



## 2025-26 LIGHTHOUSE TK-12 EXPANDED LEARNING PROGRAM APPLICATION

LCPS's before and after-school expanded learning programs focus on providing high-quality expanded learning opportunities in a safe, caring, and supportive learning environment. Each site's specific ELP aims to provide meaningful academic and enrichment opportunities that support students' college and career readiness.

*Please fill out the application for consideration for the Expanded Learning Program.*

**Note that program space is limited to ten students in Transitional Kinder and Kindergarten ELP classes and a maximum of twenty students in Grades 1-8 ELP classes, and we cannot serve all families interested in participating.**

Completing the ELP application does not guarantee enrollment.

*Accepted families will be chosen by a lottery process in June that follows the Expanded Learning Education and Safety requirements and guidelines. Please be advised that LCPS offers priority enrollment to students who are currently unsheltered/unhoused, and students who attended ELP the previous school year.*

*Any families not accepted in ELP will be put on a waitlist and notified as soon as space becomes available.  
We encourage everyone interested to apply as early as possible.*

### Expanded Learning Program Start Dates

**1<sup>st</sup> -12th Grade Students:** ELP begins on the first day of school, **Monday, August 11, 2025.**

**Transitional Kinder and Kindergarten:** ELP begins under the Gentle Start Schedule on **Monday, August 25, 2025.** Please be advised that the limit for TK and Kinder ELP is 10 students per class.

### ELP PARENT ORIENTATION

#### Lighthouse MPR

**Thursday, July 31st, 2025 - Time: 9:00 am or 6:00 pm**

Families that are accepted to ELP will receive an invite.  
Invited families only need to attend one session.

**If your child is selected to participate in the Expanded Learning Program, the following resources will be available:**

- **Snacks:** students will be provided with a fruit-based snack and a grain/dairy snack every day in the program..
- **Academic and Literacy support:** Each student enrolled in ELP receives up to 1 hour per day of various academic support activities (timed reading, homework assistance).

**Enrichment classes built to support well-rounded learning opportunities:** Enrichment classes offer students opportunities to engage, develop, and hone skills, abilities, and talents through arts, fitness and more.

### LCPS Expanded Learning Program Application Process

**You need to complete each of these steps:**

1. Complete and submit the Expanded Learning Program application during the summer registration window.
2. Accept your seat once you receive notification that your child has been accepted.
3. Attend a **MANDATORY** orientation for all families participating in the program. Orientation will be held in person on Thursday, July 31st.
4. Applications received after Parent Orientation will automatically be placed on the waiting list.



## EXPANDED LEARNING PROGRAM 2025-26 APPLICATION

**Student Name:** \_\_\_\_\_ **Grade in 25-26:** \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

**Please list siblings attending Lighthouse who are applying for the Expanded Learning Program as well:**

Sibling Name: \_\_\_\_\_ Grade in 25-26: \_\_\_\_\_

Sibling Name: \_\_\_\_\_ Grade in 25-26: \_\_\_\_\_

### PROGRAM COSTS

Program costs for families are based on Free and Reduced Lunch qualifying status. **If you qualify for Free or Reduced Lunch, please share your eligibility letter demonstrating your income status.** Upon application receipt, we will communicate to you your program costs and processes based on your FRL status as below:

- Free/Reduced: No cost (participation costs covered by ASES grant)

### REASON FOR ENROLLMENT

Why would your child(ren) benefit from participation in the Expanded Learning Program? *Please check all that apply:*

- ☐ I am a working single parent or all parents/caregivers work during program hours.
- ☐ Additional academic support is needed for my child(ren).
- ☐ Additional English language support is needed for my child(ren).
- ☐ My child(ren) would benefit socially/emotionally from participating in ELP.
- ☐ My child(ren) is/are new to LCPS and need(s) support transitioning.
- ☐ LCPS gives enrollment priority to students in foster care or who are homeless. Please check this box if you wish to be considered for this priority.
- ☐ Please share additional reasons why your child(ren) would benefit from participating in ELP.

\_\_\_\_\_  
\_\_\_\_\_

### ELP DISMISSAL AND AUTHORIZED ADULTS

As the parent/guardian, I understand that the Expanded Learning Program will begin immediately at the end of the school day and will end by 6:00 p.m. (6:30 on Wednesdays).

