



## FAMILY HANDBOOK

### NORTHEAST OHIO PROGRAMS



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Protect. Inspire. Nurture. Challenge.

## OUR MISSION

Open Doors Academy works to protect, inspire, nurture, and challenge youth to reach their full potential.

## PROGRAM OFFERINGS

Our programs seek to level the educational playing field for scholars by offering year-round, comprehensive out-of-school time learning and support for students and families in grades K-12 and at least one year out of high school.

We specialize in four primary categories of enrichment:

- afterschool programs
- summer programs
- responsive family engagement
- scholar travel opportunities



## Why ODA?

### OUR MODEL WORKS

We are leaders in out-of-school education. ODA scholars outperform their peers in academic and socio-emotional outcomes. We invest in resources and educators on our team and across the state to build capacity for, improve the quality of, and expand access to out-of-school learning opportunities for K-12 scholars.

### RELATIONSHIPS FIRST

Our scholars and families are at the core of every decision we make. We prioritize relationships with scholars, families, school leaders, and community partners because we know that strong, supportive relationships are the foundation for educational excellence.

### WE'RE FULL TIME

Our full-time team provides programming for kindergarteners through post-secondary graduates, all day and all year long in school buildings across Greater Cleveland and beyond. Our wraparound approach goes beyond programming to provide comprehensive support that meets wide-ranging needs and removes barriers for families.

### LOW-COST TO FAMILIES

Our programs are low-cost to our families with the generous support of our funders and donors.

# OUR PHILOSOPHY

## FAMILY PARTNERSHIPS

At ODA, we partner with families to meet the needs of their children. Families are children’s first teachers, and they know their children’s interests, personalities, and needs better than anyone. We collaborate with families to best meet the needs of our scholars and foster their growth using consistent, structured support.

## RELATIONSHIP-BASED LEARNING

We know from experience that strong educator-scholar relationships are the foundation of learning. Our scholars grow in competence and confidence through caring cooperation with adults. We know that to build motivation and inspiration to spark a love of learning, the first step is creating a sense of belonging, love, and mutual trust.

## STRENGTH-BASED DEVELOPMENT

We believe that the children that we serve have the inherent gifts to succeed. Achievement gaps exist because opportunities for learning and growth are not equitable. Our role is to provide the environment, resources, and wraparound support to build our scholars up so they can achieve their full potential.

## CULTURALLY RESPONSIVE EDUCATION

We center the everyday experience and cultural histories of our scholars, families, and communities. We strive to engage our scholars with academic content and enrichment activities in ways that foster meaning and purpose and build connections across lines of difference.

## TRANSFORMATIVE SOCIAL LEARNING

Education is more than the transfer of information or simple reflection. We seek to understand the world in order to transform it. We develop critical thinking skills to empower scholars to engage with and build stronger communities.

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## WHO TO TURN TO IF YOU NEED HELP

MAIN OFFICE LINE: 216-229-1900

### CAMPUS STAFF:

ODA campus staff is your main point of contact during the school year. For all staff contact details, please view the directory on our website.

#### Staff Directory:

Access our directory using the link below or the QR code:

- <https://www.opendoorsacademy.org/directory>

ODA STAFF  
DIRECTORY



### SPECIFIC HELP:

#### General Questions:

[info@opendoorsacademy.org](mailto:info@opendoorsacademy.org)

#### Enrollment (Cleveland):

[enrollment@odacle.org](mailto:enrollment@odacle.org)

#### Finance/Billing (Statewide):

[finance@opendoorsacademy.org](mailto:finance@opendoorsacademy.org)

#### Summer Camp (Cleveland):

[summercamp@odacle.org](mailto:summercamp@odacle.org)

#### Family Engagement Department:

[familydepartment@odacle.org](mailto:familydepartment@odacle.org)

# REQUIREMENTS TO JOIN ENROLLMENT PROCEDURES

## SCHOLAR REQUIREMENTS TO JOIN ODA

Open Doors Academy requires each scholar to meet the following requirements:

