OPEN DOORS ACADEMY
ONLINE ENROLLMENT

Open Doors Academy provides out-of-school time programs that protect, inspire, nurture and challenge youth to reach their full potential.

Enrollment Steps for Families

This Step-By-Step Guide will walk you through Open Doors Academy's online enrollment process for the before school, afterschool, or summer program at your child's school. Please reach out to our team member below with questions.

For families speaking languages other than English, our website can be translated into Spanish or Chinese, if needed. Translated enrollment forms and handbooks are available on our website and upon request from ODA staff.

ODA Enrollment Team:

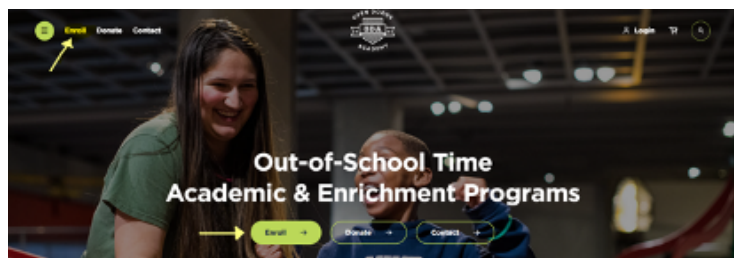For School Year Programs:
enrollment@odacle.org

For Summer Camps:
summercamp@odacle.org

Step 1: Enroll

Visit our website and click 'Enroll' at the top or middle of the page.

Click to visit opendoorsacademy.org

Out-of-School Time
Academic & Enrichment Programs

Step 2: Log into ODA Account or Create an Account

Previously Enrolled?

Input Username and Password to log in. Don't create duplicate parent accounts, it will delay enrollment!
- Password may be reset if needed.

To register for this program login below or click the "Create an Account" link to register.

Email Address   Password   Sign In

Create an Account →   Forgot Password? →

New to ODA?

New users should click 'Create an Account.'

If creating a new account as a new family, fill in the information required including your First and Last Name, Email, and Password and Click 'Create my Account.'

Create Account

First Name
Last Name
Email Address
Password
Confirm Password

Create my Account

Step 3: Confirm Your Email Address

▶ Only for New Families

Validate your email address by opening up the email that was sent you, then clicking on the 'Activate Your Account' link in that email.
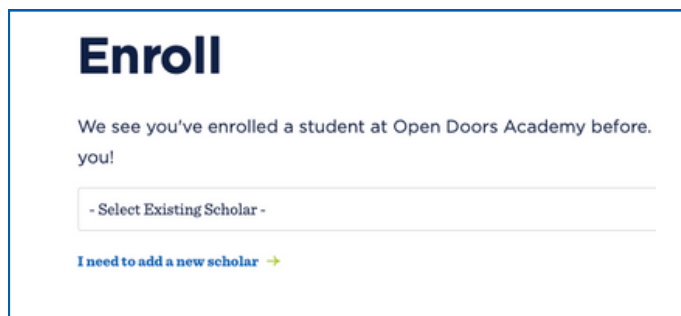
If using existing account, you may skip this step.
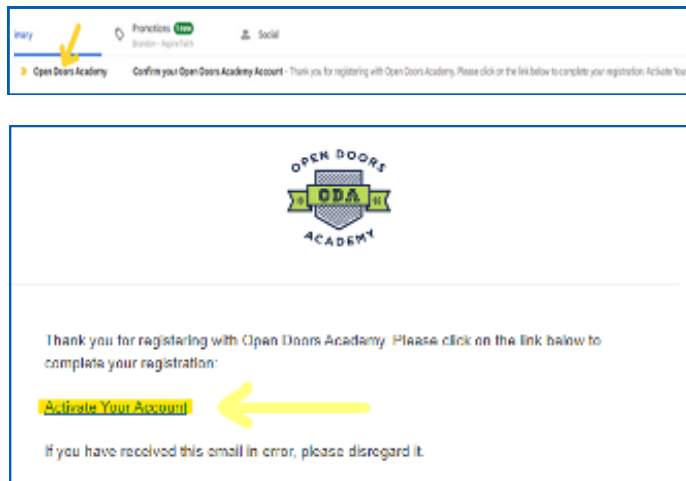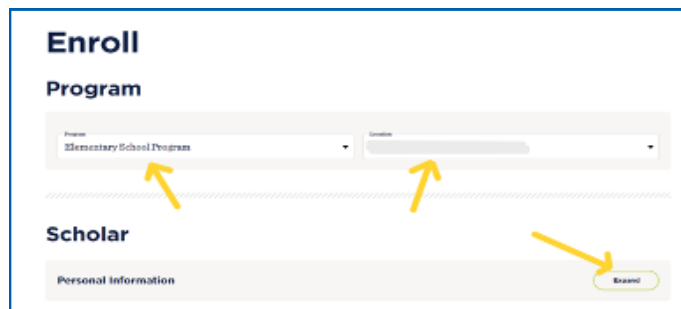

Step 4: Pre-Populate Student Information

▶ Only for Previously Enrolled Families

Pre-populate student information by choosing a previously enrolled child from the drop down list. Don't create a duplicate account for your child, it may delay enrollment!
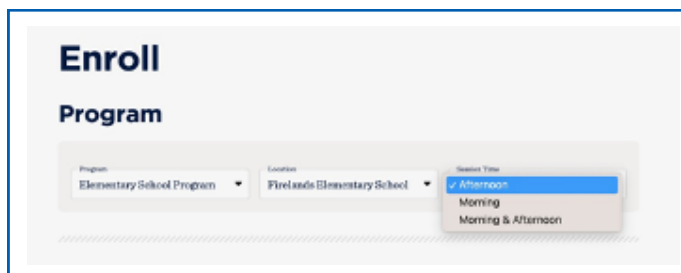

Step 5: Choose Program and Location

by choosing the correct program and location from the drop down menu.

NOTE for programs with both before and afterschool options: Select Afternoon, Morning, or Morning & Afternoon.

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Step 6: Complete All Application Sections

by typing in the information requested in each field.

In each section, click 'Expand' to fill in your scholar's personal information, household demographic information, emergency contacts and click 'Continue'. Missing information in required sections will be marked red and must be completed to continue.

Scholar

Personal Information

Additional Information **(Please Review)**

Medication **(Please Review)**

Step 7: Check Out

by clicking 'Checkout.' After you click 'Checkout,' put in your Billing Information, and click 'Complete Order.'

Step 6: Confirmation Page

Print Receipt or Add Another Child

Check your email for a confirmation that your application was successfully submitted.

To enroll another child, click "Add Another Scholar." You may print a receipt from this screen if you like.

– WAIT! You're not done yet. –

Step 7: Sign the Waiver!

The applying parent or guardian will receive an e-signature document from PandaDoc (docs@email.pandadoc.net) immediately after submitting their application.

Applications without signed documents will NOT be processed.

Open Doors Academy sent you **FY25 Flagship Enrollment Packet - Daniel Jr. Serra.**

OPEN THE DOCUMENT ⟶ FORWARD

You're good to go! You will hear from our Program Coordinator within a few days.

Thank you and welcome to ODA!

www.opendoorsacademy.org

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