities are ongoing throughout the year, with a priority to recruit homeless, foster care, CPS and Family Assessment Response involved families, and children with disabilities.

Selection

A formal, priority system is used to ensure children in greatest need will be enrolled in the programs and to ensure 10% of enrollment is for children with disabilities. Families whose children were not enrolled and remain on the waitlist at the end of the school year will be offered the opportunity to complete a new application and have their income verified for the upcoming year.

Enrollment

Full enrollment must be achieved by October 30 for ECEAP. Full enrollment must be maintained throughout the year and all vacancies must be filled within 30 calendar days that an opening occurs.

Attendance

To ensure enrolled children receive maximum benefits for school readiness, daily attendance is tracked, documented, and followed up by staff. A plan must be developed when average daily attendance drops below 85%.

Facilities

Classrooms must have a minimum of 35 square feet per child of indoor space, not including bathroom, hall, kitchen, and storage space. Outdoor play areas must have 75 square feet of space per child.

Encompass will monitor the health and safety of its indoor and outdoor facilities and maintain records of these inspections. Facilities must be:

- Safe, clean, and in good repair.
- Free from obstacles that impede safe movement. Free from harmful animals, insect pests, and poisonous plants.
- Free of drugs, alcohol, violence, and guns.
- Free from exposed, lead-based paint.

Encompass will ensure:

- Safe storage of all flammable, toxic, and hazardous materials.
- Regular inspection of smoke detectors, fire alarms, and fire extinguishers.
- Emergency lighting in each classroom.
- All areas are accessible to adults.
- Outdoor play areas are fenced and/or carefully supervised.

All Early Learning Staff are trained in emergency procedures, universal precautions for prevention of transmission of blood borne pathogens, first aid, and CPR. Staff trainings and certifications are kept current and up-to-date.

Encompass will maintain and monitor playground safety, including:

- Protective surfacing.
- Fall zones around play equipment.
- Swinging space.
- Guardrails on elevated surfaces.
- Prevention of potential entrapment hazards.
- Prevention of exposed moving parts that could pinch or crush.

Encompass will immediately repair or remove any:

- Hardware that is loose, worn, or hazardous.
- Exposed equipment footings.
- Scattered debris or other tripping hazards.
- Rust and chipped paint on metal components.
- Splinters, large cracks, and decayed wood components.
- Deterioration and corrosion on structural components.

All external doors are kept locked during classroom hours, excluding the front door.

Visitors must check in at the front desk and receive a visitor badge.

Classroom doors always remain locked and are opened only by Encompass staff.

Field Trips

Field trips are planned by teachers to enrich and enhance classroom learning by integrating the practical with the theoretical. Almost all field trips involve curricular, cultural, and personal enrichment.

Caregivers are required to sign release forms before a child can attend any field trip.

Students' emergency information packets are to be in the possession of the classroom teacher during the time the students are in transit.

A staff member on all field trips must carry a first-aid kit and a cell phone. If an emergency or delay in return time occurs, the Encompass office must be notified as soon as possible.

Any class traveling off-campus requires a minimum of one adult to every six children.

1. In the event of an emergency situation involving one or more students, one adult must remain with the other students. In no event is any student ever left unsupervised during a field trip.
2. Faculty and staff are responsible for the well-being and guidance of students on field trips. A teacher's authority must define expectations, even with caregivers present.
3. Any significant difficulty with student, staff, or volunteer cooperation is to be reported to the Early Learning Director as soon as possible.
4. Field trips always must have staff present.
5. When leaving school or returning to school, the supervising teacher should ensure that all students are accounted for and organized before leaving themself.
6. Adequate notice for field trips must be given to caregivers.

Children may be transported using school district transportation. Encompass staff may not arrange carpools for field trips involving parent transportation. Caregivers must transport their own children unless outside arrangements have been made. Encompass holds no liability for transportation arranged by caregivers.

Food

Food Sanitation

Staff will:

1. Comply with WAC 246-215 and WAC 246-217.
2. Have a valid food-worker card. All Early Learning Staff must participate in ongoing training and oversight to all staff involved in food handling, meal and snack times, and food activities.
3. Wash hands before putting on food-service gloves, before food preparation, after handling raw meat, after restroom use, and after touching any unclean item.
4. Prepare food in an area separate from toilet and child hand-washing facilities.
5. Clean and sanitize surfaces used for food preparation and eating before and after each snack or meal.
6. Use food-service gloves or utensils to avoid bare hand contact with food.
7. Not work in or around food-preparation or service areas when ill.