### Elementary School:

- Scholar must be in Kindergarten through 5th grades and a resident of Cuyahoga County.
- At least one (1) adult family member must attend in-person or virtual orientation.
- Transportation to and from the ODA program location

### Middle School:

- Scholar must be in the 6th, 7th, or 8th grades and a resident of Cuyahoga County.  
NOTE: Select ODA programs offer 5th grade programming; inquire with your campus staff for details.
- At least one (1) adult family member must attend in-person or virtual orientation.
- Transportation to and from the ODA program location

### High School Programming:

- Scholar must be in the 9th, 10th, 11th, or 12th grades and a resident of Cuyahoga County.
- At least one (1) adult family member must attend in-person or virtual orientation.
- Transportation to and from the ODA program location

### Summer Programming:

- Summer Programming is offered to all scholars in our Cuyahoga County afterschool programs.
- At least one (1) adult family member must attend in-person or virtual orientation.

## HEALTH POLICY FOR ENROLLMENT

- ODA aligns with the policy of the school regarding immunization of children. Scholars who have immunization records on file with the school will be permitted to join ODA program.
- ODA follows CDC and school district guidelines regarding COVID-19.

## FAMILY ENGAGEMENT EXPECTATIONS AT ODA

When families are actively engaged, scholars thrive. To help support your scholar's success and maintain access to all programming offerings, parents/guardians are expected to attend a minimum of 4 family events or workshops during the school year. These activities include:

- Seminars in our Family Partnership Series (typically in-person meeting during evenings)
- Family Engagement events:
  - Night at the Museum
  - Holiday Dinner
  - International Festival
  - Cavs Family Night Out
  - Entrepreneurship Showcase
  - On campus / at school events
- Attend a mid-year staff/family conference
- Our Holiday Heart Giving Program

## IMPORTANT NOTE

*Enrollment is not complete (and the child will not be able to participate in ODA) until the parent/guardian attends a in-person or virtual orientation session and fills out all required enrollment paperwork. In addition, all necessary ODA and ODCY paperwork must be completed and on file.*

## ENROLLMENT PROCEDURES

Enrollment is conducted on our website. Parents/guardians will be required to create an ODA account prior to enrollment. After completing all enrollment paperwork via electronic signature, all families will be required to attend an in-person or virtual orientation.

You will receive orientation details by email and text from the campus coordinator at your school after completing enrollment. Enrollment is considered on a first-come basis.

*If a campus has an ODA waitlist, the scholars on the list will be given an opportunity to enroll if/when space becomes available. Families can inquire about waitlist status by contacting campus coordinators.*

### Late Enrollees

Open Doors Academy accepts late scholar enrollment until early April (exact date changes yearly and will be posted on the website), when capacity is available on program rosters at the respective campuses.

### Withdrawal Policy

The following withdrawal policy has been established to clarify withdrawal requests:

#### Withdrawal Requested By Parent/Guardian

- Parent/guardian may notify campus staff to request withdrawal.

### Behavioral Issues and Suspension/Removal Policy

Open Doors Academy reserves the right to attempt to improve a difficult situation by requesting a parent/guardian meeting with campus staff, including members of the programming and family teams. The meeting includes the following:

- The scholar is involved in the meeting.
- A written behavior contract will be reviewed, discussed, and finalized.
- The parent/guardian may be asked to participate in weekly check-in meetings with campus staff, family advocates and the scholar.
- The result may be either suspension, removal, or restrictions placed on the scholar.

ODA makes every effort to engage in restorative practices to re-engage scholars in the program. However, based on the severity of the incident, the number of previous incidents, and/or efforts to redirect behavior, a scholar may be suspended or expelled from programming immediately without moving through each individual step listed above.



