



The Open Door Program

Orange Community Education & Recreation
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www.orangerec.com



Dear Parents:

Welcome to Open Door, the school age childcare program run by the Youth Department of Orange Community Education and Recreation. This handbook has been written for you. It contains important information concerning the policies and procedures of our program. Please take some time to read through the handbook and familiarize yourself with this information, then keep it for use as a handy reference manual.

We believe that open communication between home, school, and Open Door is essential in maintaining a high quality program and assuring the safety of all our children. Please feel free to talk with me anytime.

Sincerely,

Debbie Zimmerman
Open Door Supervisor
216-831-8605

Welcome to Open Door!

The Open Door program serves families by providing before and after school care and activities for children enrolled in grades K - 5. We are a self-supporting service of Orange Community Education & Recreation under the supervision of the Youth Department.

The Open Door Program is designed to include a variety of indoor and outdoor activities, crafts, games, quiet times and field trips. Every aspect of the program is planned with the developmental differences of the children in mind. Open Door is designed to be complimentary to the school experiences of the children, yet posses a relaxed home-like atmosphere.

Registration:

A registration packet is available online at www.orangerec.com, the Open Door Office, or the front desk at Pepper Pike Learning Center.

Completed packets, along with the non-refundable registration fee and first month tuition fee, must be returned to the Open Door office before a child is considered registered and can begin to attend.

For children already enrolled in the program, or previously enrolled in the program, there is a non-refundable renewal fee due at the start of the summer camp and each school year. Children may be registered for before school care, after school care, or both.

The Open Door Program operates year-round, wrapping around both school and summer day camp programs of the Orange Community Schools & Recreation Department.

Please see the Open Door Calendar for holiday schedules and dates we are closed.

Fees: Please see the Fee Schedule for complete information.

Closings: The Open Door Programs observe the Orange School Emergency closing or weather-related closing as announced on local news channels and by the reverse 911 feature of the Orange City Schools.

OPEN DOOR - School Age Extended Activities Programs:

Yellow Door: Grades K - 5 7:00 am - Start of School
Located at the Pepper Pike Learning Center.

Students in the Yellow Door are engaged in activities such as table games, building, dramatic play and gym time.

Green Door: Grades K - 5 End of School - 6:00pm
Located at the Pepper Pike Learning Center.

Children in the Green Door may choose from a variety of developmentally appropriate activities available each day. These activities may include quiet games, arts and crafts, cooking, building, homework and various interest clubs throughout the year.

Attendance:

We will be expecting your child on his/her scheduled days. If for any reason you need to change your child's scheduled attendance you must contact the Open Door office 48 hours in advance to see if space is available. If space is available, we will do our best to accommodate you, but there are no guarantees.

In addition to our registration procedure, A NOTE MUST BE SENT TO YOUR CHILD'S SCHOOL OFFICE STATING WHICH DAYS YOUR CHILD WILL BE ATTENDING THE OPEN DOOR AFTER SCHOOL PROGRAM. All regular schedules are kept on file in the school office. If you have been granted a change in your child's regular schedule from the Open Door office, you MUST notify the school of this change. Both Open Door and the school/teacher MUST be notified if your child is NOT going to be attending on his/her scheduled day due to absence, afterschool activity, etc.

Communication:

Frequent and open communication with the Open Door staff is critical for the safety and well-being of your child.

- Remember to notify Open Door of:
 - Any changes in home or work addresses or phone numbers.
 - Any change in a home situation, which may affect the child's behavior.
 - When your child will be absent for any reason.
- Keep emergency phone numbers and persons designated to pick-up your child up-to-date.
- Contact the supervisor if you have any questions or concerns about your child's care or would like to discuss his/her progress.

Regularly scheduled attendance helps your child maintain good social involvement and develop a sense of security and familiarity with the program, environment and staff.

Pick-Up and Drop-Off Procedures:

To ensure the safety of our children, ALL children must be walked into the Open Door classroom in the morning and signed in by an adult. ALL children must be picked up at the end of their day and signed out by an adult.

Open Door Staff must be notified of individuals authorized to pick-up your child. Please notify the supervisor when there is a change of persons authorized to pick-up your child.

For the safety of the children, we ask that you not put the Open Door Staff in the position of having to release any child into a seemingly unsafe situation. For example: persons (including parents) who appear to be under the influence of alcohol or drugs should not pick-up children. Also, children are never permitted to leave the program without being accompanied by an adult.

Program Goals:

1. To create a relaxed and comfortable atmosphere where children are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others.
2. To provide children a variety of developmentally appropriate activities, including expressive arts, constructive and active play, science, cooking, crafts and reading.
3. To provide a caring staff, who show genuine respect for the children and have confidence in each child's potential and promote each child's self esteem.
4. To create a stable environment that is inviting, comfortable, attractive, orderly and manageable by the children and a happy, pleasant place to be.
5. To frame a schedule that allows time for each child to observe, reflect and become involved in activities according to his/her own interests.
6. To provide individual guidance to children based on careful observation of each child's needs while keeping with program values.

Discipline and Guidance:

At Open Door our goal is to assist children in developing inner discipline and self-control. To that end we have established a few basic rules for the children. Program rules are clear and consistently enforced. It is important that parents, as primary molders of children's values, support and reinforce these rules with the child at home.

