

ADMISSIONS

All students who are admitted to the school agree to abide by the requirements, regulations and policies established by the administration and the School Board in the ODCS Student Handbook. **Enrollment implies a commitment to compliance with school policies.**

Because a high standard of achievement is expected of each student, a careful analysis of each applicant is made. Each (K-6) prospective student's parents/guardian is interviewed. The student is interviewed, and could be tested giving the administration the prerogative to select and place the student into the class best suited for his/her needs. All new students will be accepted on a six week probationary basis. Acceptance and continuation of a student in the school is based on the student's academic achievement, emotional stability, social behavior, and conduct. Open Door Christian School is not equipped to handle the severely handicapped or students with learning disabilities. The school reserves the right to deny admission to any applicant when deemed necessary. Any student that has been suspended during the past school year will have his application for re-enrollment reviewed by the ODCS administration and board.

Parents or current students wishing to enroll or re-enroll should complete and submit a Student Registration Form. The registration fee must also be paid when the Student Registration Form is turned into the office. Returning students and prospective new students and their parents/guardians should thoroughly review this handbook and Open Door Christian School's Statement of Beliefs. Our statement of beliefs can be found at www.osbcgraham.com. You may also pick up a hard copy at the school office.

The enrollment procedures are as follows:

1. Complete and return all enrollment forms.
2. Provide verification of the child's birthday and immunization record.
3. Obtain transcripts and records from preceding schools. (Achievement scores and discipline records must be included.)
4. Parent and student must arrange for an interview with the administrator/principal.
5. Complete testing and evaluation, as necessary.
6. Pay registration fee.
7. Confidential Recommendation Letter (6th grade only)
8. All other forms besides registration forms must be completed and returned.

Information Evaluation

After all the above information is received, the Principal/Administrator reviews this information and determines the student's eligibility. If there are questions about eligibility, she convenes a meeting of the Admissions Committee for a final decision.

No student shall be admitted who:

- Has emotional or disciplinary problems that cannot be met by ODCS,
- Has a court record or a reputation that is ungodly, or
- Has a physical handicap or learning disability for which our program is not staffed.

An approved application for all students does not guarantee enrollment in the school, due to class-size limitations and other requirements. Internal enrollment is conducted prior to open enrollment and allows currently enrolled students and their siblings to enroll first.

6th Grade New Enrollment Additional Requirements

If a student wants to transfer to Open Door Christian School for the 6th grade, the student must 1) have a confidential recommendation from a pastor, minister or teacher, 2) score in the upper fifty percentile on standardized assessment test, 3) attendance records from a previous school that show the student attended at least 90% of the time, and 4) there are no prior discipline problems, including bad discipline grades from his previous school.

Pre-Kindergarten Enrollment Requirements

Checklist for Entering Open Door's Pre-Kindergarten Class for Three-Year Olds

Open Door Christian School's Pre-Kindergarten Classes are preparatory classes for Kindergarten. Our classes are structured and have seat work time. Due to the structure of our program and curriculum, we realize our school is not the best choice for all three and four year old children. Sometimes children excel in programs that are not as structured as our program. We would love to teach all children, but we know our limitations and realize some children blossom better in other programs. Each Pre-Kindergartner will need to schedule an appointment with the administration for the summer prior to the school year for a developmental test of certain things. The skills with an * will be checked by the administration before enrolling a child. Certain development skills will be the parent's/guardian's word to the school. However, if the school realizes the child does not meet the developmental requirements, the staff will communicate the development skills not yet accomplished and the administration will decide the next steps to take. Below are checklists for entering Open Door:

Pre-Kindergarten Level 1 Class (Three-Year Old)

- ☐ * Able to sit for 5 to 7 minutes
- ☐ Potty trained
- ☐ Able to wipe himself/herself after using the bathroom
- ☐ Understands simple instructions and what consequences are
- ☐ Understands why he/she receives consequences for his/her behavior
- ☐ Understands right and wrong
- ☐ * State his/her name

- ☐ * Understands the commands forward and backward
- ☐ Can feed self with spoon
- ☐ * Follows two step commands. Ex: Push your chair in and go sit on the carpet.
- ☐ * Able to repeat a simple sentence. Ex. "This is a cow."

Open Door knows every child develops at a different pace. However, our program does require certain skills to be developed by the time they enter our three year old pre-kindergarten class, after three weeks into our program and after six weeks into our program. Below are our developmental red flags for three-year olds:

Developmental Red Flags After 3 Weeks

- ☐ Pre-Kindergartner still clings or cries when parents leave him/her the majority of the time
- ☐ Resists using the restroom
- ☐ Child falls asleep in the morning during circle time or seat work
- ☐ Shows no interest in interactive games
- ☐ Cannot interact with other children during classroom and/or recess time
- ☐ Lashes out without any self-control when angry or upset

Developmental Red Flags After 6 Weeks

- ☐ The Developmental Red Flags After 3 Weeks carry over into After 6 Weeks
- ☐ Red Flag Indicators under three week section
- ☐ Cannot jump in place
- ☐ Doesn't use "me" or "you" appropriately
- ☐ Cannot grasp a crayon between thumb and fingers
- ☐ Has difficulty scribbling
- ☐ Cannot copy a circle
- ☐ Doesn't use sentences of more than three words

Please let the staff know if there are any changes in your child's life that may have an effect on your child's behavior or mood while at school so we can be responsive to their needs.