## IMPORTANT NOTE

*Limited financial assistance for event and field trip fees is available to families in need. If you wish to speak with the Program Manager overseeing your child's program about financial help, please refer to the directory on Page 2.*

## ENROLLMENT RATES & FEES

Open Doors Academy is proud to currently offer year-round programming at low cost to our families, but reserves the right to assess enrollment fees for certain programs as needed.

### Activity Fees For Family Engagement Events & Field Trips

Throughout the year, some of our field trips and family engagement activities involve a discounted fee per person. Fees for each field trip or activity will be included on the field trip permission slip or registration for the activity.

### Summer Camp Enrollment

Summer camp is available to all ODA scholars via a separate enrollment process.

### Payment Options

- Mobile payments are also accepted via Venmo (using handle @odacle), Cash App (using cash tag \$odacle), or PayPal (using handle @odacle).
- Checks and/or money orders should be made payable to Open Doors Academy and mailed or delivered to 1427 East 36th Street, Suite 4206A, Cleveland, OH 44114.
- Credit/debit card payments are accepted via the ODA website.
- The Open Doors Academy tax ID number is available upon request.

### Refunds and Returned Checks.

- No reimbursement of enrollment fees will be given for any reason.
- There will a fee of \$45 for all returned checks, in addition to original amount of the check.



# RESPONSIBILITIES OF ODA SCHOLARS

## Expectations

- Being on time.
- Following the rules.
- Listening and taking part in all activities.
- Treating others with respect.
- Remaining at the ODA site, in the presence of ODA staff, at all times.

## Campus Phone & Cell Phone Usage

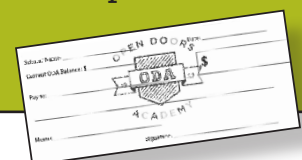
- Scholars are not permitted to use personal cell phones while attending ODA programming. For everyone's well-being and safety, there are no exceptions to this rule.
- Cell phones will be collected by ODA staff at the start of each program day. If the scholar refuses to give their phone to a staff member, he/she will be sent home from program for that day.
- If scholars are found using a cell phone, it will be confiscated and returned to the parent/guardian at the end of the day.
- An Open Doors Academy campus phone is available for use by the scholars in an emergency or when given permission by a staff member.
- Parent/guardians are expected to communicate with their scholars via the ODA campus phone while their scholars are in attendance at ODA.
- ODA staff are not responsible for loss or damage of a scholar's personal items during program hours.

## Behavior Management

ODA takes a constructive, proactive approach toward scholar misbehavior. ODA works to empower scholars to assess their own behavior utilizing restorative practices and to reflect on how their behavior affects themselves and others around them. Our behavior management procedures work to include not just the scholar but the family, staff, teachers, and other stakeholders who are all invested in helping our youth succeed.

## ODA Scholar Incentives

ODA Bucks and STRIDE Coins are incentive systems that Open Doors Academy utilizes to help increase engagement and participation from our scholars, and to reward scholars who consistently do well academically and meet the expectations of the program. Each scholar has an “ODA Bucks Bank” or “Stride Bank” that is tracked on a monthly basis and is used to purchase ODA apparel and to attend field trips.





## IMPORTANT NOTE

*Gum, candy, snacks, valuables, or money should be left at home. ODA can not be responsible for theft or misplacing of valuables. It is each scholar's responsibility to be accountable for his or her own personal belongings.*

## ODA PROGRAM TIME

### Hours & Days of Operation

Open Doors Academy is a year-round program that meets daily (Monday through Friday), throughout the school year.

Programming times generally start at 2:30–3:00 p.m. and end at 5:30–6:00 p.m. during the school year. Hours may vary by campus. Please see Campus Staff for program hours for your scholar's campus.

Summer Camp programs begin in early to mid-June and run through early August. Summer Camp hours generally range from 8:00 a.m. to 5:00 p.m., Monday–Thursday. Look for more information on summer camp during the spring.

### School Closures, Breaks & Holidays

Open Doors Academy observes the designated school district calendar, including all school breaks and holidays in addition to professional teacher and early release days, weather days, plus other emergency days when school is not in session.