Meals and Snacks

Encompass will provide a variety of nutrient-dense foods which are rich in whole- grains, fruits, and vegetables, and low in salt, fat, and sugars. Encompass will limit the amount of highly-processed foods served to children.

Encompass must:

1. Participate in the USDA Child and Adult Care Food Program or National School Breakfast and Lunch Program.
2. Include family input in menu planning.
3. Use and post menus approved by a registered or certified dietitian.
4. Incorporate cultural dietary preferences in menus.
5. Plan for individual allergy and dietary restrictions.

Due to a dramatic increase in food allergies, we cannot allow food to be brought into the classroom from your home or purchased from a store.

Grievances

If you have a concern about service that you or a family member has received within an Encompass program, the following steps are in place for you to make your grievance known:

1. Discuss and resolve the issue with the Encompass staff providing the service.
2. If satisfaction is not achieved, discuss and resolve the issue with the Early Learning Director.
3. If you are still concerned, contact the Director of Programs.
4. The Executive Director if needed.
5. In rarest cases, as a final step in the appeal, a letter may be addressed to the Executive Committee of the Encompass Board of Directors.

People in the community may make a complaint if they become aware of an issue, action, or decision that concerns them or they do not agree with. A written concern is sent to the Early Learning Director who must then respond. If the response is unsatisfactory, higher-level administrators will become involved,
as described above.

Guidance and Discipline

To support self-discipline, self-esteem, and social competence, our programs follow a positive philosophy of discipline. Staff teach children in a positive, nurturing environment that supports social and problem-solving skills.

All Early Learning staff and volunteers must use positive methods of child guidance. They will not engage in corporal punishment, emotional, verbal, or physical abuse, or humiliation. They will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs. They will not use physical activity or outdoor time as a punishment or reward.

Restricting or immobilizing children in a manner that reduces their ability to freely move their torso, arms, legs, or head may only be used to prevent severe injury to the child, other children, or adults, to prevent serious property damage, or to obtain possession of a dangerous object. All staff and volunteers will be trained in effective ways to work with children.

The law states that any staff or volunteer who hurts a child must be reported to CPS or the police. This includes causing physical pain (hitting, pinching, spanking, kicking, pulling hair or arms), emotional pain (yelling, calling bad names, scaring children) or sexual acts (touching a child's private body parts, showing your private body parts, etc.).

If a volunteer does something that may be harmful, a staff person may talk with the volunteer and may decide to ask the volunteer to stop volunteering. If a staff person does something that may be harmful, the Early Learning Director or site supervisor will talk with the staff person about their words and actions. The staff person may be told not to come to work while the Early Learning Director tries to find out what happened. The Early Learning Director will decide the outcome.

Guidance and Discipline (continued)

Exclusion Policy

Children may not be suspended or expelled for behavioral reasons. After extensive consultation with the family, Encompass behavioral health team, occupational therapists and speech/language therapists and PSESD support team, children may have an alternative attendance plan in place to best support their needs.

Guidance in the Classroom

To support independence, self-esteem, and social competence, our programs follow a positive philosophy of guidance. Early learning staff cultivate a positive, nurturing environment that supports development of problem-solving and social skills.

This process of guidance is practiced in our classrooms and is presented to families through our Family Enrichment programs. Significant challenges are discussed with families, and an individualized program is designed for the child. No physical punishment is used under any circumstances.

Health

The overall goal of Encompass Early Learning is to promote the healthy development of children and families. Staff and families work together to address each child's medical, nutritional, mental health, and dental needs. We also help ensure that children have access to an ongoing source of health care, and they are on a schedule of preventative care.

Encompass classrooms have a first aid kit that is:

1. Tailored for the ages and number of children.
2. Labeled and readily available to staff and volunteers.

Staff must ensure that a first aid kit is readily accessible when children are outside and on field trips.

Immunizations

Per Washington State Law, Encompass must ensure that all children's immunization records are up to date before attending classes. A Medically Verified immunization record must be in the child's file before their first day in the program.

If not up to date, your child may be excluded.

If you choose not to have your child immunized due to personal, medical, or religious reasons, a signed Certificate of Exemption by your child's health care provider must be on file.

