



EXPANDED LEARNING PROGRAM

PARENT/GUARDIAN HANDBOOK

2026-2027

Stockton Collegiate International Schools

Third-Party Expanded Learning Provider

OUR COMMITMENT

Safe. Engaging. Inclusive. Student-centered. NextGen Kids supports the academic, social-emotional, creative, and physical development of students beyond the school day.

Welcome to NextGen Kids

Welcome to the NextGen Kids Expanded Learning Program. This handbook provides families with a clear overview of our program model, daily experience, operating hours, attendance expectations, student release procedures, communication practices, behavior supports, and program contact information. Our goal is to establish a shared understanding among families, students, staff, and school partners so that every child experiences a safe, supportive, and engaging expanded learning environment.

Please review this handbook carefully and keep it available for reference throughout the 2026-2027 school year. Program procedures may be updated when necessary to reflect student needs, operational requirements, school-site procedures, or applicable state and local guidance. Families will be notified of material changes.

Quick Reference

Provider	NextGen Kids
School Partner	Stockton Collegiate International Schools
Regular School Days	School dismissal - 5:30 p.m.
Intersession / Non-Instructional Days	7:30 a.m. - 4:30 p.m. on 30 scheduled days
Program Director	Peter Luhn
Phone	(209) 329-3467
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1. Program Overview

NextGen Kids is a third-party expanded learning program provider serving students of Stockton Collegiate International Schools. NextGen Kids is a separate entity from Stockton Collegiate International Schools. Questions, comments, concerns, and program-specific needs related to a student's expanded learning experience should be directed to NextGen Kids program leadership.

IMPORTANT

School-day matters should be directed to Stockton Collegiate International Schools. Expanded learning matters should be directed to NextGen Kids.

Mission & Program Approach

NextGen Kids is committed to creating a safe, inclusive, nurturing environment where students can learn, connect, explore, and grow. Our program blends academic support with active recreation, enrichment, inquiry, creativity, and social-emotional skill development. Activities are designed to complement the school day while providing students with meaningful opportunities to make choices, collaborate with peers, build confidence, and pursue their interests.

California Expanded Learning Alignment

Our program model is designed around the core principles reflected in California expanded learning programs, including safe and supportive environments, active and engaged learning, skill building, youth voice and leadership, healthy choices and behaviors, and diversity, access, and equity. NextGen Kids also values quality staff, collaborative partnerships, clear program purpose, effective program management, sustainability, and continuous improvement.

Student-to-Staff Ratios

NextGen Kids maintains student supervision and staffing practices consistent with applicable expanded learning requirements and the expectations of our school partner. When serving Transitional Kindergarten or Kindergarten students, the program maintains a pupil-to-staff ratio of no more than 10:1. For other participating students, the program maintains a pupil-to-staff ratio of no more than 20:1, unless a lower ratio is required by the school partner or program circumstances.

2. Program Components & Daily Experience

Academic Support

A minimum of 45 minutes is dedicated each day to focused homework and academic support. Students are provided a structured environment in which group leads can assist with understanding assignments, organizing work, developing productive learning habits, and building confidence. Academic support is intended to reinforce learning while recognizing that student needs and homework demands vary by grade level and day.

Physical Activity

Students participate in approximately 45 to 60 minutes of physical activity each day. Activities may include organized games, sports, movement challenges, cooperative play, and guided fitness experiences. Physical activity supports wellness, teamwork, self-regulation, social connection, and healthy habits.

Snack

A daily afternoon snack is provided. Snack procedures and offerings are designed to support student well-being and the nutritional expectations applicable to the program. Families should notify program staff of relevant food allergies or dietary restrictions through the program's enrollment and communication procedures.

Enrichment & Inquiry

Students engage in at least 45 minutes of enrichment designed to promote curiosity, creativity, problem solving, and collaboration. Experiences may include art, science, design, literacy, games, projects, student-led exploration, and other hands-on activities. Whenever appropriate, students are given opportunities to ask questions, make choices, contribute ideas, and reflect on their learning.

Social-Emotional Learning & Belonging

Social-emotional growth is embedded throughout the program day. Staff support students in developing self-awareness, empathy, communication, responsible decision-making, conflict-resolution skills, and a sense of belonging. These skills are reinforced through relationships, group experiences, reflection, and restorative conversations.

3. Program Hours & Days of Operation

NextGen Kids operates on each regular school day from school dismissal until 5:30 p.m. The program also operates on 30 scheduled intersession/non-instructional days. Intersession programming is offered from 7:30 a.m. to 4:30 p.m. Specific intersession dates and offerings may vary by school year and will be communicated to families.