If program needs to be cancelled unexpectedly on a school day, families will be notified at least one hour before the program start time.

### Snack during Programming

ODA partners with the Cleveland Food Bank or AVI to provide our scholars with a full lunch-style meal after school. Each meal includes at least two (2) food groups, usually a fruit or vegetable, and a carbohydrate. All snacks are accompanied by either milk or 100% juice. Menus are available at the campus site to parents on a monthly basis. Meals are distributed once daily.

## SUPERVISION AT ODA

### An “Active Supervision” Approach

All ODA scholars will be actively supervised by an ODA staff member at all times while in our care. Scholars must always be within hearing distance of an ODA staff member.

Scholars may not leave the ODA program space with a teacher, coach, security guard, or any other school staff member without being accompanied by an ODA staff member.

Scholars may leave ODA programming for another school activity, club, or practice with written and signed permission from a parent/guardian.



# SCHOLAR ATTENDANCE

## Excused and Unexcused Absences

Scholars are expected to attend programming on all open program days. Campus coordinators or program managers must be informed about any excused absences ***at least 1 hour prior to program start time***. Excused absences for afterschool program include sickness, family emergency, religious holiday, funeral, medical appointment, court ordered appointments, and other academic learning programs.

Not communicating about absences will result in an unexcused absence. ***Incurring 2 unexcused absences may result in removal from the program.***

## Arrival and Dismissal

At the end of the school day, scholars are not permitted to leave the school building/premises before coming to ODA without prior permission. If this occurs, the parent/guardian will be immediately called and the scholar will not be permitted to stay in ODA that day.

All scholars are expected to remain in the program until dismissal. If there is a need for a scholar to be picked up early, parents/guardians must notify campus staff in advance.

## Arriving Late to ODA from Other Programs

Occasionally a scholar may arrive after the start of programming due to after school sports, homework help, or other commitments.

- Parent/guardian will be required to provide written permission to verify the scholar's participation in other after school activities during ODA program time. This permission form must include name, date, location, and duration of the activity.
- When a scholar arrives to the ODA program, he/she must have a written pass from the teacher or instructor noting the activity and time of departure.
- Parent/guardian must notify campus staff of any scholar schedule changes.
- Campus staff will notify parent/guardian if a scholar does not arrive to program as scheduled.
- Scholars are expected to attend ODA when a practice/game is cancelled and when practice ends within 45 minutes of ODA's end time at the site.

## Academic Requirements

If a scholar does not meet the academic requirement prior to entering the sport, a meeting between the scholar, parent/guardian, and campus staff must be held to establish a contract of expectation, prior to that scholar's participating in a sport. Grade determination will be based on the most recent quarterly report card.



# SAFETY FIRST IN ALL CIRCUMSTANCES

## Outdoor Supervision

Outdoor play will be provided any day that the temperature or wind chill registers between 20 degrees and 90 degrees Fahrenheit. Outdoor play may be limited during extreme temperatures. In addition, scholars will not be permitted outdoors during potentially threatening weather, rain, ozone warnings, etc. A shaded area and access to water are provided to the scholars playing outdoors in order to maintain their health and safety.

On the days that outdoor play is not available, we will include a time for indoor recreational activities. During outdoor play, scholars will be supervised at all times and are not permitted to leave the campus grounds.

## Field Trips

ODA scholars will have the opportunity to participate in field trips throughout the program year. All scholars are required to submit a permission slip in order to attend. Field trip permission slips will be sent home prior to all trips. This form includes the location, date, times, as well as any specific details or requirements for the trip. For instance, whether the child will be transported by ODA van or through the professional transportation company we partner with throughout the year. The parent/guardian is responsible for securing arrangements for their scholar if they are not attending the field trip, as there will be no ODA programming at the scholar's campus during this time.