The Measles, Mumps and Rubella (MMR) vaccine may not be exempted for personal or philosophical reasons, as required by Washington State law. If there is a case of a vaccine-preventable disease at the program, families of children with exempt or incomplete immunizations will be notified as soon as possible. Staff will provide information about the exposure, share available resources, and discuss any temporary attendance requirements or alternative attendance plans that may be necessary to help protect the health and safety of all children.

For more information on immunizations, see Child Care Immunization Requirements (https://doh.wa.gov/sites/default/files/2023-01/348-425-ChildcareImmReqforParents2023-2024.pdf).

For more information on the flu vaccine, visit the Department of Health website (https://doh.wa.gov/you-and-your-family/immunization/diseases-and-vaccines/flu).

Infectious Disease Prevention

Staff will:

1. Follow universal precautions for prevention of transmission of blood-borne pathogens.
2. Ensure that staff, volunteers and children wash their hands with soap and warm water upon arrival at the classroom, after returning from outdoor play, before eating, after using the toilet, after touching body fluids, and after touching animals.
3. Have sufficient, clean, child-accessible toilets and hand-washing facilities.
4. Report communicable diseases according to local requirements.

Medications

Encompass staff will:

1. Store all child and staff medications so that they are inaccessible to children. Medications must be in a labeled and locked container, except for emergency medications that must be available for immediate administration.
2. Designate trained staff to administer medications.
3. Maintain records of all medication dispensed.
4. Obtain written parent authorization to administer medication.
5. Administer medications only as allowed by the label instructions or written health care provider instructions.

Excluding Ill Children

Each child will be observed daily for signs of illness. Children who are contagious must stay at home. Please call if your child will not attend due to illness. If you are unsure if your child should come or not, please call.

If a child should become ill during the day, you will be notified immediately and will be expected to pick up the child as soon as possible. In such event, we will reasonably prevent contact between the ill child and other children until you arrive.

Excluding Ill Children (continued)

Children and staff who are exhibiting the following symptoms will be excluded from the program:

Diarrhea: where stool frequency exceeds two stools above normal per twenty-four hours for that child or whose stool contains more than a drop of blood or mucus.

Vomiting: Vomiting on two or more occasions within the past 24 hours.

Rash: Body rash not associated with diapering, heat or allergic reactions.

Appearance/Behavior: A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

Open sores or wounds: discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling.

Fever: A fever of 100.4 degrees Fahrenheit, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea).

Lice, ringworm, or scabies: Individuals with head lice, ringworm, or scabies must be excluded from beginning from the end of the day the head lice or scabies was discovered. Children with lice, ringworm or scabies may return after the child is treated.

An Illness or condition that prevents your child from participating in normal activities such as outdoor play.

Children with the above signs and symptoms will be separated from the group and cared for in the office. Parent/guardian or emergency contact will be notified to pick up the child. Staff members will follow the same exclusion criteria as children.

Following an illness or injury, children will be readmitted to school when they no longer have the above symptoms and no longer have significant discomfort. A note from the child's health care provider may be required to return.

Over The Counter Non-Medical Items

Diaper creams, lip balm, hand sanitizer, lotions/ointments and sunscreen can be used with written caregiver permission.

Special Circumstances

From time to time, the school may follow recommendations from Public Health- Seattle and King County or U.S. Centers for Disease Control and Prevention, which override above school policies.

Communicable Disease Reporting

Families will be notified when their children have been exposed to a communicable disease.

By state law, we are required to report communicable diseases to the local health department (WAC 246-101).

Individual Care Plan, Special Needs Accommodation

Early Learning staff, health care providers, and families will collaborate to have a written individual care plan for each child with special needs including allergies.

The individual care plan must be signed by caregivers and must contain the following: the child's diagnosis, if known; contact information for the primary health care provider or other relevant specialist; list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication; directions on how to administer medication; allergies; food allergy and dietary needs, activity, behavioral, or environmental modifications for the child; known symptoms and triggers; emergency response plans and what procedures to perform; and suggested special skills training, and education for early learning program staff.

Accompanying the individual care plan, we must have supporting documentation of the child's special needs provided by the child's licensed or certified physician or physician's assistant; mental health professional; education professional; social worker with a specialization in the individual child's needs; or a registered nurse or advanced registered nurse practitioner.

If the child has one of the following it must accompany the child's care plan: Individual education plan (IEP); Individual health plan (IHP); 504 Plan; or Individualized family service plan (IFSP).

