

The Lighthouse School

Seal Pups

Pre-K

Family Handbook

January 2026 edition



Founded in 2001, The Lighthouse School is a public charter school, located in Bunkerhill and serving all of Coos County.

**Because children learn in different ways,
we teach in different ways!**

OUR PURPOSE

is to provide experiences that allow each child to make the best use of their natural curiosity and guide individual; intellectual, physical, emotional and social growth.

OUR FOCUS

is on Kindergarten readiness; social skills, classroom behavior, and a love of learning. We work on letter and number recognition, color and shape identification, fine and gross motor skills, and encourage a desire to learn more.

YOUR CHILD

is our greatest concern and we provide an environment rich in wonderment and fun, designed to stimulate your child's natural propensity for learning. Each child is unique and we will meet your child's needs to explore, ask questions, jump, run, and be silly by:

- promoting enthusiastic learning and developing early letter and number recognition skills along with an appreciation for music, poetry, and stories.
- developing creative expression, fine motor dexterity and large motor skills.
- assisting in the development of physical, mental, social and emotional skills through a flexible program that allows each child to progress in relation to age and developmental needs.
- encouraging curiosity and the expansion of the world through walks, observation of Federal holidays, seasonal changes, and current events.
- developing a sense of responsibility in each child as a person and as a member of a community,
- recognizing the rights of others when sharing materials or waiting for a turn.

OUR GOAL

is to teach academics in a Waldorf inspired play rich environment that aligns with Oregon Department of Education (ODE) state standards. Teaching social and emotional norms and expectations with measurable and predictable success, so that upon completion students are kindergarten ready.

OUR DESIRE

is to offer families in our community a Kindergarten ready, private education based alternative to childcare. The Lighthouse School will strive to promote each child's development to the fullest and provide a happy introduction to formal education with rich, new experiences.

The Lighthouse School

Pre- K Family Handbook Index

| | |
|---|--------------|
| Cover | Page 1 |
| Our Purpose | Page 2 |
| Our Focus | Page 2 |
| Your Child | Page 2 |
| Our Goal | Page 2 |
| Our Desire | Page 2 |
| Index | Page 3 |
| Thematic Curriculum | Page 4 |
| 15 benefits of crafting for preschoolers | Page 4 |
| Assessments | Page 4 |
| Conferences | Page 4 |
| Communication | Page 4 |
| About the teacher | Page 5 |
| Inclusion | Page 5 |
| Adjustment Period | Page 5 |
| Classroom Management | Page 5 |
| Notification of Behavioral Issues to Families | Page 5 |
| Class Sizes and Times | Page 6 |
| Rhythm of the Day | Page 6 |
| Busing | Page 6 |
| Drop off | Page 7 |
| Pick up | Page 7 |
| Authorized & Unauthorized Pick-up | Page 7 |
| Right to Refuse Child Release | Page 7 |
| Admission & Enrollment | Page 8 |
| Enrollment Requirements | Page 8 |
| Waiting List | Page 8 |
| Tuition & Fees | Page 8 |
| Payments | Page 9 |
| Late Payment Charges | Page 9 |
| Payment Methods | Page 9 |
| Returned Check Notice | Page 9 |
| Special Activity Fee | Page 9 |
| Combined Endeavors | Page 10 |
| Fall Festival | Page 10 |
| Spring Festival | Page 10 |
| Annual Field Trip Notice | Page 10 |
| Protocol for Volunteers on Campus | Page 11 |
| Background Checked | Page 11 |
| Without a Background Check | Page 11 |
| The Lighthouse School Volunteer Expectations | Page 12 |
| Wellness Policy | Page 13 |
| Kindergarten Enrollment Process | Page 14 |
| 2024/2025 Annual Report | Page 15 - 17 |
| Pre-K Family Handbook Acknowledgement | Page 18 |

Thematic Curriculum

Weekly Themes include a letter and number of the week. Color and shape identification, and pattern sequencing. Self-regulation and identifying emotions. All activities include: Math, Science, Art, and a love for Literacy.

