

LIGHTHOUSE PRESCHOOL CONTACT INFORMATION

(360)-378-4885

lighthousepreschool1991@yahoo.com



* During class we are not always available to answer the phone, please leave a message and we will check after class. If you have an urgent need, please call 2 times in a row.

LIGHTHOUSE PRESCHOOL,

Our goal at Lighthouse Preschool is to provide a safe, stimulating, and enriching environment that focuses on the development of the whole child. We strive to give each child a positive foundation for future learning and living. We watch for signs that they are becoming comfortable with a variety of people, can communicate their thoughts clearly, enjoy using their bodies, and are approaching life with joy, curiosity, and confidence. To meet our larger goals, we pay close attention to how young children learn, think, and feel.

We believe...

Parents are the primary educators of the child. The home is the child's first and continual learning environment. Children come to school with different life experiences and skills that we acknowledge and draw upon as we plan for and facilitate new learning. Parents have an in-depth knowledge of their child. When parents share this knowledge, teachers can better understand each child.

Play is the primary vehicle for children's growth. Young children are natural learners and they learn through play by actively engaging with their environment and the people in it. Play is how children explore the world and take information from it.

The curriculum should be relevant, engaging and meaningful to children. Our "child-based" curriculum provides opportunity to build on the children's individual interests, and encourages authentic learning experiences. During the day children are offered ample time to explore the world around them through an intentionally planned environment, a variety of interesting materials, and a combination of child directed play and teacher guided learning experiences. During the additional 4- year old enrichment time, children are given the opportunity to practice, and further develop kindergarten readiness skills. This additional time helps to ensure success as they transition into kindergarten.

Who we are as human beings develops from our earliest life experiences. Our values about how we treat others, how we treat ourselves, and how we live in community are important aspects of growing up. Character Builders is a special program developed by Lighthouse Preschool to enrich each child's overall development. During the school year Lighthouse Preschool will focus on nine character traits we feel are universally important for all human beings as they live, grow, work, and play in our world. These traits may include: kindness, love, courage, patience, generosity, respect, fairness, honesty, caring, peacemaking, self control, self care, and responsibility.

Young children are individuals. Each child has their own interests, timetable for growth, and style of learning. We accept and respect each child as a unique person with his or her own needs, abilities and behaviors.

HISTORY / RELIGIOUS STATEMENT

The preschool began in 1991 when it became apparent that there was a need for more early childhood education facilities on San Juan Island.

We are privileged to be a ministry of Friday Harbor Presbyterian Church and are grateful for their support and encouragement. We observe the Christian holidays of Christmas and Easter. We welcome opportunities, as they arise, to be thankful for the beauty around us, for our meal each day, and for ways to demonstrate behaviors such as kindness to one another, concern for self and for others, as well as love and acceptance for all.

ADMISSION POLICIES

Lighthouse Preschool is open to all children. No child will be discriminated against because of race, creed, or religion. **Classes are filled on a first come basis, however the Lighthouse Preschool Board reserves the right to balance the class based on age.** Currently enrolled students, Friday Harbor Presbyterian Church members, wait list families, and Lighthouse Preschool alumni families are given opportunity to enroll prior to open registration.

Admission packet must be complete and be accompanied by the appropriate fees to be enrolled. This includes a current, fully completed, signed and dated Washington State Certificate of Immunization (CIS) and/or a Washington State Certificate of Exemption (COE) form.

A child who divides time between two or more homes must provide emergency contact information for a responsible party in each home.

In order to be placed in an age group, the child must have reached the required age by August 31st of the current year. Classroom placement is determined solely on the child's age. We do not make exceptions.

All children enrolled must be potty-trained.



