



OPEN DOOR POLICY

Our Children Learning Center (OCLC) values partnership with families and believes that open communication and transparency contribute to a strong, trusting environment where children thrive. The Open Door Policy is intended to encourage parent involvement, promote clear communication, and enhance confidence in the care and education we provide, while maintaining the safety, security, and well-being of all children in our care.

Parents/guardians of enrolled children are welcome to visit the center any time during regular hours of operation while their child is present. You do not need an appointment to observe your child's activities, interact with staff, or view our educational environment. Please check in with the front office or director upon arrival.

Procedures for Parent/Guardian Visits

Check-In:

- All parents/guardians must check in at the front office or sign in through the designated visitor system upon arrival.
- Please provide photo ID if requested for identification verification.

During Visit:

- For discussions regarding your child's progress, schedule a meeting with the teacher or director to ensure undivided attention and confidentiality.

Safety and Classroom Considerations

OCLC remains committed to providing a safe, secure, and nurturing environment for all children. As such:

- No parents are allowed to pass the designated viewing area.
- Visits may be temporarily limited during health screenings, emergency procedures, or safety drills.
- If a visit becomes disruptive to the group or poses a safety concern, the director may suggest rescheduling or relocating the conversation.

Communication with Staff

- We encourage ongoing communication between families and staff. Parents are welcome to speak directly with teachers about questions and observations. However, lengthy discussions are best arranged by appointment so staff can provide their focused attention.



Respecting Others' Privacy

While we want families to feel comfortable visiting, we also respect the privacy and learning space of every child. During visits:

- Please refrain from photographing or videotaping children other than your own without parental consent.
- Observe appropriate confidentiality and behavior standards while on campus.

Revision and Acknowledgment

This Open Door Policy will be reviewed periodically and may be updated to reflect best practices and regulatory requirements. By enrolling your child at OCLC, families acknowledge receipt and understanding of this policy.