Inclement Weather

In the case of snow days or other weather-related events, Encompass preschool and toddler classes will follow the **Snoqualmie Valley** (for North Bend) or **Riverview** (for Carnation) School District schedule.

If buses run one hour late, all classes will be one hour late. If buses run two hours late, all classes will be two hours late. If the District cancels school, our classes will be canceled. Families will be notified of school schedule changes or cancellations via text message and email.

There will be snowy days on which we can hold school. Please dress your child for the weather — hats, boots, mittens, coat — so that they can go outside!

Evening programs may be canceled due to inclement weather. Call the office the day of the event to check on cancellations. **We will reschedule up to one week of missed classes.**

Nepotism Policy

PSESD and Early Learning program staff or their immediate family members cannot be elected to or serve on Policy Council or the PSESD Board of Directors. A member of an immediate family includes those related by blood or marriage or living in the same household. A member of an immediate family also includes, but is not limited to father, mother, spouse, partner, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, and brother-in-law.

Non-Discrimination

Encompass will not deny service to or discriminate against any person who meets the eligibility criteria for preschool on the basis of gender, race, color, religion, age, national origin, citizenship, ancestry, physical or mental disability, family configuration, sexual orientation, culture, or public-assistance recipient status.

Encompass must comply with the U.S. Americans with Disabilities Act (ADA).

The Early Learning program will work with local school districts to serve any child who qualifies for the districts' developmental preschool programs. Encompass staff will work with the family and school district staff to determine the most developmentally appropriate way to serve the child.

Photography and Videotaping

Taking pictures and videos are a great way to document a child's progression in their learning process. You will be asked to complete the Encompass Media Authorization form to provide permission for Encompass staff to photograph or record video of your child and to have these pictures or video posted on Encompass affiliated social media pages or marketing materials.

Policy Review

Please speak with the Early Learning Director or Family Support Specialist to view the health policy, staff policies, consistent care policy, menus, licensing inspection reports and liability insurance information.

Safe Arrival/Departure

Arrival

To help children establish a consistent routine and prepare for kindergarten, we ask that all children arrive no later than 9:30 a.m. Starting the day on time allows children to participate in morning activities, build class routine, and have a successful day.

If you know your child will be arriving after 9:30am, please call the program to let us know they will be late and provide an estimated time of arrival.

Please make sure to park and not leave car running while inside the building.

North Bend Preschool: 425-888-2777 / **Carnation** Preschool: 425-844-4921

Departure

Children will be released only to authorized parents, caregivers, and other individuals. No child will be released to a person under the age of 18 – exceptions not allowed. Picture identification will be requested if the person is unknown to the Encompass staff member.

Late Pickup

We know that, occasionally, unavoidable situations occur that may impact your ability to arrive at the Center and pick up your child before closing time. If you anticipate arriving late for pick up, please call to let us know that you will be arriving late and with an approximate time of arrival. If you are not able to get to the Center before 3:30pm for Carnation Preschool or 4:30 pm for North Bend Preschool, please make arrangements with your Emergency Contact or any other adult authorized to pick up your child.

Smoke and Drug Free Facility

Smoking (exhaled and side stream smoke from any device or substance including but not limited to cigarettes, electronic cigarettes, marijuana, bidis) and use of tobacco products is always prohibited in any vehicle, indoor facility or any area owned, leased, or contracted by Encompass. Use of tobacco products is also prohibited in Early Learning designated outdoor play areas and/or parking lots.

Our Early Learning program must comply with the Federal Drug Free Workplace Act of 1988 which includes prohibiting the unlawful possession, manufacture, distribution, dispensing, or use of alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance as defined by state and federal laws on Early Learning premises.

Sunscreen

Sunscreen is considered a topical medicine and cannot be applied by Encompass staff without caregiver permission. If you feel your child needs this medicine applied at school, please ask your child's teacher for a permission form.

Teacher Education and Continuous Education

Lead Teachers have or are working towards an associate or higher degree in ECE; or DCYF equivalent. Assistant Teachers have or are working towards an Initial or higher Washington State Early Childhood Education (ECE) Certificate.

Lead Teachers complete a minimum of 20 In-Service Training hours annually, and Assistant Teachers complete a minimum of 15 hours of In-Service Training. These trainings reflect job-related workshops, classes, or job-embedded professional learning. Encompass offers training to staff throughout the year focusing on topics like trauma-informed care, positive social-emotional development, and reducing challenging behaviors.

Toilet Training

Encompass does not require a child to be toilet-trained to enroll in preschool.