CALENDAR NOTICE

NextGen Kids follows the program calendar communicated to enrolled families. Families should review program notices for closures, intersession dates, adjusted schedules, and other operational updates.

4. Arrival, Attendance & Sign-In

At the end of the regular school day, enrolled students follow a structured transition and check-in process. Younger students are escorted to the program location in alignment with school-site procedures. Older students are released by their teachers and proceed directly to the designated NextGen Kids check-in location, currently Sutter Lobby.

Upon arrival, students check in with a staff member using the program's digital attendance system. This process allows staff to verify attendance, account for enrolled students, and follow up on unexpected absences or discrepancies.

Sixth Grade Dismissal & Check-In

Sixth-grade students are dismissed at 3:15 p.m. and are expected to self-report directly to Sutter Lobby for NextGen Kids check-in no later than 3:30 p.m. Students must remain on campus during the transition from school dismissal to the Expanded Learning Program and may not leave campus for any reason before reporting to NextGen Kids. Leaving campus after dismissal or reporting to the Expanded Learning Program after 3:30 p.m. without prior authorization may result in an enrollment review and removal from the program.

K-5 DISMISSAL REMINDER

If a K-5 student has not been signed out through the Stockton Collegiate attendance office by 1:45 p.m., the student must be signed out through the NextGen Kids location at 1 N. Sutter Street, consistent with current site procedures.

Attendance Records

NextGen Kids maintains program attendance records for student safety, program operations, and required reporting. Families are expected to communicate known absences and schedule changes promptly using the program's established communication method.

5. Authorized Pick-Up & Student Release

Student release procedures are designed to protect children and ensure that students leave the program only with individuals authorized by a parent or guardian.

- Students must be picked up by a parent/guardian or an authorized individual listed in the student's program record. Authorized pick-up information may be updated through Brightwheel and/or by contacting the Program Director, as directed by the program.
- Individuals who are not authorized, who do not meet the program's age requirements, or who cannot provide acceptable identification will not be permitted to pick up a student.
- Authorized adults must generally be 18 years of age or older. A parent/guardian may authorize a sibling age 16 or older who is enrolled at Stockton Collegiate International Schools, consistent with program procedures.
- Authorized individuals must be prepared to provide valid identification at pick-up.
- Parents/guardians are responsible for ensuring that authorized pick-up contacts understand program identification and release requirements.
- Changes to a student's authorized pick-up list must be made by the parent/guardian through the approved program process.

Sign-Out

All students must be signed out according to program procedures. When a student leaves before the end of the program day, the parent/guardian or authorized adult will be asked to provide the reason for early release so the program can maintain accurate attendance documentation.

Late Pick-Up

Students must be picked up no later than 5:30 p.m. on regular school days and by the published closing time on intersession days. Families should contact program staff as soon as possible when an emergency may delay pick-up. Repeated late pick-up may result in a review of continued enrollment. A student who is picked up after 5:30 p.m. on three separate regular school days may be removed from the program following the third late pick-up.

6. Attendance & Early Release

Regular participation supports student safety, program continuity, and the quality of the expanded learning experience. Enrolled students are expected to attend consistently on the days for which they are enrolled and to participate through the end of the program day whenever possible.

Early Release

NextGen Kids recognizes that families may need to pick up students before 5:30 p.m. The program documents early release and the reason for departure. For routine transportation or safety considerations, students should participate for at least 90 minutes before early release. Earlier departure may be approved for other reasonable circumstances, including:

- Participation in a parallel program, such as sports, dance, clubs, or other extracurricular activities.
- Medical, dental, counseling, or other appointments.
- Family obligations, custodial matters, or family emergencies.
- Release from the program because of illness, injury, or a significant behavioral or safety concern.
- Other circumstances reviewed and approved by program leadership.

Families should communicate recurring early-release needs to the Program Director so that attendance records can be maintained accurately and a consistent release plan can be established.

Absences & Non-Compliance

Families should notify NextGen Kids when an enrolled student will be absent. A student who accumulates three or more unexcused or unverified absences may be subject to an enrollment review and possible removal from the program. Before removal, program leadership may contact the family to clarify attendance needs and determine whether continued enrollment is appropriate.

WHY ATTENDANCE MATTERS

Consistent attendance helps students build relationships, participate in ongoing enrichment experiences, receive academic support, and benefit from the full expanded learning program.