After ELP, my student will *(please check one and sign)*:

- ☐ be picked up by myself or one of the adults authorized on the emergency information.
- ☐ be responsible for leaving the school without an authorized adult present. I authorize them to sign themselves out. **Option available for 6th - 12th graders and their accompanying siblings only.**

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**WHERE OAKLAND SHINES**



## EXPANDED LEARNING PROGRAM 2025-26 APPLICATION

### PICK-UP TIME POLICY

Students are to be picked up no later than the end of the program (6:00 pm M, T, Th, F and 6:30pm Wed). If students remain at the program 30 minutes after program dismissal with no successful contact with parent and/or guardian, LCPS Expanded Learning Program is required by law to notify law enforcement. **Three instances of late pick-up may result in removal from LCPS Expanded Learning Program.**

### ELP PARTICIPATION REQUIREMENTS & EARLY RELEASE POLICY

The Expanded Learning Program operates Monday through Friday, beginning immediately upon dismissal and ending at 6:00pm (6:30 pm on Wednesdays). To ensure participants are experiencing the full benefits of the program, we ask that families allow their students to attend the program consistently.

If you must pick up your child before 6:00 pm, based on the LCPS Expanded Learning Program Early Release Policy, families can request with ELP Coordinator early release of their child from the Expanded Learning Program for any of the following reasons:

- Family emergency
- Personal family circumstance
- Medical appointment
- Transportation
- Community safety
- Child accident
- Other conditions, as deemed appropriate
- Parallel Program (If your child is participating in a parallel program, please submit a written description of the activity and dates and times impacted.)

**Students who do not meet program participation requirements and Early Release Policy may be removed from the LCPS Expanded Learning Program.**

By signing below, you agree to the ELP Pick-Up Time Policy, Participation Requirements, & Early Release Policy. I give my permission for my child to participate in the LCPS Expanded Learning Program offered by described herein.

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Signature of Parent/Guardian

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Date

### WAIVER AND RELEASE OF LIABILITY

In consideration of the risk of injury while participating in LCPS Community Public School Expanded Learning Program (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge LCPS Community Public School, located at 444 Hegenberger Road, Oakland CA 94621, and their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury, including but not limited to illness, paralysis, death, damages, economic or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event related to this Activity.

I am voluntarily participating in the aforementioned Activity and I am participating in the Activity entirely at my own risk. I am aware of the risks associated with traveling to and from as well as participating in the Activity, which may include but are not limited to, physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and death. I understand that these injuries or outcomes may arise from my own or others' negligence, conditions related to travel, or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from, and during this Activity.

## WHERE OAKLAND SHINES



I agree to indemnify and hold harmless LCPS Community Public School against any and all claims, suits or action of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If LCPS Community Public School incurs any of these types of expenses, I agree to reimburse LCPS Community Public School.

I acknowledge that LCPS Community Public School and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts or failures to act of any party or entity conducting a specific event or activity on behalf of LCPS Community Public School.

I acknowledge that this Activity may involve a test of a person's physical and mental limits and may carry with it the potential for death serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

I acknowledge that I have carefully read this "waiver and release" and fully understand that it is a release of liability. I expressly agree to release and discharge LCPS Community Public School and all of its affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, from any and all claims or causes of action and I agree to voluntarily give up or waive and right that I otherwise have to bring a legal action against LCPS Community Public School for personal injury or property damage.

To the extent that statute or case law does not prohibit release for negligence, this release is also for negligence on the part of LCPS Community Public School, its agents and employees.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilities occurs as a result of my or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

1. This Agreement was entered into at arm's length without duress or coercion, and is to be interpreted as an agreement between two parties of equal bargaining strength. Both the Participant and LCPS Community Public School agree that this Agreement is clear and unambiguous as to its terms, and that no other evidence will be used or admitted to alter or explain the terms of this Agreement, but that it will be interpreted based on the language in accordance with the purposes for which it is entered into.

In the event that any provision contained within this Release of Liability shall be deemed to be servable or invalid, or if any term, condition, phrase or portion of this agreement shall be determined to be unlawful or otherwise unenforceable, the remainder of this agreement shall remain in full force and effect, so long as the clause severed does not affect the intent of the parties. If a court should find that any provision of this agreement to be invalid or unenforceable, but that by limiting said provision it would become valid and enforceable, then said provision shall be deemed to be written, construed and enforced as so limited.

I, the undersigned participant, affirm that I am under the age of 18 years or older, and that I am freely signing this agreement. I certify that I have read this agreement, that I fully understand its content and that this release cannot be modified orally. I am aware that this is a release of liability and contract and that I am signing it of my own free will.

