



Opendoor After School

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Student & Parent Handbook



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*This handbook is subject to change at any time.
Parents will be notified of any amendments made.*



GENERAL INFORMATION

Mission Statement

Opendoor After School gives us the unique ability to create a safe environment to purposefully invest in the next generation. This is just one of the ways we are reaching out to our community to provide a quality education with a faith-based emphasis.

Tuition and Enrollment

Yearly tuition pricing can be found on the Opendoor Education website (<http://www.opendooreducation.com/>) and is based on the school calendar. Registration fees and/or Re-enrollment fees will be collected annually to maintain your spot in our program. Electives will be offered at extra rates. A list of Electives will be released toward the beginning of the school year.

Tuition Payments

Tuition payments will be made via bank draft (we do not offer credit card payments at this time) on Fridays for the following period, depending on the frequency you decide:

Monthly : 1st Friday of the month

Weekly: Every Friday

You will receive an email from our business manager in July/August to confirm the date and amount(s) of your draft. Please respond to that email to confirm acceptance.

Insufficient Funds Policy

We understand things happen, but if ***any*** type of payment is returned for insufficient funds, our policy is as follows:

1. First Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and give you the option for us to re-run the returned check or provide another form of payment within forty-eight (48) hours. If you need to make additional arrangements, please discuss this with us immediately.
2. Second Offense (within a year from the first offense) – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and will need to make a CASH ONLY payment to cover the payment that was returned. Your account will be marked as CASH ONLY.

After one (1) year from the date of the returned check, if timely payments have been made, we will remove your account from cash only.

3. Third Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and you will need to make a CASH ONLY payment IMMEDIATELY to cover the payment that was returned (or balance in full) along with the returned payment fee. We hold the right to remove your child from our facility and in order for them to return, you will need to pay a month in advance.

Terminating Contract

If, for whatever reason, you need to terminate your enrollment in our programs, we require a two (2) week notice starting on a Monday and ending ten (10) business days later. Opendoor Education may terminate this contract at any time depending on the circumstances in consideration of the welfare of the children and staff. Opendoor Education will refund any overpayments unless there has been a failure to give a two (2) week notice, which will result in forfeiture of refunding over-payment.

Photo and Video Consent

Photos and videos will be taken throughout the year. They may be posted on social media such as, but not limited to: Facebook, Twitter, Instagram and other social media platforms. We are very proud of the programs at Opendoor Education and these photos and videos can be used to promote our program in a positive way and give you a glimpse of the activities and fun that your child(ren) are having. You do have the option to opt out of photo consent during enrollment.

Closing and Delays

In the event of a delay or closing, we use an electronic form of communication (app) to notify you of urgent announcements. Upon enrollment, parent cell phone numbers and emails that are provided will be entered into our system (app). In the event of any last minute delays or cancellations that may affect your drop off or pick up schedule, you will receive a message or notification from our system. We also post these updates on our Instagram page [opendoor.afterschool](#) (for After School) as well as our Facebook page. We strongly encourage you to 'follow us' for updates on your child's program and for any announcements that may apply to you and your child. If After School opens due to an unexpected school closing, parents/guardians are responsible for providing lunch for their child.

After School Hours

From school dismissal (including early release days unless otherwise indicated) until 6:00 pm. On Teacher workdays and select holidays we are open from 7:00 am to 6:00 pm and Early Release days from School dismissal until 6:00 pm.

Drop Off/Pick Up Procedures

On days After School is open from 7:00am – 6:00pm: beginning at 7:00 AM, students must be escorted into the building by a guardian where the students must be signed in.

Parents will be issued a family security key card at the time of their enrollment in Opendoor Education. That card is to be used only by the student's father, mother, or authorized pick up people. No one else should use that key card to enter any building on Opendoor Education's campus at any time. Cards are active between 2:45pm-6:00pm for After School pick up. If visiting Opendoor After School before 2:45pm, please check in at the Child Development Center front desk. On full days (7:00am-6:00pm) the key cards will be active for drop off starting at 7:00am until 9:00am. After 9:00am, After School students must be dropped off at the Child Development Center front desk

When checking out a student from After School you must report to the check out counter located in the main lobby of Building 1. Every student must be signed out in some form everyday. If an unfamiliar person is checking out a student the staff member managing check out may request to see a form of identification to assure the child is leaving campus with an authorized person from the documented pick up list.

