

# Kids College Parent Handbook 2022



## Continuing Education

Building 96  
1000 College Blvd.  
Pensacola, FL 32504  
T: 850-484-1797

[ce@pensacolastate.edu](mailto:ce@pensacolastate.edu)

<https://kidscollege.pensacolastate.edu>

## **Welcome to the 32<sup>nd</sup> Annual PSC Kids College.**

**We are looking forward to this summer and happy to have your child joining us.  
The following pages will cover information you need to know.  
Also find Kids College forms you will need to complete for each child.**

### **Contact Information**

#### *Kids College Headquarters*

Continuing Education  
1000 College Blvd., Bldg. 96  
Phone: Office, 850-484-1797 or Lobby, 850-484-2043  
ce@pensacolastate.edu

#### *Kids College Staff*

*Kelby Thornton, Interim Coordinator*  
*Shane Quinn, Kids College Director*  
*Samantha Dunlap, Kids College Secretary*  
*Beverly Donnell, Administrative Assistant*  
*Ocean Perez, Office Secretary*

### **Program Hours and Location**

#### **Kids College Headquarters**

Are in Building 96 on College Boulevard. Our program is from 8:15 AM – 4:15 PM, Monday – Friday. Regular drop off is from 7:45 AM – 8:15 AM and regular pickup is from 4:00 PM – 4:30 PM.

#### **Early Drop-off Fee / Extended Care AM**

Parents who drop their child off between 7:15 AM and 7:45 AM will be required to pay in advance \$20 for the week. Kids will have games, books & activity pages available while waiting.

#### **Late Pick-up Fee / Extended Care PM**

Parents who need to pick-up their child after 4:30 PM will be required to pay in advance \$20 for the week. Kids must be picked up no later than 5:00 PM. Kids will have games, books & activity pages available while they wait.

#### **Late Policy and Fee**

We understand that situations do arise, and we will work with you as much as possible. If you have not picked up your child by 5:00 PM, you will receive a warning. If you are late a second time, you will be charged a \$10 fee, and if late a third time, you will be charged a \$20 fee. A fourth late pick-up will result in your child no longer being able to attend Kids College. Our staff does have the right to take your child to the Public Safety Office in Building 5 until you arrive. Please contact us with information if you are running late.

#### **Check-In / Check-Out**

You are required to come to the front desk located in Building 96 and present your ID when checking your child in and out of Kids College. If someone else will be picking up your child that has not been previously authorized on your child's Check-out and Emergency Form, please call

the office 850-484-1797 or front desk 850-484-2043 and let us know. Then we can update the emergency contact list. ***Always bring Photo ID to the check-out location.***

## Requirements to Attend Kids College

- 1) Students must be between the ages of 6 and 12 years of age during the time of Kids College and have completed Kindergarten.
- 2) Students and Parents must sign and complete the Acceptable Behavior Standard Agreement form (included in this packet).
- 3) Parents must sign and complete the ***Check-Out and Emergency Form*** and the ***Statement of Consent and Waiver and Release of Parents*** form, and the ***Photography Release*** form. (Call the office if you have questions about the forms, 850-484-1797.) (Forms are included in this packet.)
- 4) Register and pay for classes online (using ***Register Now***) at <http://ce.pensacolastate.edu>, or online at <https://kidscollege.pensacolastate.edu> or in person at the Kids College/Continuing Education office in Building 96, Room 9624. Enrollments that are not paid by the first day of class will automatically be dropped, and your child may not return to class until a paid registration has been completed.
- 5) Bring or purchase a lunch if your child attends a full day of courses. You may also send snacks with your child and a refillable bottle or thermos for water.

## Lunch

Plan to bring or purchase lunch each full day of classes. **A supervised lunch will be from 11:45 a.m. until 12:45 p.m. each day.** Please put name on any containers your child carries.



**POPULAR WEEKLY, LUNCH OPTION IS BACK!** Parents may pre-order lunch for the week when you register your child for a \$30 fee. Each Monday you will complete an order form for each day and choose from a 6" sub with chips and water or a pizza and water.