- Be Respectful of people, work and our environment.
- Be Peaceful - no fighting, hitting, kicking, bullying, etc.
- Use Polite Manners at all times
- Use School Appropriate Language - no insulting, cursing or using inappropriate slang
- Listen and Follow Directions

In addition: because the program operates on the campus of Orange Schools, all school and bus rules delineated in the Student Handbook also apply.

While attending Open Door, children will be guided, directed and encouraged to follow the rules.

- Program staff will act as limit setters: listening, clarifying and supporting appropriate choice-making.
- The staff will model positive manners and language in communicating limits and providing guidance.
- The environment will be structured to help children remember the limits.
- Children will receive positive recognition for respecting the limits.

Consequences:

A child who is having difficulty playing within the program guidelines will be spoken with and redirected to an appropriate activity. If the child continues to have difficulty he/she will be removed from the group for a brief time-out until he/she is able to return and deal with the situation in an appropriate manner.

For serious or recurrent problems, the parent will be notified and receive a written disciplinary incident report.

A child may be suspended from the program for up to five (5) days for serious or recurrent difficulties. Parents will be notified of this suspension in advance.

If upon return to the program following a suspension, the child's behavior continues to be inappropriate, enrollment will be terminated. Parents will be given written notification of the expulsion.

Staff:

The Open Door Program Supervisor holds a degree in Early Childhood Education and has experience in education, recreation and childcare. The Open Door Supervisor works closely with a team of creative, talented and educated child care professionals. Our staff consists of teachers and assistant teachers with a genuine respect and liking of children. Each staff member has a combination of professional training and experience enabling them to understand the developmental needs and stages of children. Open Door teachers demonstrate the ability to take charge and handle the responsibilities in the absence of the supervisor. Open Door utilizes youth paraprofessionals: high school and college students working toward careers in education, recreation, or related fields. All staff are committed to providing a warm, supportive, fun and safe child environment.

Health Policy:

In our efforts to create a happy and healthy experience for your child, we follow the guidelines below. Children who are ill will be more comfortable at home. If your child exhibits one or more of the following signs of illness, or is unable to participate in the activities, he/she should be kept home:

- Temperature at or above 100°
- Sudden skin rash
- Evidence of lice infection
- Diarrhea and/or vomiting
- Stiff neck
- Severe cough
- Difficulty breathing
- Yellowing of the skin or eyes
- Dark urine/gray stool

If your child becomes ill or is injured at Open Door, parents or another authorized adult listed on the emergency medical form will be notified and, in most cases, will be sent home with the responding adult. **Therefore, it is imperative that you keep information on the emergency medical form current and accurate.**

Children who are not healthy enough to participate in a full day's activity, including outdoor play, should remain home until they are up to active participation.

Accidents and Injuries:

As much as we would like to avoid them entirely, accidents do occasionally happen. Minor injuries will be reported to the parent at pick-up. Many of our staff members are trained in CPR and First Aid and will be able to care for most injuries of routine nature. When an accident or injury occurs which requires First Aid, a report will be written by the teacher on duty. One copy will be given to the parent and one copy will stay in the child's file.

For accidents of a serious nature, 911 will be called. The dispatcher directives will be followed until the paramedics arrive. We will attempt to notify the parents after calling 911 and will follow the information on the child's emergency medical form.

Medications:

If a child requires a dose of doctor prescribed medication while in attendance at the Open Door Program, the parent must sign a "Permission to Administer Medication" form. Please bring the medication to the Open Door Supervisor, in the original medication dispenser clearly marked with the child's name, and with the stated dosage amount. Open Door will not administer over-the-counter medications or vitamin supplements without a doctor's note.

Parent Involvement:

We welcome and encourage parent involvement. We would like to incorporate parent's special talents into the program as well as meet the parent's needs whenever possible. One of our goals is to support family relationships and parents are always welcome to visit and spend time with their child during program hours. Parent/Teacher conferences are available upon request.

In the Backpack: What to bring and what not to bring to Open Door

Toys and Treasures:

Open Door does not discourage children from bringing toys and treasures from home. However, we ask that parents realize the items will provoke the curiosity of other children and may, in the course of the day, be thoroughly used. It would be wise to discuss this with your child beforehand. No toys should be brought to Open Door which would create financial or emotional trauma should they become lost or stolen (i.e. Nintendo DS, MP3 players/iPods, cell phones, Pokémon Cards). Please do not send play weapons or violent toys to Open Door.

Occasionally children will take home some small objects. If you find puzzle pieces, blocks, or other small toys, please return the item(s) to us. Don't be embarrassed - this behavior is quite normal for children.

Snack:

Children enrolled in the afterschool Open Door Program will be served a light snack. Some children may require a more substantial afternoon snack, therefore, all children are permitted to eat additional foods from their lunch box. Parents may pack an extra snack, such as fresh fruit, vegetables or yogurt. Please limit sugar treats. We discourage children from snacking after 4:30pm.

Clothing:

Children should come dressed in comfortable, washable clothes. Kindergartners should bring a complete change of clothes in their backpack each day. Older children are encouraged to bring an extra set of clothing for outdoor play and those occasional spills. All clothing should be clearly marked with the child's name.

All children should dress daily for outdoor play. We will be going outside everyday except when the temperature or chill factor is below 10°. Boots and snow pants are a must in the winter weather.

The school may have a limited supply of clothing to be used in case of accidents. If your child wears our emergency clothing home, please wash and return it as soon as possible.

Our goal is to insure that your child and your family have the best after school care experience possible. We look forward to all of us spending a wonderful year together. Thank you for sharing your children with us.