



# **NEXTGEN KIDS**

## **INQUIRY AND BEYOND**

### **NEXTGEN KIDS EXPANDED LEARNING PROGRAM PARENT/GUARDIAN HANDBOOK**

Welcome to NextGen Kids! This parent/guardian handbook will serve as a comprehensive guide for parents/guardians and highlights all policies and key components of our program. This guide provides important information about our program's framework, daily schedule, academic supports, and more. This handbook also outlines our procedures surrounding authorized pick-up, emergency contacts, and attendance. Additionally, you will also find within this guide our expectations for parent communication, discipline procedures, and contact information for the program director. Overall, this handbook is designed to build a common understanding among parents, staff, and students regarding program expectations, safety protocols, and effective communication.

#### **1) Program Overview**

NEXTGEN Kids is a third party expanded learning program provider serving the students of Stockton Collegiate International Schools. Although you may see some

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Stockton Collegiate employees on the NextGen staff, we are a SEPARATE entity from Stockton Collegiate. All questions, comments, and concerns related to your child's expanded learning program experiences and needs should be directed towards the program director of NextGen Kids. You will find their contact information on the last page of this handbook.

### **2) Program Components**

At NextGen Kids, creating a safe, inclusive, and nurturing environment is our highest priority. Our mission is to support the whole child by blending academic reinforcement with opportunities for social, emotional, and creative growth. We are proud to offer a dynamic afterschool experience that empowers students to thrive beyond the school day. Our primary program components are as follows:

#### **a) *Sign-In:***

At the end of the regular school day, students enrolled in the NextGen Kids program follow a structured check-in process to ensure a safe and smooth transition. To align with school protocols, younger students are escorted to the program site by staff, while older students are released by their teachers and proceed directly to the designated check-in location, which is currently in the Sutter Lobby (located at 1 N. Sutter St.). Upon arrival, students check in with a staff member using a digital attendance system. This allows us to verify attendance, ensure all students are accounted for, and identify any unexpected absences immediately. Any sixth-grade students that do not arrive to the designated check-in location immediately following dismissal will incur an unexcused absence.

#### **b) *Homework:***

We recognize the importance of academic support in helping students thrive, which is why the NextGen Kids program dedicates a minimum of 45 minutes each day to

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focused homework time. During this period, students work in a quiet and welcoming environment where our dedicated group leads are available to provide individualized assistance and guidance. Whether students need help understanding assignments, organizing their work, or building confidence in challenging subjects, our staff is there to support their academic success. We are committed to meeting the unique learning needs of every student and fostering a positive attitude toward learning that extends beyond the classroom.

### c) *Physical Activity:*

At NextGen Kids, we view movement and play as essential parts of a child's overall growth. Each day, students engage in 45 to 60 minutes of active time designed to energize their bodies and refresh their minds. Whether it's through group games, sports, or guided fitness activities, our program offers a variety of fun and engaging options that help children build physical strength, coordination, and teamwork skills. These daily sessions also serve as a meaningful outlet for stress relief and social connection after a full day of classroom learning. By embedding regular physical activity into our routine, we aim to create a healthy balance between academics and wellness, helping students develop strong bodies, positive habits, and a lasting love for movement.

### d) *Snack:*

At NextGen Kids, we know that students learn and feel their best when they're well-nourished. To support this, we offer daily afternoon snacks to every child in our program. These snacks are thoughtfully chosen with health in mind, featuring balanced options that fuel both body and brain. By providing wholesome, kid-friendly choices, we help reinforce positive eating habits and ensure students have the energy they need to stay focused, active, and engaged throughout the afternoon.

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### e) *Enrichment:*

At NextGen Kids, students engage daily in at least 45 minutes of enriching, inquiry-based activities that are driven by their own questions and interests. Our program encourages learners to explore, investigate, and collaborate in a supportive environment that fosters curiosity and critical thinking. Alongside academic growth, we prioritize social-emotional learning by helping students build self-awareness, empathy, and strong communication skills through group projects and reflective discussions. This student-centered approach nurtures both intellectual and personal development, empowering children to become confident, thoughtful, and resilient learners ready to navigate the complexities of the future.

### 3) **Program Hours and Days of Operation**

The NextGen Kids Expanded Learning Program will operate on every school day from dismissal until 5:30pm. In addition, NextGen Kids will operate on 30 intersession (non-instructional) days. Intersession days operate from 7:30am-4:30pm, with intersession day offerings varying annually.

### 4) **Emergency Contacts and Authorized Pick-Up**

- a) Student must be picked up by a parent/guardian or an authorized adult that is listed on the student's enrollment form.
- b) Any individual that is not listed on the enrollment form, those under 18, or those unable to provide proper identification will not be allowed to pick up a child.
- c) Parent-authorized contacts must be 18 years or older (except for parent/guardian approved pick up by siblings 16 years or older that are enrolled at Stockton Collegiate International Schools).
- d) All authorized adults must provide valid identification at time of pick up.
- e) Parents/guardians and those authorized by parents/guardians for pick up must sign students out in the Sutter Lobby (located at 1N. Sutter St.).