## Swimming

Field trips or events that include swimming activities may occur throughout the course of the program year. Parents/guardians will be required to submit additional permission for their scholars to participate in these activities. Parents/guardians will be asked to identify their scholars' swimming level. ODA staff members will be responsible for supervising scholars as well as ensuring that the group is in compliance with the required 1:35 lifeguard to scholars ratio. An ODA staff member will be present at all times during these activities.

## Overnight Care

During the course of the school year, some ODA scholars will have the opportunity to engage in an overnight learning trips. For example, high school scholars can participate in college tours and summer service trips. ODA ensures additional supervision policies to ensure your scholar's safety and well-being during the evening hours. These policies include:

- A minimum of 1:6 staff/scholar ratio, or one staff per sleeping space.
- During overnight trips, scholars will not be permitted to leave their sleeping spaces after dark without the direct supervision of an adult.
- Sleeping spaces are not co-ed.

Prior to a scholar attending an overnight program with ODA, parents will receive a detailed agenda indicating the events, a timeline, and the location. In addition, parents will receive directions to and from the location of the event and emergency contact information. A virtual or in-person info session will be available.

## IMPORTANT NOTE

*For elementary and middle school scholars, failure to notify programming staff of a scholar's absence on a consistent basis may result in dismissal from their ODA program. If a scholar who is scheduled to attend ODA does not arrive at the program, the program's staff will contact the scholar's parent/guardian to inquire about attendance and inform them of their scholar's absence for the day.*

## ABSENCES

In the event that a scholar will be late or absent from Open Doors Academy for programming, parents/guardians are required to do the following:

- Notify the campus staff at least 1 hour prior to program start on the date of the absence.
- Consistent absences may result in removal from programming.

### Leaving Program Early

We want our scholars to get the maximum benefit from the ODA program, so we require that they be present every day for the duration of programming. Scholars are not permitted to leave ODA programming early unless arranged by parent/guardian in advance.

If you know in advance that your scholar needs to be picked up during programming hours, your scholar cannot attend programming for that day and must follow regular school dismissal procedures.

- In order for scholars to leave the campus for specific activities, including walking to and from the center or school, walking home or to another destination, written permission shall be obtained from the parent/guardian and kept on file at the campus.
- For those scholars who will be walking home after program, parents/guardians are required to sign off on the designated form during registration.

### Scholar Pickup Requirements

Parents/Guardians are to pick up their scholars at their respective locations at the end of programming. A scholar may leave the program only under the following conditions:

- Parent/Guardian enters the campus to sign the scholar out for the day; or
- Scholar may sign himself or herself out at the end of the program if authorized by a parent/guardian to do so. ODA staff must have written permission from the parent/guardian to allow scholars to sign out.

All parents/guardians must complete the Authorized Scholar Pick-Up form to identify all persons permitted to pick up their scholar from the program. All changes in authorized pick up must be submitted in writing. Scholars shall be released only to persons 16 years of age or older. Staff may ask for identification.

In the case of custody or guardianship agreements, the parent/guardian must provide ODA staff with legal documentation indicating legal arrangements. The campus staff may not deny a biological parent access to their scholar without proper documentation.

### Health Concerns

If your scholar has a health condition that requires staff to monitor the scholar for symptoms that require staff to take action, a medical/physical care plan must be filled out for each health condition. Note: parent/guardian must train ODA staff in administration of medication, and must provide ODA campus staff with a video demonstration of administration of medication. Ask your campus staff to show you the sample video. Medical/physical care plan paperwork needs to be updated yearly. ODA enrollment information is reviewed yearly. Children who attend a grade of kindergarten and above in an elementary school are exempt from providing proof of immunization.



## IMPORTANT NOTE

Our Late  
Pickup Policy:

***Parents/guardians are expected to pick up their scholars by the conclusion of the program day. Late pickups will result in the following:***

***First late pickup:  
Verbal reminder of our dismissal policy.***

***Second late pickup:  
Written notice via email.***

***Three or more:  
Scholar will be temporarily suspended from the program. Before returning, the parent/guardian must meet with staff to create a plan of action to prevent future late pickups.***

***This policy also applies to failure to pick up a sick scholar within an hour of being notified by ODA staff.***

## HEALTH & MEDICAL INFORMATION

ODA makes every effort to provide reasonable accommodations to enroll scholars in compliance with the Americans with Disabilities Act, including implementing the administration of medication and care procedures for children with disabilities.

