

Parent Handbook

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Mission Statement

Next Level Kidz is passionate about improving the lives of students and parents in our community. We do this by engaging students in sports and supplemental science, technology, engineering, arts and math (STEAM) education classes, after-school programming and summer camps in a safe environment, led by qualified teachers and coaches.

Curriculum

Our curriculum includes the use of courses created and prepared by only the best programming in the area of STEAM. With the ever-evolving world of computer science, we will constantly update the course material to stay current with popular trends and ensure our students are receiving the most up-to-date course material.

We realize that every child is different, developing at his or her own special pace, each with different interests and distinct likes and dislikes. We incorporate activities and educational materials that are appropriate for the age and developmental stage of each child.

Communication with Parents

We appreciate the trust you have placed with us at Next Level Kidz in providing great programming but also in keeping your kids safe. We want you to feel confident that our team will handle all situations appropriately and communicate with you when necessary. Our first method of contact will be by phone and then in person upon checkout.

Our team is always available to meet with you to discuss your child's progress or allow you to voice any concerns.

www.nextlevelkidz.com

info@nextlevelkidz.com

Transportation

After-school transportation is provided for the designated school(s), see Director for current school pick-up offerings. Children will be transported in a mini-bus driven by a licensed driver with a clean record, who has also completed transportation training.

Enrollment Policy

Initial and continued enrollment will be at the discretion of Next Level Kidz based upon, among other factors, the best interest of the child, the expectation that he or she will benefit from the program and the welfare of the other enrolled children.

Enrollment decisions will be made without regard to race, color, sex, disability, religion or national origin. Next Level Kidz reserves the right to dismiss any student, for any reason deemed necessary, at the sole discretion of Next Level Kidz.

Tuition and Fees

Late pick-up fees: Children must be picked up from their designated program on time. With the exception of emergencies and the first-time instance of tardiness, a late penalty will be imposed if your child is picked up after the designated dismissal time. The late pick-up fee will be \$2 per minute, after five minutes past the dismissal time. This fee will be charged directly to your account.

Please contact our team to alert us if you expect to be late so we may make appropriate accommodations for your child.

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Tuition and Fees (cont'd)

Non-sufficient funds (NSF) fee: A \$35 NSF fee will be charged for any returned check. This fee must be paid in full before your child may return to Next Level Kidz.

Absences: Refunds or credits will not be issued due to child absences from the program. Make-up days may be offered in the case of emergency (such as hospitalization, family death, etc.), at the discretion of the director. Scheduled vacations do not qualify for a make-up day.

Release of Children to Others

Children will only be released to authorized persons listed on your family account. You may update your account online, at any time, to add additional authorized persons.

In the case of emergency, a parent may call the director and alert the staff to the change in pick-up. The director will verify, over the phone, with the parent of the change being made.

In all cases, the individual(s) picking up the child(ren) will be asked to provide photo identification.

Visitors

During operating hours, all visitors will be greeted by the site director and escorted through the facility. At no time will visitors be allowed in the facility without the supervision of a staff member.

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Sign In/Out Procedures

Sign in: Every parent must sign their children in to class each day at the front desk. We ask that parents do not walk their children to class, as only staff members or supervised visitors are allowed on-site.

Sign out: Every parent must sign their children out of class each day. This provides an opportunity for the instructor to relay any important information to the parents. You may be asked for photo identification upon signing out.

Unauthorized Child Pick up

In the event that an unauthorized person attempts to pick-up a child from Next Level Kidz, the child will be moved to a safe location. We will then contact the parent(s). The police will be contacted, if necessary.

Emergency Procedures

Next Level Kidz is equipped with the necessary items to protect your children in an emergency. Our staff is certified in first aid/CPR and have been trained to handle a variety of emergency situations.

We conduct a quarterly emergency drill to prepare our children and staff. In the case of a scheduled drill, parents and children will be notified prior to completion of this drill.

Inclement Weather

We will make every effort to remain open during inclement weather days. However, the safety of our staff and children are important to us. If it is in the best interest of Next Level Kidz to close the facility, an email and text message will be sent to all parents notifying them of the closure. Our website and main phone number will also be updated with this information.

Confidentiality Records

Our staff respects the confidential information of the children in our care. All personal records of children and families are kept in the strictest of confidence. Information pertaining to admission, progress, health or disenrollment of a child shall be confidential, unless the parent(s) of the child have given written permission for disclosure.

Illness

Your child may not attend classes if he or she appears ill or is displaying any of the following symptoms:

- a fever of 100 degrees or higher within the past 24 hours
- vomiting or diarrhea within the past 24 hours
- evidence of a communicable disease
- an undiagnosed rash (may return with a physician's note if not contagious)
- discharge from eyes, ears or colored nasal discharge

If your child displays any of the above symptoms while at Next Level Kidz, the parent(s) will be contacted immediately for pick-up.

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Accidents and Injury

In the event of an accident or injury, our staff will immediately tend to your child's needs. The director will notify the parent(s) of such an incident and if necessary, contact the designated physician or medical facility on file. In the rare case of additional emergency action needed, our staff will contact 911 and follow instructions provided by the emergency personnel.

Medication

The director may administer prescription medication to children only when the Medical Dispense Authorization Form has been completed and signed by the parent. In this case, the medication will be kept locked in a safe place with the director.

Discipline

At Next Level Kidz, we teach self-discipline, as opposed to motivation by fear or punishment. We provide a reasonable relationship between the inappropriate act and the resulting consequence.

Only if absolutely necessary, will a child be removed from their programming. If removed, the child will be relocated to a safe place to regain composure and reflect on their behavior.

If a child's behavior is dangerous to themselves or their peers, they will be removed from class and a parent will be contacted immediately. If this behavior continues, suspension may occur.

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