Student Name: \_\_\_\_\_ Student Grade 25-26: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**WHERE OAKLAND SHINES**



## Expanded Learning Program (ELP) Policies & Procedures for Families and Students

**Discipline Policy for the Expanded Learning Program:** Core Day behavior expectations apply to the Expanded Learning Program. We use a tiered Restorative Justice approach, emphasizing conflict resolution and harm repair; however, students who repeatedly disrupt the program may be removed to ensure a safe and positive environment. Serious infractions—such as violence, threats, hate speech, harassment, bullying, possession of weapons or controlled substances, or other egregious behavior—may result in immediate removal from the program.

**Program Check-In:** **TK-G5 grade students** will be dropped off by their Core Day teacher for transition into ELP at a classroom, eat snack, and sign-in with their ELP teacher upon arrival. **6th – 8th grade students** will meet their respective ELP teacher at dismissal, eat snack, and sign-in upon arrival. **9th – 12th grade students** will meet their respective Expanded Learning Program teachers in the High School at dismissal, eat snack, and sign-in upon arrival.

**Snack:** We provide snacks to all Expanded Learning Program students. **To keep students safe, we do not allow TK-G8 students to leave the school site to purchase food at the store, gas station, or with/street vendors.** If your child expresses that the snack is insufficient and is still hungry, please pack an extra snack for the afternoon. If you provide snacks for your child, please send healthy food. We comply with California Dept. of Education nutrition standards. **Recommended supplemental snacks: sandwiches, fruit, crackers, yogurt, seeds/nuts, snack bars, popcorn, veggie sticks, etc.**

**Tardiness:** Students are not allowed to leave the Lighthouse school site, without written permission from an authorized staff person. Any students who are not on time for attendance will be considered absent until they check in with their ELP teacher. Students will be considered tardy after 3:35pm (TK-G5) and 3:50pm (G6-G12), if they have no written excuse note from staff/teacher. **If tardiness continues to be a challenge, your child may lose all ELP privileges, at the discretion of the Expanded Learning Program Coordinator.**

**Sign-Out:** At the end of the program day, parents/guardians/other authorized persons are to sign their child(ren) out at the Front Desk. **Please ensure the person picking up your child is prepared to show a picture ID. Children cannot be released to anyone not listed as an authorized pick-up in the student enrollment form.**

**Early Release Policy:** If your child needs to be released consistently early from the program for the reasons stated in the ELP enrollment form, please complete and sign that section in the enrollment form. Without a completed early release form, authorized adults requesting to pick up their child(ren) at any point before the end of their after-school program must first check in at the front desk and receive an Early Pick-up Pass.

**Dismissal 6:00pm Mon-Fri (6:30 pm on Wed),** ELP teachers will watch their designated grade of students in their classroom until a parent has signed them out, and the ELP Coordinator has called for them to come to the K-8 Front Desk for pick-up. **Middle School and High School (12 and older) students can sign themselves out of the program if they have permission from their parents. This privilege may be removed if the Middle School / High School student is not following the ELP Expectations.**

**Late Pick up:** **Expanded Learning Program ends M/T/TH/F at 6:00pm and on Wednesdays at 6:30pm.** Please make the necessary arrangements to pick up your child on time. Please enter the building to sign out and pick up your child. Please contact us immediately, if there is an emergency that will make you late or prevent you from coming. If you are prevented from picking up your child, please contact a pre-authorized person to pick up your child(ren). If you arrive after dismissal time to pick up your child(ren) it will be noted. **After 3 late notices within a semester, your child may be dismissed from the Expanded Learning Program at the discretion of the Expanded Learning Program Coordinator.**

**Absences:** Please make the necessary communication with ELP Admin at 510-562-8801 if your child will be absent from the program. An absence will only be considered excused if ELP Staff are notified in advance. Please make sure to bring the necessary documentation upon your child's return to ELP to excuse the absence. If a student is absent from ELP for more than five (5) days during a semester, a parent/guardian will be asked (via a phone call and/or letter) to attend a meeting with the ELP Coordinator. **If there is no communication from the parent/guardian regarding the chronic absence, and/or this pattern continues, a call will be made to notify the family that the child has been removed from ELP and/or is placed on the waiting list, at the discretion of the K-12 Expanded Learning Program Coordinator.**

**Please keep your list of authorized persons to pick up your child as well as emergency contact information updated in writing in your child's Expanded Learning Program file.** If you wish to update emergency contact information or add authorized pick-up persons, please do this by calling ELP Admin at (510)562-8801 to schedule an in-person appointment to come by the ELP office to update it.

*I, \_\_\_\_\_, have read the Expanded Learning Program's policies and procedures. By signing this document I agree that I have read and I understand the Policies and Procedures of the Expanded Learning Program at Lighthouse Community Public School. In addition, I have communicated this information with my child and authorized pick-up contacts.*

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Printed Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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