Encompass staff will discuss with the family or guardian their views on toilet training and create a plan together on what that will look like for the child and family. For toilet training we use positive reinforcement, culturally sensitive and developmentally appropriate methods, as well as a routine developed in agreement with the caregivers. The child will be escorted to the bathroom by the teacher when the need is shown. They will be assisted in pulling down garments and getting onto the potty. The child will be encouraged to go potty and celebrated when there is success. The teacher will help the child off the potty and to redress. They will both wash their hands in the bathroom and return to class. All soiled garments will be sent home in plastic bags. Families are responsible to replenish and check the extra clothes for the child regularly.

Accidents do happen! If the child is able, the teacher will accompany them to the bathroom coach them in changing out of their wet clothing and into dry clothing. If the child needs more assistance, the teacher will follow the posted stand-up diapering steps to assist in cleaning up the child and dressing in clean clothing. All soiled garments will be sent home in plastic bags. Families are responsible to replenish and check the extra clothes for the child regularly.

Transportation

Transportation may be an optional service available only to families participating in the Early Childhood Assistance Program (ECEAP). ECEAP children are served by school district bus service (if they have capacity) that is regulated by state standards and the Office of the Superintendent for Public Transportation.

Tuition

Families paying tuition will pay a registration/materials fee of ($275 fee for Full Day and $225 fee for Part Day) due at the time of registration. The registration/materials fee is waived/not applicable for ECEAP families.

Tuition is determined based on the number of days per year and split evenly for each month. As a result, tuition is the same each month regardless of the number of class days.

At the time of registration and annually Tuition families will sign the tuition agreement that outlines the information below.

Tuition Due Date

Tuition is due on the 1st of each month. Tuition payments may be made monthly or recurring by credit card, checks, and/or ACH.

Making Payments

Online payments can be made by going to www.encompassnw.org and clicking on the ‘Make a Payment’ button for your convenience

Late Payment Policy

If payment is not received by the 5th of the month, the account is considered late. A $75 late fee will be added, and a statement reflecting the balance due will be issued. Please add accountsreceivable@encompassnw.org to your personal address book to prevent statements going to junk mail.

Delinquent Accounts

If an account remains one month in arrears, the enrolled child will not be permitted to attend class until the balance is paid in full. Delinquent accounts at Encompass over 60 days may impact a family's ability to participate in Encompass programs until the balance is resolved.

Returned Payments

Any returned checks or declined transactions will incur an additional fee of $35, and parents/guardians will be required to bring the account current immediately.

Withdrawal & Notice

Parents/guardians must provide 30 days written notice prior to withdrawing a child from the program. Tuition will remain due for that period, regardless of attendance.

Ways to Support

A gift to Encompass is a gift to your entire community.

As a nonprofit, Encompass programs in Pediatric Therapy, Early Learning, and Family Enrichment rely on the generosity of our community and corporate partners. To help achieve our mission of creating a community where all children thrive, we offer a variety of opportunities to provide the critical funding needed to support our best-in-class programs.

All donations made to Encompass have a direct impact on our community. A simple way to maximize that impact is by signing up for a recurring, monthly donation. For more information on this and other ways to give, please visit https://encompassnw.org/get-involved/ways-to-give/.

Our two signature fundraising events, the Encompass Annual Gala and the Inspire Breakfast, also help to raise funds while informing and engaging our community in the mission and vision of Encompass. We encourage you to attend and help us spread the word to others.

Mark Your Calendars

Encompass Annual Gala – November 7, 2026, Hyatt Regency Bellevue

Inspire Breakfast – March 2027, Location To Be Determined

Gifts of time and talent are also greatly appreciated. Our Volunteer Program Manager coordinates community volunteers for a variety of purposes, including assistance with Early Learning classroom activities. Please visit our website to learn more about Encompass volunteer opportunities.

You can help to create a happier, healthier community for all.

Encompass History

Encompass began in 1966 by a group of parents, seeking a school and a "place to belong" for children with special needs in the community. Today, Encompass provides a broad array of Early Learning, Pediatric Therapy, and Family Enrichment programs to the Snoqualmie Valley and greater Eastside area for children of all abilities and their families.

Thousands of volunteers, donors, and staff have built Encompass into a leading community organization that serves all children from Birth to age 8 through a variety of best-in-class programs and services.

Through the decades, Encompass has become an integral part of the Snoqualmie Valley and its surrounding cities, responding to changing community needs.