### Prescription Medication

If a scholar requires the use of prescription medication, such as inhalers, insulin, and EpiPens, during program hours, medication must be provided by the parent/guardian to the ODA campus staff. Note: Some students may self-carry the medication. The following criteria needs to be met:

- A completed Medical/Physical Care Plan with Administration of Medication Plan, per condition, must be on file. A statement from parent/guardian on a medical care form indicating if the scholar is permitted to self-administer/carry.

In addition, all prescription medications must be in the original container and have an original prescription label attached. If campus staff hold or administer, or if the scholar self-carries, a copy of the label is required to be on file. Prescription labels must include the following:

- Scholar's full name, a current date (within the last 12 months), the exact dosage to be given, and the means and time of administration; and
- Expiration date. Both campus staff and parents will be responsible for ensuring medications are up to date.

### Non-Prescription Medication, Topical Products Or Lotions

Open Doors Academy will not administer any non-prescription medication or topical products or lotions unless used for an allergic reaction. Additional forms will be needed to apply sunscreen or bug repellent at summer camp. If the scholar has a prescription topical product or lotion, additional forms are required for ODA staff.

### Scholar Illness

If a scholar arrives at a campus with an illness, becomes ill during program hours, or shows signs of a communicable disease (e.g. excessive coughing, flu-like symptoms, fever), he/she will be isolated in a quiet part of the center, away from the other scholars, but within sight and hearing of campus staff. The scholar may return to ODA once they have been symptom-free for 24 hours.

- If the parent/guardian is unable to come for their scholar, they must make pickup arrangements with someone on their emergency contact list to retrieve the scholar as soon as possible. See side bar on this page for our pickup policy.
- The sick scholar will be provided with a comfortable resting area until he/she is discharged to his/her parent/guardian or designated emergency contact.
- The parent/guardian or designated emergency contact person will be telephoned for pick up of a sick scholar. Pick up of scholar must be within an hour.

### Food Allergies

If a scholar requires a modified diet based on medical need, a written statement from the scholar's parent/guardian is required. In addition, when special diets are required for cultural or religious reasons, the center shall obtain written, dated, and signed documentation from the scholar's parent or guardian.



## IMPORTANT NOTE

*Scholars who have a medical/physical care plan that requires prescription medicine must be able to self-carry, or have the medication with the ODA campus staff, in order to attend programming. They will be sent home if they do not have the medication and/or ODA staff does not have the medication.*

# SCHOLAR CONCERNS & EMERGENCY CARE

## Suspected Scholar Abuse Reporting

In accordance with the Ohio Revised Code Section 2151.421, all Open Doors Academy staff members are mandated reporters and are required by law to report any suspicion of abuse or neglect. In the event of suspected abuse—whether neglect, physical, emotional, or verbal maltreatment—ODA staff is required by law to make a report to the children's local services agency.

## Emergency Procedures

In the event of an emergency, the following procedures will be followed (not necessarily in this order):

- Parent/guardian will be contacted advising of the emergency.
- If parent/guardian is not able to be reached, emergency contacts will be called.
- If parent/guardian or emergency contacts cannot be reached, ODA staff will contact Emergency Medical Services (EMS).
- If transported by EMS, staff will notify the parent/guardian.

## Transporting for Emergencies

The health, well-being, and safety of your child is our number one priority. That's why we have procedures and plans in place in case of any emergency. In the event that an emergency occurs, ODA staff will determine if assistance from 911/Emergency Medical Services is required. Once opportunity allows, staff will notify the parent/guardian of the need to transport their scholar. ODA requires that all parents/guardians permit the transport of scholars via emergency services as needed in order to assure the safety and protection of all scholars and staff. In the event a scholar is transported by emergency vehicle to a hospital, the Child Enrollment and Health Information form completed during enrollment will be utilized. An adult ODA staff member will accompany the scholar in the emergency vehicle and will remain with the scholar until the parent, guardian, or designated emergency person arrives.