Weekly themes include:

Back to School, Apples, On the Farm, Transportation, Pumpkins, Silly Monsters, Spiders, Fall Celebrations, Friends, Leaves, Dinosaurs, Gingerbread, Elves, Winter Celebrations, Teddy Bear, Seasons, Spring Celebrations, Groundhog's Day, American Symbols, Teeth, Read Across America, Oceans, Zoo, Weather, Gardening, Easter, Insects, Bugs, and Sports. *Please note this list is a highlight of our themes but is not exhaustive.*

15 Benefits of CRAFTING for Preschoolers

Physical benefits

- 1. Scissor Skills
- 2. Hand-Eye Coordination
- 3. Hand Strength
- 4. Finger Control
- 5. Grip

Cognitive Benefits

- 6. Develop Problem Solving
- 7. Critical Thinking
- 8. Decision Making
- 9. Multiple step Directions
- 10. Increase Attention Span
- 11. Expand Concentration
- 12. Spatial Awareness
- 13. Memory Retention

Emotional Benefits

- 14. Build Self Esteem
- 15. Create Self Confidence

Assessments

Assessments are done twice a year. We use the Ages and Stages Questionnaire (ASQ), both parents/guardians and the teacher will complete the ASQ before conferences. During conferences the ASQ will be reviewed. If there are concerns, the teacher and parents will work together to ensure the student is referred to the appropriate agency for additional assessment and family resources.

Conferences

Conferences are an opportunity for teachers and parents/guardians to share information on the child's progress and strengths. Conferences are held twice a year. The first in October and the second in April. At this time, we will review the ASQ that both parent/guardians and the teacher have completed. The teacher will be available by appointment throughout the school year for additional conferences.

Communication

The teacher provides a weekly newsletter to keep parents in the know of what is happening in the classroom. Most correspondence will be provided via email from prek@thelighthouseschool.org

Families are always welcome to call the school office as well 541-751-1649.

Parents/guardians are encouraged to communicate frequently with the Teacher and share special changes that may be happening at home (i.e., Moving, divorce, death of a pet, etc.).

Any circumstance that may affect your child's day should be shared with the Teacher. Likewise, the teacher will share how your child's day went, on a regular basis.

About the Teacher

Leah Scott worked with children of all ages for over 19 years at her own (in home) daycare and preschool, before joining The Lighthouse School in 2023/2024, when the school added preschool to its available classes. She is a grandma and mother of three! Born and raised in Coos Bay, Leah's passion is working with children and providing a safe, welcoming, educational space. *"I want to encourage your children to believe in themselves as much as I believe in them."* Leah brings a Waldorf inspired curriculum to Lighthouse, that is taught in a play rich environment, helping your student to become Kindergarten ready! *"I strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated throughout our weekly themes."*

Inclusion

TLS believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging. *"I will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs."*

Adjustment Period

Our program is a fun and exciting place for children to experience and learn about their world and make new friends. But it does take time for a child to adjust to a new setting. Our program aims at making this adjustment easier by encouraging children to identify and discuss their feelings. *"I provide a family tree in the classroom that has a photo of each student with their family members, where they can go to be reassured of their family's return."* Once your child has become accustomed to their new environment of the classroom, there may be times when the excitement and newness wears off. This is expected at this age. Collaboratively, we can partner to keep your student interested in coming to class for their 3 hours. Keeping in mind that comparatively we are preparing them for Kindergarten, which is a 7-hour day.

Classroom Management

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving, help children develop their ability to become self-disciplined. *"I encourage children to be fair, to be respectful of other people, of property, personal space and to learn to understand the results of their actions."* Children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, intervention is immediate to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. Physical restraint is not used or permitted for discipline.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with your family as the first step to understanding your child's individual needs and challenges. As a school we will work together to evaluate your child's behavior in the context of their needs as a student.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for your student. Examples of such instances include: A child appears to be a danger to others. Undue burden on program resources and finances for the child's accommodations for success and participation. Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service professional.