FEES

Our tuition is based on one amount for the entire school year and is divided equally by nine and a half months. Tuition payments are due on the 1st school day of each month. In order to maintain the quality of our program and your child's participation in it, all payments must be made on time. Payments must be made by check or money order. NO CASH will be accepted for tuition payments. Lighthouse Preschool does not invoice, therefore it is your responsibility to make payment promptly. Delinquent payments may result in your child's dismissal. A \$10.00 fee will be charged on all payments received after the 15th of each month. There will be a \$15.00 charge for all NSF checks.

Your tuition deposit which is equal to one half of your child's monthly fee will constitute your child's June Tuition payment. The tuition deposit is nonrefundable.

Tuition payments are nonrefundable for any reason, which includes, but is not limited to, sick days, personal vacation days, and school closures due to inclement weather.

If you choose to withdraw your child from his/her class prior to the end of the school year, two weeks' notice is required. You must fill out a Withdrawal Notice, available from the Head Teacher, if you choose to remove your child from Lighthouse Preschool. If your child does not attend school for a continuous two-week period with no communication from the family, the teachers will notify the Board of Directors and will begin withdrawal procedures.

Payments are to be placed in the tuition box in your child's classroom.

ADMINISTRATION

Lighthouse Preschool is a ministry of Friday Harbor Presbyterian Church. The church provides the space and utilities. A Board of Directors consisting of parents, **alumni parents** and church representatives govern the preschool. Our Director/Lead Teacher also attends the monthly Board meetings to report on class and curriculum developments.



STAFF

We believe that the teacher is the single most important factor to the child's well-being in preschool. Our staff members are knowledgeable of current developments in Early Childhood Education and are given the opportunity to take continuing education courses in their field each year. Our teachers set clear and age-appropriate expectations for behavior and model respect, caring, and acceptance for every child, each day.

CHILD GUIDANCE

We guide children's behavior so that they gradually learn to live and play well in a group. We want them to have internal self-control over their behavior so that they are cooperative, kind, fair, safe, and can solve their disagreements peaceably, even when an adult is not around. This requires that we use only positive guidance techniques that build children's self-esteem as they learn acceptable group behavior.

We accept and respect each child regardless of his/her behavior. The children are treated with warmth and caring even when they make mistakes. We patiently teach young children how to behave successfully in school. They are not punished for not already knowing how to do so. No child will ever be subjected to any form of physical discipline in our school.

CLASSROOM BEHAVIOR PLAN

At the beginning of each school year the children will learn the rules of the classroom and what behavior is expected of them as members of the learning community. These rules are:

- We keep ourselves safe.
- We keep others safe.
- We keep our things safe.

As teachers, we will use classroom meetings throughout the year to talk with the students about any large group problems in the classroom. We will help children to solve problems by talking through with them issues that arise in the school. We will make sure an optimum environment for learning exists for all children. We commit to following a regular planned schedule so that students will know what to expect throughout the day.

Unacceptable Behavior: If a child is displaying unacceptable behavior (by continually breaking the school's safety rules), the teachers will evaluate to see if there is anything we can do to prevent this behavior from happening. If the unacceptable behavior escalates or shows no improvement, the teachers will request a meeting with the student's parents. Should behavior continue or escalate and show no sign of improvement, the teachers will request a respite period of a set number of days away from school in order to deescalate the situation and reassess the child's needs and the school situation. If none of these actions bring about a satisfactory change in behavior, the child may be asked to leave school.



ARRIVAL

When you arrive, please sign your child in with your complete first and last names and a phone number where you can be reached during class. The person delivering your child to preschool **MUST** be the one to “sign-in” your child. Only you, or the people you have authorized, may pick up your child. You will list them and their phone numbers on a consent form available from the Head Teacher. If you choose to carpool, please let us know who the drivers will be (drivers must be listed on your consent form). However, please do not send anyone under the age of 18 years old to pick up your child without prior approval.

Our doors are open at the published class time. Please do not arrive earlier as the teachers are preparing the classroom and want to give the children their full attention when it is arrival time. Nevertheless, please be prompt. Children have an easier transition if they arrive at the beginning of the class. We ask that you have younger siblings with you during drop off that you keep them fully supervised, and do not hang around to let your younger child play. They will have their turn in preschool soon enough.

