



Section 3

Admissions and Enrollment

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ADMISSIONS PROCESS

New families may apply for student admission to LCS for the current school year through January 10 of the given school year, provided class space is available. Please visit our website for the most up-to-date application, admissions, and enrollment steps for Lighthouse Christian School.

All applicants work with the admissions office through the application and enrollment process. These steps include, but are not limited to: completion of online application and payment of application fee; student assessment; parent/guardian interview; admissions committee review and decision; completion of online enrollment packet; and submission of required forms and documentation.

Admissions decisions are based on the strength of each applicant's overall application with a focus on four criteria aligned to the Lighthouse mission: spiritually minded, academically versed, socially balanced, and parent partnership. LCS teaches all subjects through a biblical worldview, and parents of applicants must agree to biblical worldview teaching.

After completing the admissions process, parents and guardians will receive one of three admission decision notifications:

- **Accepted:** Applicant meets the admission criteria of Lighthouse Christian School and enrollment will be offered.
- **Candidate Pool:** Applicant meets the admission criteria of Lighthouse Christian School, but the number of qualified applicants exceeds class capacity. If/when openings in the grade occur, a qualified applicant will be selected from the candidate pool and offered enrollment. Candidate pool positions are valid for the current school year and do not carry forward into the next school year. Candidate pool students not offered enrollment in the current school year are encouraged to apply for the following year.
- **Non-Acceptance:** Applicant does not meet Lighthouse's admission criteria and enrollment will not be offered.

Age Requirements for Kindergarten and 1st Grade Applicants:

- Kindergarten students must be 5 years of age on or before August 31, in accordance with Washington State law.
- First grade students must be 6 years of age on or before August 31.

Sibling Priority

During the admissions season, current families can receive priority processing when applying for the enrollment of a sibling. Siblings are required to complete the admissions process to qualify for enrollment individually. The admissions office will communicate the timing of priority processing and deadlines, which vary from year to year. In general, priority processing is available through early to mid-January of the school year before the year of application (for example, January 2025 for the 2026-2027 school year). After admission season deadlines, sibling applications are processed along with all other applications.

CLASS SIZE LIMITS

Homeroom class sizes shall be maintained within the following limits:

- Kindergarten – 20 students
- First-Fifth Grade – 20 students
- Sixth-Eighth Grade – 20 students

If necessary, the Head of School will determine the appropriate class sizes for split-level classes.

If necessary, homeroom class size limits may exceed the numbers above by two students to accommodate siblings of enrolling students and children of staff members. The excess enrollment shall be brought back in line as soon as possible by normal attrition.

CONFIDENTIALITY OF ADMISSIONS RECORDS

The admissions office protects the privacy of all applicants by limiting access to application materials to only those officers and employees of Lighthouse Christian School officially concerned with the admissions process. All material submitted and acquired in connection with each student's application will become part of our confidential admissions files.

At no time will students, parents/guardians, or others not associated with school admissions have access to them. Admissions records will not become part of a student's permanent record, even as an enrolled Lighthouse student. The school will not disclose the identity of individual applicants when providing any agency with required statistical data.

CONTINUOUS ENROLLMENT FOR THE FOLLOWING YEAR

Continuous enrollment for current students occurs in January for the following school year. Current Lighthouse students in K-7th grade will automatically be enrolled for the next school year. This process, called continuous enrollment, begins in January and ends on February 28 each year.

Key Dates:

- January-February 28: Continuous enrollment window for current LCS students (K-7th grade).
- February 28: Deadline for written withdrawal notice for the next school year without incurring the non-refundable continuous enrollment fee.
- March 1: Continuous enrollment fees (\$250 per student) will be invoiced to your FACT account.
- March 15: Continuous enrollment fees will auto-draft from your FACTS account.

If parents do not plan to have their student enrolled the following year, they must complete the Notice of Withdrawal form found on the website by the deadline. Families will avoid being charged the continuous enrollment fee if withdrawal notices are submitted by the deadline.

If parents withdraw for the following school year and subsequently decide they would like their student to return, the student may be subject to space available and/or placement in the candidate pool.

The school reserves the right to refuse admission/continuous enrollment to any student or family. All financial accounts with the school must be current for a family to have their student(s) enrolled for the following school year. The school may also un-enroll (withdraw) a student if the student account from the previous school year is not paid in full by June 15.

If Lighthouse receives a request for transfer of student records/transcripts for the following school year, Lighthouse will consider this a family's intent to withdraw the student. The school will give families 10 business days to complete the Notice of Withdrawal form found on the website to formally withdraw their student and transfer records. All applicable fees and tuition will continue to be charged until written notice is received through the withdrawal form. Please note, student records/transcripts will not be provided to another school without a withdrawal notification from the parent/guardian. Once the student's records/transcripts are transferred, Lighthouse will consider the student transferred as well.

WITHDRAWAL POLICY

Lighthouse bases its annual operating budget and financial plans on the expectation that students will attend for the entire school year. However, we understand that circumstances may change unexpectedly, causing families/students to leave before the start or end of the school year. To withdraw, families must complete the Notice of Withdrawal Form, located on the website. Tuition charges will apply based on the following withdrawal deadlines:

- **By February 28:** Family will be released from continued enrollment commitment.
- **After February 28:** Family will be released from enrollment, but continuous enrollment fee is non-refundable.
- **March 1 to May 31 for the coming year:** Family is responsible for 10% of the total annual tuition (paid in June of the current school year).
- **June 1 to the first day of school:** Family is responsible for 20% of the total annual tuition (due within 30 days of withdrawal notification).
- **After the first day of school:** Prorated tuition for days attended + 20% of total annual tuition.
- **Within second semester:** 100% of total annual tuition and will be billed in full upon withdrawal notification.

Unique circumstances may be considered upon written request to the Director of Operations.

Withdrawal and Re-enrollment During Same School Year

Students who re-enroll during the same academic year in which they earlier withdrew from Lighthouse Christian School may be required to complete the usual admission procedure of a new incoming student.