Class Sizes & Times

With just 10 students per class and 20 students total, our small class sizes are great for young learners! TLS offers both an AM and PM class

AM class runs from 8:00 am – 11:00 am with breakfast served from 7:45-8:00

PM class runs from Noon – 3:00 pm with lunch served from 11:45-12:00

Rhythm of the day

AM schedule

7:35 Doors Open
7:45-8:00 Breakfast
8:00-8:15 Circle time
8:15-8:30 Writing (journals, name practice, letter of week)
8:30-8:50 Sensory/STEM
8:50-9:10 Literacy circle (theme read aloud, alphabet, library time)
9:10-9:25 Number time
9:30-9:45 Recess
9:45-10:10 Small group activities
10:10-10:25 Music, Movement & Fine Motor Skills (Spanish)
10:25-10:40 Kindness Circle (social emotional read aloud)
10:40-10:50 Free Play
10:50-11:00 Clean-up/Dismissal/Bus

PM schedule

11:35 Doors Open
11:45-12:00 Lunch
12:00-12:15 Circle time
12:15-12:30 Writing (journals, name practice, letter of week)
12:30-12:50 Sensory/STEM
12:50-1:10 Literacy circle (theme read aloud, alphabet, library time)
1:10-1:25 Music, Movement & Fine Motor Skills(Spanish)
1:30-1:45 Recess
1:45-2:10 Small group activities (Art & Spanish)
2:10-2:25 Number Time
2:25-2:40 Kindness Circle (social emotional read aloud)
2:40-2:50 Free Play
2:50-3:00 Clean-up/Dismissal/Bus

Busing

is available for morning and afternoon students both to and from school at established Lighthouse school bus stops.

Students attending daycare before or after Pre-K should notify the office while registering, so that an appropriate route can be established.

**Busing changes require 2 week notice when it involves a route change.*

**Bus changes to established stops must be made 48 hours in advance, due to capacity restrictions on the bus. Parents must contact the office for any transportation changes.*

Once bus routes are set for the year we are limited on making any changes.

Drop-off and Pick-up

Drop-off

AM Class

The exterior classroom door opens at 7:35 am. If your student will need breakfast in the morning they must arrive by 7:45 to be escorted to the cafeteria. Classroom doors close and class starts promptly at 8:00 am. If you arrive after 8:00 am you will need to check in at the front office and sign your student in.

PM Class

The exterior classroom door opens at 11:35 am. If your student will need lunch they must arrive by 11:45 to be escorted to the cafeteria. Classroom doors close and class starts promptly at 12:00 pm. If you arrive after 12:00 pm you will need to check in at the front office and sign your student in.

Pick-up

AM Class

Bus Riders are released first. Once the buses have cleared the exterior classroom door opens for students being picked up. Students must be picked up no later than 11:05 am. This ensures proper transition time is allotted for the teacher to get set up for the afternoon class.

PM Class

Bus Riders are released first. Once the buses have cleared the exterior classroom door opens for students being picked up. Students must be picked up no later than 3:05 pm. This ensures proper transition time is allotted for the teacher to get set up for the morning class.

Early release

If your student will be leaving early for the day, parents must notify the office.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency or Release Contact to pick-up your child, you must notify the office. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification.

If your child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and your child will go to the front office to wait for your arrival.

Right to Refuse Child Release

TLS may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger your child. To protect your child, TLS may request that another adult listed as an Emergency and Release Contact pick-up your child or we may call the police to prevent potential harm to your child.

Admission & Enrollment

Children are admitted on a first come first serve basis, without regard to race culture, sex, religion, national origin, or disability. TLS does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided for all students.

All admission and enrollment forms must be completed and security deposit fee paid prior to your child's first day of attendance.

In order to secure your child's spot in our program a \$275.00 non-refundable deposit is due at the time of enrollment, prior to your child's first day of attendance.

ENROLLMENT REQUIREMENTS

Enrollees must be

1. potty trained and be able to use the toilet independently and in order to enroll in Kindergarten the following year (Per Oregon Revised Statute 339.115(9)
2. age 4 on or before September 1

Waiting List

If once the program is filled an opening becomes available, children will be enrolled from the waiting list in the order from which they returned all of their paperwork.

Tuition & Fees

The annual program fee is \$5,225.00 per student. That's approximately \$35.00 per day or \$10.00 an hour.

What does my Tuition pay for?