Since 1996, we have operated a preschool from the Encompass Early Learning Center at 1407 Boalch Ave. NW, North Bend.

In 2016, we grew our preschool program to include a second ECEAP (Early Childhood Education and Assistance Program) location in Carnation and in 2021 we opened our Child Development Center in Snoqualmie, providing pediatric therapy and other services.

We are a strong, vibrant, adaptive, and steadily-growing organization that employs more than 100 professional and administrative staff. In 2024, we served over 2,300 children and families.

Encompass Programs

Early Learning

Preschool

We offer preschool accredited by the National Association for the Education of Young Children (NAEYC) for children age 2.5 to 5, with a family support component. Tuition assistance is available via the state Early Childhood Education and Assistance Program (ECEAP), and limited sliding-scale scholarships are available.

Preschool Information

Encompass Early Learning has two locations: Carnation Preschool in Carnation and the Early Learning Center in North Bend.

Carnation Preschool

School Day Preschool hours are 9:00 am to 3:30 pm Monday through Thursday plus one Friday per month.

Carnation Preschool follows the Riverview School District calendar for school closures.

Early Learning Center

School Day Preschool hours are 9:00 am to 4:30 pm Monday through Thursday. This program is for children ages 3-5.

Flourish Fridays is an enrichment opportunity for children 3-5 years to play, learn, grow, and make friends through hands on STEAM-themed activities. Additional fees and enrollment are required for this program.

The Early Learning Center follows the Snoqualmie Valley School District calendar for school closures.

Toddler Groups

We offer weekly Toddler Groups for children ages 12-36 months and their caregivers to stimulate social skills and brain development through age- appropriate, play-based learning experiences using the Kaleidoscope Play and Learn model. We currently have groups in North Bend and Carnation.

ParentChild+

In this home-based, early literacy program for children 16 months to 3 years old, ParentChild+ Early Literacy Specialists meet with families weekly to provide free educational books and toys and demonstrate ways to use them that help children prepare for school.

Family Enrichment

Parenting Resources

Encompass offers many free parenting workshops, as well as an online learning module system that allows families to learn about a variety of topics specific to their needs and at their own pace. We also have a podcast that discusses topics related to raising young children.

Groups and Support

We provide support and camaraderie for relative caregivers through our Kinship Care program.

Pediatric Therapy Programs

Early Support for Infants and Toddlers Intervention

Developmental screening and evaluation, motor and language therapy, special education services and family resource coordination are offered for children with developmental delays from birth to age 3. We serve families within the Issaquah, Snoqualmie Valley, Skykomish, and Riverview school districts and beyond with this program.

Pediatric Therapy Clinic

At our Child Development Center in Snoqualmie, we offer speech and language therapy, motor therapy, feeding therapy, and social skills groups for children ages 3 to 11 with developmental delays.

Mental Health

In addition to child and family therapy, we offer Parent-Child Interaction Therapy (PCIT), a positive and intensive program designed to help parents and children manage difficult behaviors through one-on-one coaching.

Marketing

To stay up-to-date with the most current information on upcoming programs and registration openings, follow us on social media and sign up for our email list!

If you would like to sign up for our email list to receive monthly newsletters and important Encompass-wide updates, please email **marketing@encompassnw.org**.

Encompass Board of Directors

The Encompass board is an integral part of our organization. This volunteer group of dedicated citizens and parents makes major decisions regarding program direction and financial and personnel policies as well as providing tremendous support through development. The Board appreciates and values input regarding these issues. If you have policy concerns or comments, the Executive Director or Director of Programs can assist you in passing them along to the Board. If you are interested in joining the board or helping with development, please see Nela Cumming, Executive Director.

Encompass Staff

Key staff of interest to families of children enrolled in Early Learning:

Executive Director, Nela Cumming
Director of Programs, Rochelle Clayton Strunk
Director of Finance, Amber Massee
Director of Development, Megan Michalson
Early Learning Director, Lindsey Kenny
Program Supervisor, Diana Summers

To see all staff for Carnation or North Bend location, please visit our staff website.

encompass

Children. Families. Community.

425.888.3347

encompassnw.org

info@encompassnw.org

Child Development Center
9050 384th Ave. SE
Snoqualmie, WA 98065

Early Learning Center
1407 Boalch Ave. NW
North Bend, WA 98045

Carnation Preschool
4950 Tolt Ave.
Carnation, WA 98014