



# CHARTER INSTITUTE AT ERSKINE

## Standard Pre-Opening Conditions:

No two schools are the same. Each newly approved schools receives a customized pre-opening conditions list based on several factors including campus type, model, etc. The Authorization Department will adjust and modify this list as needed.

- Articles of Incorporation and Approved Bylaws
- Asbestos Inspection Report and AHERA Management Plan (if applicable)
- Background Check Consent Form
- Board Pre-Opening Conditions Training
- Board/Committee Meeting Schedule
- Board/Committee Training Schedule and Plan
- Board/Committee-Adopted Fiscal Policies and Procedures
  - Intent-to-Enroll Verification
  - Board/Committee-Adopted Bylaws
  - Board/Committee-Adopted Board Complaint or Grievance Procedures
  - Board/Committee-Adopted Enrollment Procedures and Policies
- Board-Approved Measures and SSP
- Building Permits and Certificates
- Cash Flow Projection for First Year of Operation
- Code of Conduct and/or Student Handbook
  - Board-Approved Discipline and Suspension Policies
- Conflict of Interest and Nepotism Policy
- Contact for Employer Services if Applicable
- Custodial Landscaping Service (if applicable)
- Draft Board Bylaws
- Draft Board Complaint or Grievance Procedures
- Draft Enrollment Procedures and Policies
  - Draft Racial Composition Plan
  - Draft Marketing and Recruitment Plan
  - Draft Application for Admission
  - Lottery Date and Procedures
  - Enrollment Packet
  - English Learner Policies and Procedures
- Draft Fiscal Policies and Procedures
- DUNS Number and SAM's Cage Code
- Electronic Deposit Agreement
- Employee Handbook
  - Background Check Assurances/Policy
- Employer Identification Number (EIN)
- Enrollment Report Attestation (bi-weekly)
- Enrollment Reports (monthly, bi-weekly, weekly as applicable)
- Facility Update against Timeline
- Facility Updates/Evidence of Communication with the Office of School Facilities (OSF)
- Federal Non-Profit Status
- Final Facility Location
- Final Organizational Chart
- Final Racial Composition and Recruitment Plans
- Food Service Agreements (if applicable)
- Health and Safety Plans
  - Health and Medical Emergency Plan
  - Fire Drill Schedule and Procedures
  - Multi-Hazard Evacuation Plan
  - Safety and Emergency Plan
- Human Resources Checklist
- Insurance Coverage Validation
- Lead Inspection and Report (if applicable)
- Leader Introduction
- Management Contract (if applicable)
- Necessary Facility Inspections Schedule
- Nurse Services Agreement or Alternative Info
- Plan for Instructional Materials
- Planning & Implementation Grant Application Copy
- Preliminary Budget
- Proposed Facility Locations Update
- Renovation/Construction Plan with the South Carolina Department of Transportation Approval (if applicable)
- School Calendar
  - Sample Student Schedule
- School Contact List
- School Fees Plan
  - Plan/Related Service Provider Plans (School Psych, Occupational Therapy, Speech Therapy)
- Signed Facility Lease or Purchase Agreement
- Site Plan Approval from OSF
- Special Education Program and Staffing Plan
- Staff Training Schedule
- Start-Up Services/Incubation Agreements (if applicable)
- Transition Timeline from Committee to Board
  - Board Composition Matrix
- Transportation Agreements (if applicable)
- Updates on any Formal Partnerships or Significant Contracts