Security Key Cards

Parents will be issued a family security key card at the time of their enrollment in Opendoor Education. Two free key cards will be provided; additional cards and replacements cards may be purchased for an additional fee. If a card is lost or stolen the After School Director must be notified immediately. The card is to be used only by the student's father, mother, or authorized pick up people. No one else should use that card to enter any building on Opendoor Education's campus at any time.



After School GUIDELINES

Homework Policy

A homework contract will be sent home at the start of every school year to maintain accountability for staff, parents, and students. It is our top priority to provide each child with the time and environment where they can complete homework. We are not able to work with each child individually but will be able to help them stay on task during and offer guidance when needed.

Outside Food

Opendoor After School does allow students to bring outside food for snacks and lunch, however due to food allergies we request students avoid bringing products that contain peanuts. Students are not allowed to share food from home with others.

Visitors and Volunteers

Any visitors and volunteers, (including parents) MUST check-in at the Child Development Center front desk and receive a Visitor Pass upon arrival on campus between the hours of 7:00am-6:00pm. Your child's safety and use of instruction time is of the utmost importance. This includes dropping off items during instructional time.

Parent Conduct

We understand that at times there can be differences of opinion when it comes to your children. We do however expect for both staff and parents to strive for unity. Parents are asked to talk to administration directly (not to other parents) when issues arise. Parents should talk to and about staff in a non-aggressive, polite and respectful manner. Our goal is to build each other up, not tear down.

Custody Disputes

We understand that family situations happen, but we respectfully request that our administration or staff not be summoned for custody hearings or any other family court matter. If it is essential that an Opendoor Education staff member be summoned, contact should only be made through the Opendoor After School Director. A \$500.00 per day fee will be invoiced for court appearances, depositions, or other needs that remove them from their daily responsibilities.



HEALTH AND SAFETY GUIDELINES

Health Guidelines

Illness or Injury

It is expected that students are sent to After School healthy.

- Students with fevers, diarrhea, vomiting, contagious viruses, severe colds, and the like will be sent home to avoid infecting others. Students must be free of fever, vomiting and/or diarrhea for twenty-four (24) hours without the aid of medication before returning to After School.
- Should a student become ill or receive an injury while at After School, the parent will be called if deemed necessary. First aid will be given, but school personnel will not administer medications unless previously arranged with parents. Students who are lethargic, tired, and unable to participate at After School will be sent home for needed rest and recuperation.

Head Lice

Outbreaks of head lice are common among children in schools, affecting all social and economic groups. Should a student be diagnosed with live head lice, the student's parent(s) will be notified by After School right away and a general communication will be sent to the After School parents to prevent further spread. Students will not be allowed to come to school until after a lice treatment has been performed and the head has been examined for lice.

Medications

If a student is in need of specific over-the-counter medication during the After School day, the parent must bring it to After School with written instructions on the proper administration of such medication(s). If prescription medication or any other non-prescription medication prescribed by a physician is to be administered during After School, parents shall have the "Opendoor Education Authorization for Medication" form completed by a physician/medical provider. For the convenience of our families and because most local medical providers routinely stock "Pitt County Schools Authorization for Medication" (form #EPS-50), this form is an acceptable substitute for the Opendoor Education Authorization for Medication.

No medications may be kept in the student's possession or in his/her locker or book bag, with the exception of asthma inhalers and Epipens and as authorized by the medical provider's signature on the EPS-50 "Green Form". All asthma inhalers and Epipens should be labeled with the child's name. A parent approval form for the general administration of over-the-counter drugs such as Tylenol, ibuprofen, cough drops, and antacids, must also be on file in the Director's office before Opendoor Education will administer such medications.

These medications will be administered to the student by the Receptionist, Teacher, or Administration and only with permission from the parent.

If prescription medication is needed on a regular day-to-day schedule, it must be kept and dispensed from the school office. It is the parent's responsibility to make sure that all prescriptions are current (not expired) and up-to-date.

Safety Guidelines

Fire Drills

Fire drills may be held the first week of After School and monthly at various times during the afternoon. The teachers and other staff will acquaint the students with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be posted in each After School room, and each teacher will ensure that the students fully understand the evacuation procedure and route.

Tornado Drills

A minimum of once per year, After School will conduct tornado drills. All students are to proceed to the place designated by the teacher, kneeling with their heads kept down and toward a wall.