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- f) It is the parent/guardian's responsibility to verify the age of authorized adults and explain the identification requirements prior to adding them to their child's enrollment form as an authorized contact for pick up.
- g) Any additions, removals, or changes to the parent-authorized contacts list must be communicated directly to the program director.

### **5) Attendance Policy**

The NextGen Kids Expanded Learning Program begins immediately following dismissal and stays open until 5:30pm on every regular school day. The program follows guidelines that ensure students have access to a full afternoon of learning and enrichment. Additionally, consistent with Education Code Section 8483(a)(2), the program encourages elementary school students to participate for the entire duration each day they are enrolled.

#### *Attendance Requirement:*

Students are required to attend the NextGen Kids Expanded Learning Program on every school day they are in attendance. Per Stockton Collegiate's dismissal policy, any student that has not been signed out by an authorized adult prior to 1:45pm will need to signed out from NextGen Kids in the Sutter Lobby (located at 1 N. Sutter St.).

#### *a) Non-Compliance:*

Students are expected to follow the attendance policies and maintain consistent participation in the program. Any student who accumulates three or more unexcused or unverified absences may be dismissed from NextGen Kids. Likewise, students who are picked up after 5:30pm on three separate occasions may also be removed from the program following the third late pick up.

## 6) **Communication**

- a) All parents, guardians, and authorized adults are expected to interact with staff in a respectful, calm, and polite manner. Loud, vulgar, threatening, or aggressive language or behavior will not be tolerated.
- b) Families are expected to respond to program communication in a timely manner, including phone calls, emails, Class Dojo messages, or written notes regarding their child's participation, behavior, or safety.
- c) Concerns and feedback should be shared respectfully and constructively, with the goal of supporting positive outcomes for students and continuous program improvement.
- d) When meetings are scheduled with program staff, families are expected to arrive on time and participate in a respectful and solution-focused manner.
- e) In the event of a concern or disagreement, families should speak directly with the program director or appropriate staff member in a calm and respectful way, seeking resolution through open dialogue.
- f) Families are encouraged to review and follow all policies outlined in the program handbook to help ensure a safe, supportive, and positive environment for all students and staff.

## 7) **Discipline Policy**

At NextGen Kids, we are committed to fostering a safe, inclusive, and respectful environment for every child in our care. When behavior challenges arise, we take a supportive, step-by-step approach that focuses on guidance and growth rather than punishment. Through clear expectations, positive reinforcement, and consistent communication, we help students reflect on their actions, build self-awareness, and make better choices moving forward. Our aim is to ensure that all students feel valued and supported while maintaining a positive and productive space for everyone.

### a) ***Step 1: Initial Intervention and Support***

At NextGen Kids, we understand that each child is unique, and we take a thoughtful, supportive approach to addressing behavioral challenges. Our staff is committed to maintaining a safe, respectful, and inclusive environment by using a variety of strategies tailored to meet individual student needs. When behavioral concerns

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arise, we respond with proactive, student-centered techniques such as visual schedules, positive reinforcement, one-on-one guidance, flexible seating, redirection, structured breaks, and other personalized supports. These tools help students stay engaged, feel supported, and develop the skills they need to succeed socially and emotionally.

### ***b) Step 2: Actions Taken to Address Behavior***

When initial strategies are not successful in addressing a behavior, NextGen Kids staff take additional steps to support the student in making positive changes. This may include direct instruction or reteaching of expected behaviors, along with the use of restorative practices to help students reflect and repair harm. In some cases, temporary adjustments—such as limited participation in certain activities—may be made when appropriate. Communication is key during this process. Staff hold problem-solving conferences with students and reach out to parents or guardians to share concerns, gather input, and work together to find solutions. Our goal is to partner with families in guiding students toward responsible choices while maintaining a positive and inclusive environment for all.

### ***c) Step 3: Discipline Considerations and Referral System***

In cases where ongoing support and interventions do not lead to meaningful improvement, NextGen Kids may need to consider more serious consequences, including the possibility of a student being removed from the program. Additionally, to ensure the safety and well-being of all students in the program, if a student engages in fighting or makes any threats of violence towards another student during the regular school day or the NextGen Kids Expanded Learning Program, this may also warrant the immediate removal of that student from the program. These decisions are made at the discretion of the program director, based on the frequency, severity, and impact of the behavior on the individual and the program environment.

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Throughout this process, we maintain open and honest communication with both the student and their family.

### 8) **Contact Information**

NextGen Kids is a SEPARATE entity from Stockton Collegiate International Schools. Please direct all questions, comments, and concerns related to your child's expanded learning program experiences and needs towards the program director of NextGen Kids using the contact information listed below.

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| <b>Peter Luhn</b><br>Program Director | (209) 329-3467<br><a href="mailto:peterluhn@nextgenkidsafterschool.com">peterluhn@nextgenkidsafterschool.com</a> |
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If you would like more general information about the NextGen Kids Expanded Learning Program or to view our calendar, please access our website at:  
[NextGenKidsafterschool.com](http://NextGenKidsafterschool.com)