## Emergency Evacuation Plan

In the event that the center's building becomes unsafe, due to fire, loss of power, heat, or water to the center, ODA will follow the designated emergency evacuation plan for the building.

Parents/guardians will be contacted as soon as possible via phone call to pick up the scholar. If a parent/guardian cannot be reached, the emergency contacts as listed on the scholar's enrollment information will be notified. A list of the designated secondary locations is available at each ODA campus. Procedures for situations that may pose a health or safety hazard include:

- Supervise scholars.
- Take steps to ensure the safety of scholars and staff during any emergency that may arise.
- Relocate scholars based on the type of emergency that arises.
- Take attendance before and after the group relocates to an outside or inside area or evacuates to another location.
- Ensure staff have first aid bag, scholar files, and form of communication.
- Report any missing scholars or staff.
- Perform or obtain first aid services for injured scholars or staff.



## IMPORTANT NOTE

***ODA staff will not release scholars to anyone who appears to be under the influence of drugs or alcohol. This includes parents, guardians, and authorized pickup persons. In the event that this instance occurs, the ODA staff will then call the listed emergency contacts to transport the scholar home. Police will be notified if necessary.***

## Emergency Shelter Plan

In the event that a situation arises that requires shelter to be taken, ODA Campus requirements will be followed:

- Staff will move scholars into designated safe areas, such as inside rooms with no windows, bathrooms, utility closets, or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect themselves from debris, if appropriate.
- If outside, staff will direct students into the nearest school building interior safe area or other appropriate shelter.
- For severe weather, if there is not time to get into a building or shelter, scholars will be directed to squat or lie low in the nearest ravine, open ditch, or low spot away from trees and power poles.
- If movement into the building would expose persons to a hazardous chemical plume, staff should move to designated outdoor assembly area upwind or cross-wind from the spill.
- All persons must remain in their safe place until notified by public safety official.
- Take attendance and be prepared to notify safety personnel/ODA leadership of missing students or staff.
- Communicate with school staff about any situation that arises in the school.

## Emergency Closings

Should an emergency arise on a normally scheduled school day that requires closing the campus, prior to the scholars' arrival, Open Doors Academy will notify the parent/guardian of each scholar as soon as possible via phone call, email, or text message.

## Shelter in Place

In the unlikely event that there would be an environmental threat, a threat of violence, or severe weather, the ODA staff will:

- Secure scholars in a safe location within the building and follow shelter procedures.
- Contact a member of ODA leadership to inform them of the threat.
- Follow the directions given by the proper authorities.
- Contact the parent/guardian as soon as the situation allows.

## Reporting Concerns and Incidents

### Incident/Concern Reports

In the situation where a scholar is injured, or an incident occurs, the ODA staff member handling the situation will complete an incident or concern report form. In situations of serious concern or incident, campus staff will report the incident to the ODCY as required.

## IMPORTANT NOTE

*Travel opportunities are a privilege and a time when scholar safety is paramount. ODA reserves the right to deny a scholar the chance to participate in a travel opportunity if previous behavior indicates that such a trip may not be safe for all scholars involved.*

## SCHOLAR TRAVEL POLICIES

ODA provides transportation to certain program events, field trips, and other opportunities. To utilize ODA-provided transportation, scholars must abide by the following rules:

1. Remain seated during transit.
2. No scholars or objects in the aisle.
3. Scholars may not put any part of their body or any items outside the window.
4. No throwing items.
5. Wait for staff before boarding.
6. No eating or drinking.
7. Keep the bus clean, take all items with them when they get off the bus, and do not damage or deface the bus equipment.
8. Observe absolute quiet at railroad crossings.
9. Use indoor voices during transit.
10. Listen to ODA staff and the bus driver at all times.