Parent's may also order online each day if you prefer. Orders and payments need to be placed online at [www.subway.com](http://www.subway.com) each morning between 9:00AM and 11:00AM. Specify the Pensacola State College Subway location. Please **USE CHILD'S NAME (first and last), Kids College and no pick-up time!** Subway lunches will be ready for students when they arrive in the Student Center, 1000 College Blvd., bldg.5. **Please put name on any containers your child carries.**

## Snacks

Students are encouraged to bring snacks and bottled water. They need them in containers that they must carry throughout the day. **Please put name on any containers your child carries.**

## What to Wear

### Identification

Children will receive a colored wrist band every day while attending Kids College. First two days of each session, students will have their class schedule printed on a sticker that they will wear throughout the day.

### Clothes and Shoes

If participating in sports activities outside, tennis shoes should be worn. If swimming an appropriate swimsuit or swim shorts should be worn. Bring a towel. Students should wear comfortable play clothes (appropriate to their course activities) and that are easily cleaned. Summertime does get hot, so wear light weight clothes. Clothing advertising alcohol or tobacco or clothing with inappropriate language or graphics is prohibited. Weather permitting, Fridays activities may include water activities and field day events. Please bring a towel and either swimsuit or clothes that will dry quickly. A flyer will be provided if water activities are scheduled.

## Outside Programs and Field Trips

Please pack sunscreen, hat and water with your ***child's name clearly labeled*** on the bottle.

## Refund and Cancellation Policy Details

- 1) All requests for refunds must be received in the Continuing Education Office **before the beginning of the 2<sup>nd</sup> class**. Email [ce@pensacolastate.edu](mailto:ce@pensacolastate.edu) or phone 850-484-1797. Requests received after the first day must be in writing and will be considered on a case-by-case basis.
- 2) All Kids College courses are self-supporting and must have a minimum number of students for courses to meet. The college reserves the right to cancel any class that does not meet the minimum enrollment requirements.

## Registration for Kids College Courses

**Registration is first come, first serve.**

**To get the preferred schedule, please register and pay before classes begin.**

**Plan your child's course selection before registration by going to the View/Download Summer 2022 Schedule on the Registration Information page at <https://kidscollege.pensacolastate.edu>.**

- Register child based on their age during the program.
- Register only one child at a time and refresh the screen before registering another child.
- All Kids College forms must be completed and signed in addition to the online registration.
- Class enrollment will be limited to ensure the quality of instruction.

### Registering in Person

- At the Continuing Education Department office in Building 96, Room 9624, you may fill out a Continuing Education registration form for our staff to register your child. Once your child is enrolled, the payment may be made directly to the PSC Cashier.

### Registering Online

- 1) Go to <https://kidscollege.pensacolastate.edu/>.
- 2) Click on the **Register Now** or the **Register for Kids College Now** button.
- 3) Use drop-down menus as prompted to select:
  - a. the current **Summer** Term and
  - b. the course category (Kids College and your child's age group or service).
- 4) Click the **Add** button next to the course(s) you have chosen from your child's age group – **Half-Day KC 6-8Yrs** or **Half-Day KC 9-12Yr**.

**NOTE:** There are no subject titles in registration under each age group, only

section numbers that correlate to the specific course/s and schedule. Find course subject content for each child using the [View/Download Summer 2022 Schedule](#) at the Kids College website and choose your child's courses before you go to *Register Now*.

- 5) After selecting courses (maximum 10 per Cart), click the **View Cart**. At this point you may choose to **Remove** courses, **Continue Shopping** for courses, or to **Checkout**.
- 6) Once you have the courses you want in the Cart, click **Checkout**.
- 7) Follow the prompts to provide student ID# or Social Security Number (use SSN if you do not know your ID # or you do not have a student ID#).
  - a. Returning Students will be prompted to enter PIN#, to answer or update security questions, and to update/confirm demographics.
  - b. New Students will be prompted to enter new student information and demographics, to create a PIN, and to enter security questions and answers (answers are case sensitive).
- 8) Review the course(s) you have selected one more time to make sure you have the right course(s). You may still **Remove** courses at this step; then, **click Continue** (not, *Continue Shopping*) to complete the checkout and to pay for the remaining courses.
- 9) To pay for your classes now, click **Pay Now** to pay with your debit/credit card.

*Choosing **Pay Now** and paying with debit or credit card ensures you will not lose your place in the course.*

**To pay later online:** Log-in to Spyglass (use the student ID# or SSN and PIN to log in to **Spyglass**) on the website [www.pensacolastate.edu](http://www.pensacolastate.edu). Select the **Pay Fees** button to access your account and **Enter Credit Card Information** as prompted.

**To pay in person:** Call the college cashier office, 850-484-1782. Have student ID #

**To pay in person:** Go to the Cashier office located on the Pensacola Campus, Building 2.

*Remember to pay for your class at least a week in advance, and provide advanced notice to the Continuing Education office, 850-484-1797, if you need to reschedule or drop from a class.*

*If you have any difficulty resetting a PIN or navigating any Kids College or Continuing Education registration processes, please call the Continuing Education office, 850-484-1797.*

*The PSC Help Desk may also help to reset a PIN, 850-471-4534.*

## Registering After June 2022

Between mid to late June 2022, the continuing education department will be transitioning to a new registration system. Updated instructions for how to register for Kid's College course will be posted on <https://kidscollege.pensacolastate.edu>. Please continue to watch the site for updates on the new registration system during this time frame.

## Tips for Success

The Kids College Staff promises to deliver the best programs we can provide. In exchange, we expect that students will:

- a. Wear their Kids College wristband throughout the day
- b. Come to class on time, be prepared to take part in classroom activities and complete assignments

- c. Be prepared to have fun and work hard while learning
- d. Be respectful and considerate to fellow students, teachers and other Kids College staff;
- e. Always follow the rules of good behavior established by parents and teachers.

## **Guidelines Concerning Electronic Devices**

Electronic Devices, such as cell phones, cameras, iPods, iPads, handheld games, etc. are to be turned to the “off position” while participating in instructional activities. The use of personal electronic devices can be disruptive to the educational environment. Instructors and administrative staff of the college will remove these personal electronic devices if it is determined that student’s use of these personal electronic devices becomes disruptive. In this case, student’s personal electronic devices will be returned to them upon students’ departure for the day. **The device is the sole responsibility of the student.**

## **Policy against Bullying**

### **Purpose**

The Pensacola State College, Kids College believes that all Kids College students, instructors, and assistants have a right to a safe and healthy summer camp environment. All members of the Kids College program have an obligation to promote mutual respect, tolerance and acceptance. All participants are expected to follow the [PSC Code of Student Conduct](#) policies found on our website.

### **Definition**

Bullying is a form of bias-based harassment/intimidation that includes intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating camp environment.

#### **The behaviors include but are not limited to:**

- **Physical:** physical violence, stalking, threats, aggressive or mean gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, and spreading rumors
- **Written:** Hand or electronically written material containing comments or stereotypes that are transmitted via internet, social messaging sites, blogs, instant message if received. This generally constitutes cyberbullying.

### **Reporting Procedures**

- The targeted participant, parent/guardian of participant, or other participants in the program (bystanders), or any Kids College staff who believes that bullying has occurred should report the incident to the Kids College Director.
- The Kids College Director should investigate by interviewing all parties separately.
- The parents of all involved participants will be notified.
- If it is determined that bullying has occurred, the child who bullied is to be subject to consequences per the camp’s behavioral policy plan.
- The Kids College Director will follow up to see that the offending conduct has stopped.
- All camp participants involved in a bullying situation should be notified that retaliation against anyone who makes a report will not be tolerated.



## Volunteer Opportunity for Teens

Each Kids College teacher is assigned 1-2 teacher's assistants in their classroom. Chain Reaction, a local teen leadership organization, recruits, screens and trains high school students (9<sup>th</sup>-12<sup>th</sup>) to assist our program. If you have a teen who is interested in volunteering with Chain Reaction, please email [info@mychainreaction.org](mailto:info@mychainreaction.org) or call 850-471-4685.

### Health & Safety Information for Kids College 2022

**There is no mask mandate** nor distancing mandate currently in effect, but please be respectful of anyone choosing to wear a mask and their desire to distance.

**Complete Kids College forms** provide important and even vital information if your child has special health needs, allergies, or guidelines for their safety and wellbeing. Please carefully complete each form and list name and contact information for anyone you authorize to sign-in or check-out your child

**Stay home if you are sick.**

**Please call the Kids College office** (850-484-1797) if your child is unable to attend due to illness or any other reason that prevents your child from attending or participating.

**Staff, please inform the Kids College office, the Kids College Director, and Kids College Secretary as soon as you know** if a substitute instructor or worker needs to be scheduled to perform your duties.

**Clean habits** are important for all Kids College participants:

- **Wash hands** frequently and thoroughly especially before snacks or meals, after using the restroom, after covering a cough or sneeze, blowing your nose, etc. Be intentional about cleanliness.
- **Observe.** If a child becomes ill, develops symptoms of illness or pain, or arrives with symptoms, please take the child to wait at the Kids College front desk while a parent is contacted.
- **Please do not share personal food and snacks** during breaks and lunch.
- **Always check in advance** with the Kids College office before sending or bringing a "treat" to share in class for a special occasion. Some children have food allergies, so caution must be observed.

**Always be observant and aware of your surroundings.** Watch for any safety or health hazard both indoors and outside on the campus and report it to the Kids College Director or the Kids College office. A few examples follow:

- Ant hills on walkways
- Wasps nests over building entrances
- Plugged toilets
- Chipped/pitted walkways (slow down and walk carefully to avoid it until it may be repaired).

**Report anything that appears unsafe.** Unusual behavior, activity or hazard, of any person, animal, object, or information/observation of any kind of health or safety threat– **Report it** to the Kids College Director, the nearest Kids College Staff, PSC Public Safety officer, or other college staff if there is substantial reason. **If it doesn't belong in this Kids Safe Environment, report it!**

**Sign up for PSC Alerts** to get timely notices of college closings at [PSC ALERT!](#)

# Pensacola State College Kids College 2022

## Acceptable Behavior Standard Agreement

To guarantee an atmosphere that is enjoyable and conducive to learning, Pensacola State College's Continuing Education Department adopted the "Acceptable Behavior Standard" agreement for all participants in the Kids College Program. It is important that the parent or guardian and the student understand this code to ensure the safety and satisfaction of all participants.

The Kids College Staff promises to deliver the best programs we can provide. In exchange, we expect that you will:

- Wear your Kids' College wristband throughout the day;
- Come to class on time, be prepared to take part in classroom activities, and complete assignments given by the teacher;
- Be prepared to have fun, to work hard and to learn;
- Treat your fellow students, teachers and Kids College staff with respect and consideration;
- Always follow the rules of good behavior established by parents and teachers.

### Guideline concerning Electronic Devices:

**Electronic Devices, such as cell phones, cameras, iPods, iPads, handheld games, etc. are to be turned to the "off position" while participating in instructional activities. The use of personal electronic devices can be disruptive to the educational environment. Instructors and administrative staff of the college will remove these personal electronic devices, if it is determined that student's use of these personal electronic devices becomes disruptive. In this case, the student's personal electronic devices will be returned to them upon the student's departure for the day. The device is the sole responsibility of the student.**

In the event of a behavior/discipline problem, the following process will be applied:

1. The teacher will issue a verbal warning to the student(s). A written note will be sent to the Kids College Camp Director.
2. If the problem persists, the student(s) will then meet with the Kids College Camp Director and the teacher to discuss the problem further. The parent(s)/guardian will be notified of the problem via a phone call from the Kids College Camp Director.
3. If the problem persists, the student(s) will be dismissed from the program. Parent(s) will be notified. No refund of tuition will be processed in the event of dismissal.

Both the parent and student signatures indicate that both have read and understood the "Acceptable Behavior Standard" agreement and the discipline process. Thank you for your partnership.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Statement of Consent and Waiver and Release of Parents

I, the undersigned parent or legal guardian of \_\_\_\_\_, a minor child enrolling in the Kids College Program (the "Program") operated by The District Board of Trustees of Pensacola State College, Florida (the "College"), hereby acknowledge and agree that if my child should be injured or become ill while on any campus of the College or while participating in any field trip approved by me, then I grant authority to the College and its officers, employees and agents to obtain medical treatment for my child and to authorize any and all treatments, procedures and operations deemed necessary by any emergency medical personnel, treating physician, or consulting physician. In the event of a medical emergency, the College may release any and all information in its possession regarding me and my child to any emergency medical service, hospital, clinic or physician, and their respective employees and agents, regardless of whether such records may be deemed student, medical, or financial records. I understand and agree that payment of all fees, costs, and expenses associated with or arising out of any medical emergency shall be my responsibility, and I hereby agree to indemnify, defend and hold harmless the College and its trustees, officers, employees, and agents from any liability for the payment of such fees, costs, and expenses.

I hereby waive any and all claims, damages, causes, causes of action, suits, judgments and remedies, at law or in equity, that I, my child, or our personal representatives, heirs, beneficiaries, successors, or assigns, may hereafter have against the College, its trustees, officers, employees and agents, for losses or damages that I or my child may sustain while participating in Kids' College, or as a result of any exercise of the authority granted hereinabove.

AGREED TO AND ACCEPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

Parent or Legal Guardian: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_



# Pensacola State College Kids College 2022

## CHECK-OUT AND EMERGENCY FORM

Student Name: \_\_\_\_\_

Mother/Father or Guardian's Name \_\_\_\_\_

Student Number: \_\_\_\_\_

Work Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

As parent/legal guardian of the above-named student, in addition to me, I authorize the following individuals to pick up my child from the Pensacola State College Kids' College Program:

Designee Name	Relationship to Child	Best Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent's Signature for Check-out Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** If a person other than a parent/legal guardian or one of the individuals listed above tries to pick up my child, Kids College Staff will contact a parent/guardian to obtain verification/authorization. If Kids College Staff cannot get in contact with either parent/guardian, then my child **will not** be allowed to be checked out by the individual.

**Please tell us any specific information that would help us know your child better. (Example: Medications, Allergies, learning challenges, parents' pick-up/drop off schedules, etc.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Photography Release

I, the undersigned parent or legal guardian of (print name of child) \_\_\_\_\_, a minor child who is enrolled in a continuing education course offered by the Continuing Education Department operated by The District Board of Trustees of Pensacola State College, Florida ("PSC"), hereby irrevocably and perpetually grant to PSC the unrestricted right to use, print, broadcast, post, share or distribute in any manner, in whole or in part, any image, photograph or video recording, regardless of the form or medium of storage, taken of my child while participating in any continuing education class (the "Property") for any purpose whatsoever, including without limitation, advertising, marketing or publicity. I understand that the forgoing grant of permission specifically includes allowing PSC to post any such image, photograph or video of my child on any social media website, including without limitation, Facebook, Instagram, Twitter, LinkedIn, Pinterest, YouTube, or any other social media site now in existence or created in the future.

I hereby agree that I will not bring or consent to others bringing on my behalf or on behalf of my child, any lawsuit, claim, grievance or action against PSC or its trustees, officers, employees or agents alleging that anything contained in the Property, or in the advertising, marketing or publicity used in connection therewith, is defamatory, reflects adversely on me, or violates any other right whatsoever, including without expenses, liabilities, and damages whatsoever that I or my child may hereafter have against PSC or its trustees, officers, employees or agents in connection with their use of the Property.

AGREED TO AND ACCEPTED this \_\_\_\_ day of \_\_\_\_\_, 2022.

Parent or Legal Guardian: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_