DEPARTURE

At pick-up time please sign out, check for items to take home, and say goodbye to the teacher so they are aware that you are leaving. The “sign-in” and “sign-out” sheets must be signed by the adult only, not by the children. Once your child has been dismissed from their class, you are responsible for their well-being on school property. Parents will be warned once if late for pick-up. Thereafter, there will be a \$10.00 charge each time.

3 year old departure also includes the following: Good byes should be done quickly, as class is still in session for the extended day children. If there is a need to speak to the teacher please indicate that you would like a phone call on the sign out sheet after school is out for the day. We ask that 3 year olds are limited to 20 minutes on the playground after pickup.

STUDENT ABSENCES

If your child is going to be absent from school, please inform the teacher in advance. If your child is ill, please call the school to inform the teacher that your child is ill and will not be attending school that day.

CALENDAR AND HOLIDAYS

We follow the San Juan Island School District holiday schedule. Holidays include Labor Day, Veteran's Day, Thanksgiving, Winter Break, Martin Luther King Day, President's Day, Mid-Winter Break, Spring Break, and Memorial Day.

SCHOOL CLOSURE INFORMATION

Our school will be closed on days when the San Juan Island School District is closed due to bad weather. We will have NO CLASS when the SJISD is opening 1, 1.5, or 2 hours late. Please check any of the major local television stations or online at sanjuanislander.com, sanjuanupdate.com, sjisd.wednet.edu in the morning before school for announcements of closure. Our school will also be closed on days when we have lost water or electrical power, even if the SJISD is in session. In the event we have more than 5 school closure days, the board will hold a meeting to determine how to address makeup days, otherwise no makeup days will be offered.

CLOTHING

Please dress your child in washable play clothes that are suitable for the weather. We do go outside in all weather conditions. Preschool is a time for exploration and although we do our best to keep clothing dry and clean, children will at times get messy. We ask that you provide a pair of slip-on rubber boots and an extra change of clothing to be kept at school for the duration of the year. Helmets are required while riding bikes at preschool. If you would like to provide your own helmet please bring one in to have stay at school for the school year. If you do not have an extra, or cannot acquire one, please speak to a teacher and we will fit your child with one of our extras. Please label all garments with your child's first and last name.



BIRTHDAYS

Birthdays are special days in preschool, and you are welcome to send a special snack. If you choose to do so and it is also your snack day please also provide a healthy snack as well. We ask that you do not bring party invitations to school unless you are including everyone in the class.

ITEMS FROM HOME

Please do not bring toys from home, candy, or gum to school.



FIELD TRIPS

Occasional trips of an enriching nature will be planned for the extended day students. It is hoped that all children will participate. You will be notified, in advance, of these outings. You are asked to give your permission for such trips with your signature on the admission forms. At times we take the opportunity to go on short walking trips with both age groups. You may not be notified in advance of these.

DAILY ACTIVITIES

Our goals for young children are also supported by our consistent daily routines and activities. We want to help children feel secure and independent so that they can transition from one activity to another as easily, and as confidently, as possible. Our activities include:

Decision/Small Group Time:

During this period children will be involved in both small group instruction and decision time. Small group time will allow direct instruction geared to the individual child's needs. Decision Time provides a chance for the child to practice making decisions about what to do, who to do it with, and which materials to use. Children grow in independence and self-motivation by practicing these choices. If this time to choose is not available, the children can become dependent on adults to direct their choices. During Decision Time children are able to direct their own play and structure their own time as they move from one area to another. The environment has been planned to include enriching and interesting learning centers that stimulate imagination and creativity and encourage socialization, exploration, and discovery. Our centers include Writing, Library, Blocks, Sensory Tables, Dramatic Play, Creative Art, and Table Toys (puzzles, games, beading, etc...). Children may work independently, in small groups, or one-on-one with a teacher in an area of interest to them. Clean-up is also a part of Decision Time. Each day the children participate in putting away the materials they have used. This allows children to practice responsibility and cooperation.