Besides the usual operational costs; here at The Lighthouse School we purchase all of the materials your student will need. Our Teacher has researched the best brands and as a school we only provide the highest quality materials. Each student receives a variety of the following items, in endless supply for the year:

| | | |
|---|-----------------------------|---------------------------|
| <i>Pencils</i> | <i>Art paper</i> | <i>Tapestries</i> |
| <i>Erasers</i> | <i>Water Color Paint</i> | <i>Color Safe markers</i> |
| <i>Scissors</i> | <i>Tempera paints</i> | <i>Molding wax</i> |
| <i>Color Crayons</i> | <i>Copy Paper</i> | <i>Kite Paper</i> |
| <i>Stickers</i> | <i>Construction paper</i> | <i>Foam Boards</i> |
| <i>Colored Pencils</i> | <i>Yarn</i> | <i>Beads</i> |
| <i>Theme Books</i> | <i>Glue and Glue sticks</i> | <i>Cotton Balls</i> |
| <i>Personal dry erase drawing board</i> | <i>Tape</i> | <i>Cardboard</i> |
| <i>Dry erase markers</i> | <i>Paint brushes</i> | <i>Kleenex</i> |

Various crafting supplies for weekly theme projects and more....

Please note this list highlights a sample of the items we provide but is not exhaustive.

Payments

are due by the 5th of each month in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control.

We've divided the total annual tuition (\$5,225) by 11 equal payments of \$475.00 per month beginning in August, to make the cost more tangible for more families. The first payment is due at registration in August.

Families can also start making installment payments, from the time of registration confirmation on, to reduce their monthly payment amount during the year.

ERDC

Lighthouse is an ERDC approved program (Provider number FKF00016)

Families must allocate a minimum of 67 hours per month to TLS to cover the long months (Sep, Oct, Jan, Feb, Apr, & May). Please call 541-435-7700 to discuss payment arrangement details.

Late Payment Charges

TLS allows for a 10-day grace period from which payment is due. If payment is not received by the 15th day of the month, a late fee of \$5.00 will be added for each day that payment is late.

If your account becomes more than 30 days delinquent, your child may be discharged from the program.

If your child is discharged from the program without payment restitution, TLS may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collection agency. The student's family will be responsible for all expenses associated with these actions including all court and attorney fees.

Payment Methods

1. **Online** on our website <https://www.thelighthouseschool.org/>
Simply click on the store tab, scroll down to Pre-K tuition and enter the amount of your payment, then in special instructions list your student's name, before checking out.
2. **Cash** can be brought to the front office during regular business hours and will be receipted in.
3. **ERDC** payments available through the state and DPU – please call to discuss payment arrangements. ERDC may not cover the full tuition amount and families are responsible for paying the remainder of the tuition due.
4. **Checks** can be made payable to The Lighthouse School and brought to the front office during regular business hours.

Returned Check Notice

All returned checks will be charged a fee up to the maximum amount allowed by law. Two or more returned checks will result in your account being placed on "cash only" status.

Special Activity Fee

In June each year the Seal Pups will embark on their first field trip. There may be fees associated with this field trip. TLS will do fundraising to offset these fees as able, however if a fee is due per student, it will be due prior to the event.

Combined Endeavors

There will be (3) three different events throughout the year when both the AM and PM class will be combined and join together.

Fall Festival

is a beloved tradition since The Lighthouse School was founded, and we have incorporated the Pre-K classes into this tradition. Festivals are evening concerts held twice a year. The Fall festival is teacher led, where each grade presents a piece related to one of their main-lesson themes, or something they have learned in specialty classes. The event lasts about 1 1/2 hours, and we ask that families stay for the whole performance, however if your preschooler does not have any other family members performing, you may exit after the performance by using the side exit. Concert etiquette is expected.

Spring Festival

is a beloved tradition since The Lighthouse School was founded, and we have incorporated the Pre-K classes into this tradition. Festivals are evening concerts held twice a year. In the spring, each grade presents a piece they prepared in music class. The event lasts about 1 1/2 hours, and we ask that families stay for the whole performance, however if your preschooler does not have any other family members performing, you may exit after the performance by using the side exit. Concert etiquette is expected.

Annual Field Trip Notice

In June both the AM and PM class will embark on a combined field trip to the Sea Lion Caves. This field trip will be the last Monday of the academic calendar each year. The safety of children will be guarded in all activities. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to and from the field trip.

One (1) Parent of each student is required to join their student, on the bus, to their very first field trip endeavor! Due to the venue's busyness and dark spaces, each student must have a parent/guardian chaperone with them in order to attend this event.

If a parents' volunteer rights have been revoked the family will need to designate an alternative chaperone in order to attend this field trip. If no alternative chaperone is available, the student will need to stay home this day. There will be no refund provided for this absent day.