ODA staff will speak with parents/guardians about any behavior issues during transportation and be responsible for enforcing the rules. Scholars who do not follow bus rules may be removed from the bus route or from the program if their behavior is not corrected.

### Medication During Travel

If scholars are required to have medication during travel per ODCY regulations, ODA will bring medication in the first aid bag during a trip. If a scholar “self-carries,” ODA may require the scholar to show the staff member that the medication is present during the trip.

Not having required medication may result in a scholar not being able to attend a trip.

# OUR PROGRAM LOCATIONS

## Program Offerings

You can view our most up to date program locations on our website, as well as what program offerings are available at each location.

Access our Locations page using the link below or the QR code:

- <https://www.opendoorsacademy.org/locations>



### Elementary or Middle School Sample Daily Schedule

#### *Monday-Friday\**

3:00 – 3:10	<i>Arrival</i>
3:10 – 3:40	<i>Snack/Lunch</i>
3:40 – 3:50	<i>Opening Circle</i>
3:50 – 4:50	<i>Enrichment</i>
4:50 – 5:50	<i>Academic Learning Time</i>
5:30 – 6:00	<i>Dismissal</i>

*\*Daily times may vary depending on campus. Please see ODA campus staff for specific campus times.*

### High School Sample Daily Schedule

#### *Monday-Friday\**

3:00 – 3:10	<i>Scholar arrival, snack/lunch, check-in</i>
3:30 – 4:30	<i>Academic Learning Time</i>
4:30 – 5:30	<i>Enrichment</i>
5:30 – 6:00	<i>Reflection, end the day</i>

*\*Daily times may vary depending on campus. Please see ODA campus staff for specific campus times.*

## WHAT IS RATIO AND WHY IT MATTERS

Ratio refers to the staff-to-scholar proportion and group size, and it matters to ensure scholar safety and quality time with program staff. As a licensed child care center, ODA follows the Child Care Center rules as determined by the Ohio Department of Children and Youth (DCY).

ODA will maintain a staff to scholar ratio of 1:20 for school age scholars ages 11–14, and 1:18 for ages 5–11 years, with no more than 36 scholars in a group. The staff to scholar ratio will be determined by the age of the youngest scholar in attendance.

## PROGRAM ASSESSMENTS

ODA conducts assessments to measure growth in the program's performance objectives. Assessments focus on Civic Engagement, Social Emotional Learning, School Strategies and GRIT. These are not reported to DCY.



## ODA IS AN OHIO STATE LICENSED PROGRAM

The center (your child's ODA campus) is licensed to operate by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review at your child's campus.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are also posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODCY.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings, and early intervention services for your child, please visit the Ohio Department of Children and Youth website.





## REPORTING CONCERNS

**Red Flag Reporting:** This program enables parents/guardians and scholars to report any concerns about safety securely and anonymously 24/7 via 1-877-647-3335 or at [www.RedFlagReporting.com](http://www.RedFlagReporting.com).

**Grievance Procedures:** If a problem arises or a complaint needs to be addressed, we have a grievance procedure in place should a parent/guardian need an avenue to resolution. If the concern cannot be resolved with the Campus Coordinator, families may request assistance from the Program Manager who supervises the school program. If this does not resolve the situation, the concern can be escalated to the Director of Programs and the Chief Program Officer. Serving our families is our first priority, and we will do everything possible to resolve concerns fairly and quickly.

## COMPLIANCE WITH THE ADA

ODA makes every effort to provide reasonable accommodations to enroll scholars in compliance with the Americans with Disabilities ACT (including administration of medication and care procedures).

If ODA is unable to accommodate a special need due to not having a specialized capacity, we will make a referral to another, specialized public organization to help meet those accommodations.

## CACFP NONDISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy under the Child and Adult Care Food Program (CACFP), this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



We are 100% for kids.