Circle Time:

For one or two short periods of time each day, the whole group will join together for stories, songs, dramatic play, and discussions. Through these activities the children can increase their attention span, build vocabulary, and practice taking turns. They gain an understanding of their role in the group and they acquire self-confidence as they learn to express themselves in discussion, songs and movement.

Outdoor Play:

At Lighthouse Preschool we go outside daily. Outdoor time is for running, jumping, climbing and digging. It is an acceptable time and place to be very noisy. It is a time for exploration of the natural world. Children build physical strength and coordination, learn healthy patterns of exercise, and practice cooperation through group games. Children should come to school dressed appropriately for the weather.



Snack / Lunch Time:

Snack time is an important part of our day since it involves nutrition, science, hygiene, and social skills. While eating and sharing conversations with peers and teachers, self-help skills and age-appropriate manners are developed.

Music and Movement:

We will spend time each day to engage in music and movement activities (finger plays, songs, dance, rhythm sticks, group games, yoga, and songs with body motions). This time gives the children an opportunity to practice gross motor skills, listening skills, and learning about movement as they participate in making and responding to music.

Two teachers are present at all times.

Parents are not required to volunteer, but are always welcome to share their special talents with the class or just stop by and spend some time in the classroom. If parents plan to have a younger sibling with them, please limit your stay to 15 minutes in the classroom.

ALLERGIES

If your child has food allergies, we ask that you provide a supply of safe snack foods for your child to store at school, as well as have an allergic reaction emergency plan on file.

NUTRITION

Families will be asked to sign up on a rotating basis to provide a healthy snack for the class. Water will always be served with snack. When it is your "Snack Day" please prepare it before class begins.

LUNCH FOR 4 YEAR OLDS

Each child brings his or her own lunch to school. Your child benefits the most from nutritious healthy foods and drinks that they enjoy and with which they are familiar.

Lunches need to be "ready-to-eat" as the staff does not cook, re-heat, or prepare food for the students. We ask that you do not include soda, candy, or gum in your child's lunch.



HEALTH

If your child is ill please keep him/her home. If your child becomes ill or has an accident while at preschool which will not allow him/her to stay in school comfortably, we will call you or whomever you have designated on your admission forms to come pick up your child. We are sorry, but we are unable to administer medication at school. If your child has special medical needs please speak with our Head Teacher.



Because infections spread easily from one child to another, please keep your child home if he/she has any of the following symptoms:

- Fever - temperature of 100 degrees or higher, with in the past 24 hours
- Diarrhea - 2 or more watery stools (BM, poop) in a 24 hour period
- Vomiting-within the past 24 hours
- Rash - body rash, especially with fever, itching, or blisters
- Sore Throat - with fever and swollen glands
- Cough
- Eye/Nose Discharge - thick mucus or pus draining from the eye: pink eye, nose discharge- mucus draining from the nose
- Head Lice
- Not Feeling Good - unusually tired, pale, lack of appetite, earache, confused or irritable.