Permission Slips for the field trip will go home in May and must be signed by the child's family in order to attend. Appropriate dress will be required for your student. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking paths and will not be allowed on the field trip.

There may be fees associated with this field trip. However, TLS will do fundraising in December to offset these fees (see Special Activity Fee).

Protocol for Volunteers on Campus

ORS 326.607 - Requires that volunteers undergo a background check when the possibility of direct unsupervised contact with students could occur.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or interaction when not under direct supervision.

BACKGROUND CHECKED

The Lighthouse School’s process for volunteers is a one-step verification process as follows:

- TLS will run a free criminal background check on volunteers at registration each year until September 30. This process is optional (see restrictions below under Without a background check)

Those who complete the background check process may:

- accompany classes on both day and overnight field trips
- work individually with small groups
- be on campus during school hours when students are present
- work at school sponsored events on or off of school property
- work at (LPO) Lighthouse Parent Organization sponsored events on or off of school property

WITHOUT a Background Check

Volunteers who do not wish to submit to a criminal background check may still volunteer at The Lighthouse School under the following restrictions:

Un-cleared Volunteers:

- may be a supervised guest speaker
- may be on campus when students are NOT present
- may volunteer from home
- may NOT accompany classes on any field trips
- may NOT work with small groups
- may NOT be unsupervised on campus during school hours when students are present
- may attend but NOT volunteer at Lighthouse School sponsored events on or off of school property
- may attend but NOT work at events sponsored by (LPO) Lighthouse Parent Organization that are held on or off of school property

Notification to Parents:

The Lighthouse School Prek Seal Pup Coordinator reserves the right to revoke volunteer privileges for any of the following reasons:

- Violation of program or classroom rules,
- If a parent creates a negative impact on other parents, or their own or other people’s children,
- Concerns for the safety and well-being of others

Volunteer rights may be revoked by the Prek Coordinator when a conflict occurs within the school or between other parents in the program. Parents may file an appeal with The Lighthouse School Director if their volunteer rights in Prek become revoked.

(rev 2025)

THE LIGHTHOUSE SCHOOL VOLUNTEER EXPECTATIONS

Employees have the right to choose not to have parent volunteers in their classroom. While many schools encourage parent involvement, it is not mandatory and teachers can decide if and how they want to incorporate parent volunteers, based on their teaching style and classroom needs.

Employees also have the right to determine how often, when, and for what projects they want or need parent volunteers and to choose volunteers whom fit their classroom style.

Because employees have employment rights, schools are not required to have written policies governing parent volunteers. The Lighthouse School Prek Seal Pup program is a private school, privately funded.

Below are general expectations of Parent Volunteers at TLS K-8 and Prek.

Duration: Volunteers should be on campus for pre-determined duration of time with an intended and requested purpose

Servant Attitude: Volunteers should have the ability to follow teacher instructions, guidance on classroom routines, rules, and adhere and uphold classroom management strategies

Respect for Student Independence: Volunteers should encourage students to try tasks independently before offering help

Scheduled times: Volunteer times should benefit the classroom needs, be pre-approved by the teacher and scheduled in advance of showing up at the school (Please check in at the office.)

Things Background Cleared Parent Volunteers can do to help around the school when requested:

- Support small group activities
- Support 1:1 memorization practice i.e. flashcards, poems, etc.
- A parent can be a designated photographer to provide pictures to share for the yearbook
- Help the students make crafts on designated crafting days
- Sign up to be the room parent to assist the teacher in organizing class parties
- Organize bookshelves, play areas, or kitchen spaces as requested by the teacher
- Help with small group activities as requested by the teacher
- Prep activities for the teacher (count out papers, cut papers, etc.)
- Clean counters / student work areas and helps kids organize cubbies / desks
- Make copies as needed for the teacher using the hallway copier
- Weed the garden beds
- Specified tasks pre-approved with director pertaining to specialized knowledge areas
- Accompany classes on both day and overnight field trips

Things Parent Volunteers can do at home:

- Write thank you cards to staff members for teacher appreciation week in May
- Pre-prep craft materials
- Cut out laminated materials
- Hole punch materials that go into binders

Things Parent Volunteers CANNOT do:

- Use the parent Directory contact information for any purpose not related to school business
- Grade student work
- Take home student/teacher files
- Behavior/IEP/504 support
- Coordinate curriculum / lesson plan
- Support playground supervision during recess
- Administer First aide or medications to students
- Be in or use identified staff only areas (below) without pre-approval from the Office;

| | | |
|--------------------------|------------------------------------|--------------------------------|
| Employee Lunch room | Cafeteria kitchen | Nurses Bay |
| Employee Lounge (in gym) | Custodian Closets/Maintenance room | Copier supply room (by office) |
| Drama room | Archery room | Science / Cooking room |

Engaging in any of the above prohibited activities as a volunteer can result in a restriction of volunteer privileges, up to and including trespass from school grounds. Volunteer rights may be revoked by the Prek Coordinator when a conflict occurs within the school or between other parents in the program. Parents may file an appeal with The Lighthouse School Director if their volunteer rights in Prek become revoked.

(2025)

Wellness Policy

In an effort to protect all students on campus, TLS guidelines for sick students is as follows:

Children who exhibit the following symptoms should stay home from school until symptoms reside:

- Fever
- Diarrhea
- Vomiting
- New cough or congestion
- Rash
- Open Sores

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 48 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to school is required.

Once at school, if students exhibit any of the following symptoms, parents will be called and asked to retrieve their child from school. This is not an all-inclusive list.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than the school can provide.
- Fever
- Diarrhea
- Vomiting
- Rash
- Headache with stiff neck and fever
- Pink or red conjunctiva with white or yellow eye discharge, (until on antibiotics for 24 hours).
- Jaundice
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Ring worm (until 24 hours of treatment and sores covered)

Students exhibiting symptoms will be removed from class and contained in the Health Room. Parents will need to check in at the front office to collect their student.

Kindergarten Enrollment process:

Question: Can my student go on to attend The Lighthouse School in Kindergarten?

Answer: For equity purposes, Families paying for Pre-K may not automatically enter the charter's Kindergarten.* (ORS 338.125) Students who attend the Pre-K program will enter the Kindergarten lottery like every other registrant. Preference will remain in place for enrolled TLS siblings.

The Lighthouse School Process for Enrollment

- Throughout the year the office gathers names of those interested in attending The Lighthouse School K-8.
 - If you are interested in enrolling your student for Kindergarten, please contact the office at any time.
- Orientation date(s) are set typically in late February or early March.
- Invitations are sent to those who have contacted the office before the orientation date(s).
- Flyers are distributed and media partners contacted in early February.
- Families attend orientation and complete the orientation form that night.
- Parents are given a pre-registration form to complete at home and return within (1) one week of their orientation date with proof of home address.
- Student names of those who returned paperwork are printed and a lottery drawing is held with four staff members as witnesses.
 - Students with residency within the Coos Bay School District demographics are drawn first, those in all other school districts are drawn second.
 - All names are recorded in the order in which they were drawn.
- The Kindergarten list is then created by the available number of openings and all other students are added to the waitlist.
 - Most years our Kindergarten class has between 20-24 slots
- Parents are notified in writing in March/April that either;
 - their child is invited to register for one of the available slots or
 - what number they are on the waitlist.
- Those placed on the waitlist will be called when their child reaches the top of the waitlist and an opening is available.
 - Families with a sibling enrolled in another grade are given preference and moved up on the list
 - Names are not removed from the waitlist unless a family;
 - fails to respond when contacted about an opening,
 - declines enrollment twice or
 - requests to be removed.

**It is important to note that The Lighthouse School is a public Charter School that is publicly funded, whereas the Pre-K Seal Pups is a privately funded program.*

2024/2025 Pre-K Annual Report

Demographics

| Total Enrollment | Students Receiving SPED services | ERDC | Bus Riders | Coos Bay Residency | North Bend Residency | Coquille Residency | Myrtle Point Residency | Going into 24/25 Kindergarten Class |
|------------------|----------------------------------|------|------------|--------------------|----------------------|--------------------|------------------------|-------------------------------------|
| 19 | 3 | 0 | 7 | 9 | 8 | 1 | 1 | 8 |

TLS Program Goals:

The Pre-K program was designed so that upon completion students are Kindergarten ready and have met the following:

- **TLS Goal 1: 75% A-Z letter recognition**
 - The class as a whole met this goal as follows:
 - Upper Case Letters
 - 15 = 100%
 - 1 = 92%
 - 1 = 70%
 - 2 = below 50%
 - Lower Case Letters
 - 14 = 100%
 - 1 = 90%
 - 1 = 55%
 - 3 = below 50%
- **TLS Goal 2: 80% number recognition 1-10 & 70% number recognition 11-20**
 - The class as a whole met this goal as follows:
 - Numbers 1-10
 - 17 = 100%
 - 1 = 75%
 - 1 = below 50%
 - Numbers 11-20
 - 11 = 100%
 - 5 = 75%
 - 4 = below 50%
- **TLS Goal 3: Students can recognize and write their own name**
 - The class as a whole met this goal as follows:
 - Recognize their name
 - 19 = 100%
 - Write their name
 - 19 = 100%
- **TLS Goal 4: Students can sit in a chair at appropriate times**
 - The class as a whole met this goal as follows:
 - 18 = 100%
 - 1 = 50% of the time
- **TLS Goal 5: Students can follow (verbal) instructions**
 - The class as a whole met this goal as follows:
 - 18 = 100%
 - 1 = 50% of the time

- **TLS Goal 6: Students can hold scissors (correctly and cut)**
 - The class as a whole met this goal as follows:
 - 19 = 100%
- **TLS Goal 7: Students can raise their hand (and wait to be called on)**
 - The class as a whole met this goal as follows:
 - 18 = 100%
 - 1 = 50% of the time
- **TLS Goal 8: Students can share**
 - The class as a whole met this goal as follows:
 - 19 = 100%

Goals and outcomes of the program designed by the Teacher:

Teacher Goal 1: students can write their known letters and know the letter sounds

- The class as a whole met this goal as follows:
 - Letter Sounds
 - 15 = 100%
 - 1 = 90%
 - 2 = 50%
 - 1 = below 50%

Teacher Goal 2: students can recognize rhyme and create rhyme

- The class as a whole met this goal as follows:
 - Recognize Rhyme
 - Yes = 18
 - No = 1
 - Create Rhyme
 - Yes = 18
 - No = 1

Teacher Goal 3: students know numbers 21-100

- The class as a whole met this goal as follows:
 - 4 = 1-100
 - 1 = 1-69
 - 2 = 1-49
 - 3 = 1-39
 - 4 = 1-29

Teacher Goal 4: students can write all of their numbers

- The class as a whole met this goal as follows:
 - 15 = 100%
 - 4 = 50%

Teacher Goal 5: (8) basic Shape recognition:

- 19 = 100%

Teacher Goal 6: (8) Shape illustration (drawing):

- 19 = 100%

Teacher Goal 7: Patterning (ABAB, AABB, AABAA, ABCABC)

- 19 = 100%

Teacher Goal 8: Color recognition:

- 19 = 100%

Teacher Goal 9: Transitioning (students go to breakfast, lunch, outdoor recess, music & library)

- 19 = 100%

Teacher Goal 10: Spanish incorporation into the classroom

With the leadership of Senor' Sopa - in Spanish all students can:

Count 1-15

Name 11 colors

Name 20 Body Parts

Name 7 Shapes

Understand, speak and complete the following:

Actions:

Stand up, sit down, jump, spin around, walk, run

Directional Commands:

Left, Right, Up, down, Forward, backward, slowly, quickly, big, small

This year's class also knows 5 songs in Spanish

Pre-K Family Handbook

Acknowledgement

Thank you for acknowledging the Pre-K Family Handbook. The contents herein are specific to the Pre-K program. All of The Lighthouse School's Board adopted policies and procedures are relevant to the Pre-K program and can be found on the school's website <https://www.thelighthouseschool.org/>

Please sign this acknowledgement, detach it from the handbook, and return it to the school.

I have received and read the **Pre-K Family Handbook**. _____ please initial

My signature constitutes my understanding of the payment plan and my responsibility to pay my student's tuition in a timely manner in order to avoid late fees, which are my financial responsibility should they incur. I understand that after the 15th of the month I will incur a \$5.00 per day late fee until my tuition is paid and will include the late fees in my next payment. _____ please initial

It is my responsibility to understand and familiarize myself with this handbook and to ask questions if I do not understand any information contained within the **Pre-K Family Handbook**.

Parent/Guardian Printed Name

Student Name

Signature

Date

This handbook may be updated from time-to-time and all revisions will be provided in a written notice as updates are implemented.

For Internal Use Only: