

PARENT HANDBOOK



AGE REQUIREMENTS FOR CLASSES & CAMPS:

Must be at least 5 years old

*Exceptions:

- LEGO® Theme Projects 5+
- Junior Robotics/RC 8+
- Screen Free Coding 5+
- Mindstorms NXT 2.0 8+

Exceptions may be made by the owner based on experience and behavior.

PAYMENT:

Payment is due at the time of registration. Payments can be made online through credit card or by check payable to Bricks 4 Kidz.

REGISTRATION FORMS:

Please bring your child's completed registration form on the first day of class or camp.

SPECIAL INSTRUCTIONS:

All Covid Protocols will be followed during the camp. Please ensure that any medical and/or behavioral concerns are disclosed prior to class or camp start to allow for adequate planning. The registration form includes a section where you may indicate special instructions for your child.

ABSENSES:

Please call at your earliest convenience and leave a message if your child will be absent. Please be specific, stating your child's full name and the class they are registered in.

SIGN-IN/SIGN-OUT POLICY FOR CAMPS:

Drop off your child NO earlier than 10 minutes prior to class or camp start. Supervised lunchtime is between 12:00 pm and 12:30 pm each day and is available at no additional cost for children registered in the morning and afternoon camp at the same location. Please pick up your child at dismissal time. You will be charged a late fee if you are over 10 minutes late to pick up your child.

A Parent/Guardian, or other authorized adult must sign each child in/out of camp every morning and afternoon. The only people that your child will be released to are those listed on your information form. **Note:** all persons authorized to pick up campers must be at least 16 years of age. If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call Ann Rego at (408) 243-8334 to allow another adult to pick up the child or send a signed note of authorization with that person for our instructors.

LATE PICK-UP:

After 3:00 pm, we will call the individuals you have authorized to pick up your child. After 3:10 pm, there will be a late charge fee of \$10 for the first five minutes and \$5 for each five-minute increments after, payable at the time of pickup. If an emergency arises, please call (408) 243-8334 and leave a message that you will be late so we can explain to your child that you are on your way. Please note that repeated late pickups might result in termination from the program. The same policy holds good for extended care in summer camp after 5:20 PM.

DO YOU SERVE LUNCH AND A SNACK AT CAMPS?

No – please remember that each child should bring his/her own NUT FREE lunch, snacks and beverages. If your child has any special food allergies/restrictions please make sure to note them in the space provided on the registration form. We are happy to do our best to accommodate any concerns or medical needs your child may have.





CLASS RULES:

1. Speak for yourself...not for anyone else.
2. Listen to others...they'll listen to you.
3. Avoid put downs...who needs them.
4. Participate in group activities and stay with the group.
5. Show respect...every person is important.
6. Take charge of yourself...you are responsible for you!
7. Have fun!

POLICIES

REFUND POLICY

- Refunds of 40% of the course fee will be issued for withdrawal notices received before May 15th.
- Refunds of 25% of the course fee will be issued for withdrawal notices received up to 3 weeks prior to program start date. **No refund will be given 2 weeks before the start date.**

MAKE-UP CLASSES & TRANSFER POLICY:

Make up classes & transfers will be accommodated as long as there is room in the class.

CANCELLATIONS

Bricks 4 Kidz® reserves the right to cancel any program due to insufficient enrollment before the start of a program or event. Bricks 4 Kidz® reserves the right to move kids to another Bricks 4 Kidz® due to insufficient enrollment. Upon cancellation, a full refund will be issued to you.

DISMISSAL POLICY:

Authorized Parents/Caregivers must sign children out of programs. The only people that your child will be released to are those listed on your information form. All persons authorized to pick up students must be at least 16 years of age. If someone other than a parent will pick up your child, please give us prior written notice. If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call the Bricks 4 Kidz® director, Ann Rego at (408) 243-8334, to allow another adult to pick up the child or send a signed note of authorization with that person.

CLASS CONDUCT:

Bricks 4 Kidz® reserves the right to release, without refund of class fees, any child whose behavior becomes unmanageable. This action will not be taken without verbal and written warnings. No child will be allowed to intentionally physically harm any other persons or person's property while class is in session. Bricks 4 Kidz® highly discourages children from bringing any electronic devices such as cell phones or video games to camp. All electronic devices are to remain off and put away while class is in session. Bricks 4 Kidz® is NOT responsible for damages or loss of any personal property while at class. Children will be allowed to store a backpack or bag if needed while at class.

STAFF SCREENING POLICY:

Bricks 4 Kidz® instructors are individuals who have a great interest and ability in teaching Bricks 4 Kidz programs to students in an exciting way. Each instructor is trained in specific lessons involving the themes in the programs. In addition, all instructors go through a criminal history background check.

PROJECT TAKE-HOME POLICY:

Since we use our LEGO® supplies in classes and camps throughout the year, students do not take home projects or pieces. Campers, however, will be given small take away items to enjoy at home.