After School Security/Lockdown Policies

We take the safety and well-being of all our students and faculty very seriously. We have therefore established policies and procedures in the unfortunate event of a "school lockdown." Regular drills will be instituted throughout the year to prepare our faculty/staff and students for such events. Given the multiple and varying situations that are possible in a "lockdown" scenario, it is not possible to outline all the details here. Please know that we have drafted, with plans to continually improve, our policies and procedures to the best of our abilities, after consulting with experts on this subject, including other schools, and especially various local law enforcement agencies. We realize that some of our younger children may be especially sensitive to "lockdown drills." However, drills are absolutely necessary for adequate preparation for an actual emergency.

Communication with Parents/Guardians regarding "ACTUAL LOCKDOWN"

In the event of an actual lockdown situation, a member of the Opendoor Education's administrative staff will notify the parents/guardians of the lockdown: by phone, email and/or text alerting them of the lockdown situation, as soon as it is possible. Please note that in an actual lockdown event, it may not be possible to act on this policy. Once lockdown is over, the administration will alert the parents/guardians, as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while school is in lockdown mode until the "All Clear" is communicated by phone, email and/or text.

Field Trips (Summer Camp)

To insure the safety of our students on After School field trips, the following procedures will be followed:

- Seat Belts – All students must be wearing a seat belt at all times.
- No children, even above the age of 12, will be allowed to ride upfront in the passenger seat.
- Car Seats – All students must be in a car seat according to NC law if they are under the age of 8 years of age **or** weigh less than 80 pounds.
- For the safety of our students, we insist that the same children return to school property unless otherwise arranged.



STUDENT GUIDELINES

Student Conduct

Attending Opendoor After School is a privilege, not a right. Our students are expected to behave in ways that are respectful, honoring, and exemplary to God and those around them. This includes but is not limited to faculty, pastors, parents, peers and those in the community.

Student Discipline

If at any time a member of Opendoor Education's Faculty must discipline a child, it is always done in love and an effort to set healthy boundaries and set the student up for success.

Opendoor After School has standards that are to be respected and upheld in the After School environment to help encourage safety and a positive learning environment for all students. Teachers may also give appropriate disciplinary action to any student such as silent lunch, walking or sitting during free play, reading or quiet time during electives, or being relocated.

If a student consistently makes minor infractions the After School Director may make official parent contact through phone call or conference. These forms of communication will be documented.

In the event the After School Director is not available to handle student discipline, another Director in Opendoor Education will stand in their place.

Minor Offenses include but are not limited to:

- *Disrespect*
- *Group disruption*
- *Excessive talking*
- *Cussing*
- *Improper use of electronic devices*
- *General horseplay*
- *Defiance or refusal to obey staff*
- *Inappropriate acts*

If the Director sees fit, the student may be removed from the After School environment to an isolated area for a period of time. If the behavior is repeated and still does not cease, the student may be suspended.

The following are considered Major Offenses and will not be tolerated. The Director will use their discretion to determine punishment:

- *Causing physical harm to anyone*
- *Property damage*
- *Possession of obscene material*
- *Illegal activity*
- *Bullying*
- *Theft*
- *Sexual misconduct*
- *Gang activity*
- *Possession of a weapon of any kind (guns, knives, mace, pepper spray, etc.)*
- *Fighting*
- *Defiance or refusal to obey staff*
- *Displays of aggression to another individual*
- *Inappropriate acts*
- *Misuse of Opendoor technology*

Expulsion

The Opendoor Education Director along with the After School Director holds the right to expel a student at any time for any Major Offenses. They also reserve the right to expel a student for repeated, exhausted Minor Offenses if the above disciplinary actions have not been successful.

Students who are expelled may be admitted back the following year but are not guaranteed.



ELECTRONIC DEVICE POLICY

During After School hours, students will be prohibited from using any device to surf the Internet, watch movies, listen to music or play electronic games, without the staff's specific permission. Any violation of this policy may result in the loss of use of the mobile device or other electronics. The first violation will result in confiscation of the device and parents will be asked to retrieve the confiscated device personally from Director. A second offense may result in the loss of privilege of bringing the device to After School for a thirty (30) day period. A third offense will be deemed a Major Conduct Offense.

Internet and the use of Opendoor After School Devices

Educational Purpose

1. The Technology Department has been established for a limited educational purpose. The term "educational purpose" includes homework activities, career development, and limited high-quality personal research. Sixth and Eighth grade After School students are the only students permitted to use After School computers or other versions of technology.
2. No student should access public networking sites or programs when using Opendoor After School computers. This includes (but is not limited to) such services as Facebook, Youtube, Twitter, Instagram, or any other social media.

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