7. Family Communication & Partnership

Positive family partnerships are essential to a safe and successful program. NextGen Kids is committed to timely, respectful, and solution-focused communication with families, and we ask families to uphold the same standard when interacting with program staff.

- Parents, guardians, and authorized adults are expected to communicate with staff in a respectful and appropriate manner. Threatening, intimidating, discriminatory, vulgar, or aggressive language or behavior is not acceptable.
- Families are expected to respond in a timely manner to communications related to student attendance, behavior, health, safety, or participation.
- Questions, concerns, and feedback should be shared constructively with the appropriate staff member or site lead. Program leadership may be included when additional support or follow-up is needed.
- Families attending scheduled meetings are expected to participate in a respectful, collaborative, and solution-focused manner.
- Families are encouraged to review program policies, keep contact information current, and communicate changes that may affect student safety or participation.

Brightwheel & Program Communication

NextGen Kids may use Brightwheel, phone, email, written notices, or other approved communication methods to share program information with families. Families are responsible for maintaining current contact information and reviewing program communications regularly.

8. Student Behavior & Support

NextGen Kids uses a supportive, developmentally appropriate approach to student behavior. Our goal is to teach expectations, strengthen skills, repair harm, and maintain a safe and inclusive environment. Responses to behavior are based on the student's age and needs as well as the frequency, severity, context, and impact of the behavior.

Step 1 | Prevention, Reteaching & Initial Support

Staff begin with proactive and individualized supports. Strategies may include clear expectations, visual schedules, positive reinforcement, redirection, one-to-one guidance, alternative seating, structured breaks, choice-making, regulation supports, and reteaching of expected behavior.

Step 2 | Problem Solving, Restoration & Family Partnership

When initial supports are not sufficient, staff may provide more direct reteaching, restorative conversations, reflection, temporary activity adjustments, student conferences, or other targeted supports. Families may be contacted to share concerns, gather information, and develop a coordinated plan for student success.

Step 3 | Safety Review & Continued Enrollment

When behavior is persistent, significantly disruptive, or presents a safety concern despite appropriate supports, program leadership may conduct a more formal review. Additional interventions, a behavior support plan, temporary restrictions, or removal from the program may be considered when necessary. Decisions are made thoughtfully and with attention to student needs, program safety, the impact on others, and applicable school-partner procedures.

IMMEDIATE SAFETY CONCERNS

Serious conduct that creates an immediate risk to the student or others may require an immediate safety response, parent/guardian pick-up, and program leadership review. The program may move directly to a higher level of response when warranted by the severity of the incident.

9. Health, Safety & Emergency Practices

Student safety is the program's highest operational priority. NextGen Kids uses established attendance, supervision, release, communication, and emergency procedures to support a safe program environment.

Family Responsibilities

- Keep emergency contact and authorized pick-up information current.
- Inform program staff of relevant allergies, health needs, or safety information through the appropriate enrollment and communication process.
- Respond promptly when contacted regarding illness, injury, behavior, or an emergency.
- Follow student sign-out and identification procedures at every pick-up.
- Notify program leadership of changes that may affect a student's participation or safe release.

Illness, Injury & Emergencies

If a student becomes ill, is injured, or requires care beyond what can reasonably be provided in the program setting, staff will contact the parent/guardian or emergency contact. Emergency services may be contacted when circumstances require immediate medical or safety intervention. Families are expected to arrange prompt pick-up when requested by program staff.

Continuous Program Improvement

NextGen Kids reviews program practices and student experiences to identify opportunities for improvement. Family feedback, student voice, staff reflection, attendance information, safety trends, and program observations may be used to strengthen program quality over time.

10. Program Contact Information

NextGen Kids is a separate entity from Stockton Collegiate International Schools. Please direct questions, comments, concerns, or program-specific needs related to your child’s expanded learning experience to NextGen Kids.

Program Director	Peter Luhn
Phone	(209) 329-3467
Email	peterluhn@nextgenkidsafterschool.com
Program	NextGen Kids Expanded Learning Program

11. Family Acknowledgment

Please sign below to acknowledge that you have received or been provided access to the 2026-2027 NextGen Kids Expanded Learning Program Parent/Guardian Handbook and understand that your family is responsible for following the program procedures described in this handbook.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

THANK YOU

Thank you for partnering with NextGen Kids. We look forward to a safe, engaging, and meaningful year of expanded learning.

Program Reference Note

This handbook is a family-facing operational guide. It is not a substitute for the LEA’s board-approved ELO-P Program Plan, contractual requirements, or applicable law. Program procedures should be implemented in coordination with the school partner and updated when requirements change.