Below is a Developmental Health Watch for Three-Year Olds from the American Academy of Pediatrics in the book *Caring for Your Baby and Young Child: Birth to Age 5*. **Every child develops at different rates. Please do not be alarmed if your child's development is different than what is considered standard development. The best thing to do is to talk to your pediatrician.**

- Cannot throw a ball overhand
- Cannot jump in place
- Cannot grasp a crayon between thumb and fingers
- Has difficulty scribbling

- Cannot stack four blocks
- Still clings or cries whenever his/her parents leave him/her
- Shows no interest in interactive games
- Ignores other children
- Doesn't respond to people outside the family
- Doesn't engage in fantasy play
- Resists dressing, sleeping, using the toilet
- Lashes out without any self-control when angry or upset
- Cannot copy a circle
- Doesn't use sentences of more than three words
- Doesn't use "me" and "you" appropriately

Four-Year Olds Checklist for Entering Open Door's Pre-Kindergarten Class

Open Door Christian School's Pre-Kindergarten Classes are preparatory classes for Kindergarten. Our classes are structured and have seat work time. Due to the structure of our program and curriculum, we realize our school is not the best choice for all three and four year old children. Sometime children excel in programs that are not as structured as our program. We would love to teach all children, but we know our limitations and realize some children blossom better in other programs. Each pre-kindergartner will need to schedule an appointment with the administration for the summer prior to the school year for a developmental test for certain things. The skills with an * will be checked by the administration before enrolling a child. Certain development skills will be the parent's/guardian's word to the school. However, if the school realizes the child does not meet the developmental requirements, the staff will communicate the development skills not yet accomplished and the administration will decide the next steps to take. Below are checklists for entering Open Door:

Pre-Kindergarten Level 2 Class (four-year old)

- ☐ *Able to sit for 5 to 10 minutes
- ☐ Potty trained
- ☐ Able to wipe himself/herself after using the bathroom
- ☐ Understands simple instructions and what consequences are
- ☐ Understands why he/she receives consequences for his/her behavior
- ☐ Understands right and wrong
- ☐ *State his/her name
- ☐ *Understands the commands forward and backward
- ☐ Can feed self with spoon
- ☐ *Follows three step commands. Ex: Push your chair in, pick up a book and go sit on the carpet.
- ☐ Able to repeat a simple sentence. Ex. "This is a cow."

Open Door knows every child develops at a different pace. However, our program does require certain skills to be developed by the time they enter our four year old pre-kindergarten class, after three weeks into our program and after six weeks into our program. Below are our developmental red flags for four-year olds:

Developmental Red Flags After 3 Weeks

- ☐ Pre-Kindergartner still clings or cries when parents leave him/her the majority of the time
- ☐ Resists using the restroom
- ☐ Child falls asleep in the morning during circle time or seat work
- ☐ Shows no interest in interactive games
- ☐ Cannot interact with other children during classroom and/or recess time
- ☐ Lashes out without any self-control when angry or upset

Developmental Red Flags After 6 Weeks

- ☐ The Developmental Red Flags After 3 Weeks carry over into After 6 Weeks
- ☐ Red Flag Indicators under three week section
- ☐ Cannot jump in place
- ☐ Doesn't use "me" or "you" appropriately
- ☐ Cannot grasp a crayon between thumb and fingers
- ☐ Has difficulty scribbling
- ☐ Cannot copy a circle
- ☐ Doesn't use sentences of more than three words

Please let the staff know if there are any changes in your child's life that may have an effect on your child's behavior or mood while at school so we can be responsive to their needs.

Below is a Developmental Health Watch for Four-Year Olds from the American Academy of Pediatrics in the book *Caring for Your Baby and Young Child: Birth to Age 5*. **Every child develops at different rates. Please do not be alarmed if your child's development is different than what is considered standard development. The best thing to do is to talk to your pediatrician.**

- Exhibits extremely fearful or timid behavior
- Exhibits extremely aggressive behavior
- Is unable to separate from parents without major protest
- Is easily distracted and unable to concentrate on any single activity for more than five minutes
- Shows little interest in playing with other children
- Refuses to respond to people in general, or responds only superficially
- Rarely uses fantasy or imitation in play

- Seems unhappy or sad much of the time
- Doesn't engage in a variety of activities
- Avoids or seems aloof with other children and adults
- Doesn't express a wide range of emotions
- Has trouble eating, sleeping, or using the toilet
- Can't differentiate between fantasy and reality
- Seems unusually passive
- Cannot correctly give his first and last name
- Doesn't use plurals or past tense properly when speaking
- Cannot build a tower of six to eight blocks
- Seems uncomfortable holding a crayon
- Cannot wash and dry his hands