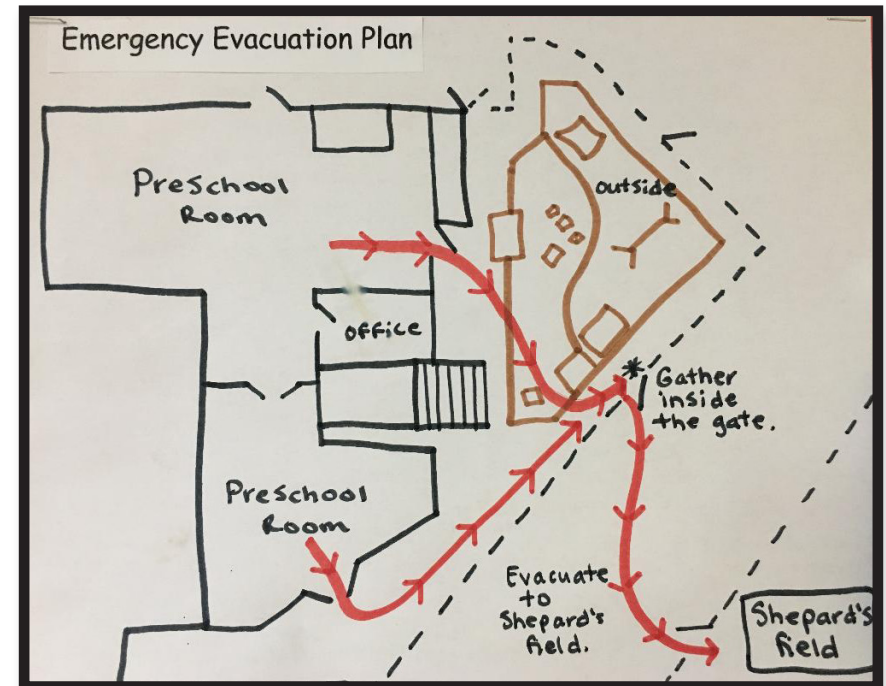
A child with any of these symptoms may infect other children. If ALL parents keep sick children at home, everybody's children will stay healthier. A child may not return to school until he/she has been symptom free for at least 24 hours. Please notify the school if your child has a communicable disease. In case of exposure at school, you will be notified and made aware of the incubation period. After any illness, other than the common cold, return to school requires a note from a health care provider.

Immunization Status: In the event of an outbreak of a vaccine preventable disease, children without vaccines, or children whose vaccines are not up-to-date, can be excluded from school until the outbreak is over. Tuition payment will still be required during this exclusion period.

DISASTER PLAN

A full copy of our schools disaster plan is available on site, and is available for viewing at any time. Teachers are educated, and trained on what to do in case of an emergency, and practice drills with the children throughout the school year. Lighthouse Preschools emergency meeting place is in Shepard's field, right across from our main parking lot.

Our staff must immediately report any suspicion of the occurrence of physical, sexual, or emotional child abuse, child neglect, or child exploitation to Child Protective Services or local law enforcement.





JUST PLAYING

When I am building in the block room,
Please don't say I'm "Just Playing."
For, you see, I'm learning as I play,
about balance and shapes.
Who knows, I may be an architect someday.
When I am getting all dressed up,
Setting the table, caring for the babies,
don't get the idea I'm "Just Playing."
For, you see, I'm learning as I play.
I'm expressing myself and being creative.
I may be an artist or an inventor someday.
When you see me sitting in a chair
"Reading" to an imaginary audience,
please don't laugh and think I'm "Just Playing."
For, you see, I'm learning as I play.
I may be a teacher someday.
When you see me combing the bushes for bugs,
or packing my pockets with choice things I find,
Don't pass it off as "Just Play."
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything"
at my school,

Please don't feel that time is wasted in "Play."

For, you see, I'm learning as I play.

I'm learning to solve problems and concentrate.

I may be in business someday.

When you see me cooking or tasting foods,

Please don't think that because I enjoy it, it is "Just Play."

For, you see, I'm learning as I play.

I'm learning to follow directions and see differences.

I may be a cook someday.

When you see me learning to skip, hop, run, and move my body,

Please don't say I'm "Just Playing."

For, you see, I'm learning as I play.

I'm learning how my body works.

I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today, and I say, I "Just played."

Please don't misunderstand me.

For, you see, I'm learning as I play.

I'm learning to enjoy and be successful at my work,

I'm preparing for tomorrow.

Today, I am a child and my work is play.

- ANITA WADLEY

Edmond, Oklahoma



