

# Kids College Parent Handbook 2023



## Continuing Education

Building 96  
1000 College Blvd.  
Pensacola, FL 32504  
T: 850-484-1797  
[ce@pensacolastate.edu](mailto:ce@pensacolastate.edu)

## **Kids College Summer 2023**

*Welcome to the **33rd PSC Kids College**. We are looking forward to this summer and happy to have your child joining us. The following pages will cover all the information you need to know for Kids College.*

### **Contact Information**

#### *Kids College*

Continuing Education  
1000 College Blvd. Bldg 96  
Phone: 850-484-1797

*Please call this number to let us know if someone else will be picking up your child.*

### **Kids College Staff**

*Tricia Sheridan, Coordinator, Continuing Education*  
*Vicki Goley, Administrative Assistant, Continuing Education*  
Kids College Director  
Kids College Assistant Director

### **Program Hours and Location**

The Kids College program is based out of Building 96 on College Boulevard. Our program is from 7:00 a.m. - 5:30 p.m., Monday - Friday. Regular drop off is from 7:00 a.m. to 8:15 a.m. for the morning session. Regular drop off for the afternoon session is 1:00 p.m. and pick-up is from 4:15 p.m. - 5:30 p.m. Full day care is available from 7:00 a.m. to 5:30 p.m.

#### **Extended Care Hours**

From 7:00 a.m. to the start of the curriculum instruction at 8:15 a.m., all campers are supervised in a main meeting space. Games and other enriching activities are available, but campers may choose to participate or not.

At 4:45 p.m. until 5:30 p.m., all campers are again supervised in one central meeting space. Games and other enriching activities are available, but campers may choose to participate or not.

#### **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 your child up by 5:30 p.m., you will receive a warning. If you are late a second time, you will be charged a \$10 fee and if you are 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 call us directly should you be running late. Do not email. Phone number to call is 850-484-2430.

### **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 out of Kids College. If someone else will be picking up your child that has not been previously authorized on your child's registration form, please call 850-484-1797 or email us at [ce@pensacolastate.edu](mailto:ce@pensacolastate.edu) and inform us of the update, then we can update the emergency contact list. *NO child will be released with out prior authorization. All authorized pick-ups will be required to show a government issued identification.*

## **Requirements to Attend Kids College**

- 1) Campers must be between the ages of 6 and 12 years of age during the time of Kids College and completed Kindergarten. Preschool campers who participate in the gymnastics program must be 4 years old.
- 2) Campers and a family member/guardian must sign and complete the **Acceptable Behavior Standard Agreement** form on page 7.
- 3) Parents must sign and complete the **Check-Out and Emergency Form and Consent Form** form on page 8.
- 4) Register and pay for classes Online at <https://ce.pensacolastate.edu> or on campus. You may also register and pay in Building 96 at our convenient kiosk.
- 5) Bring or purchase a lunch if your child attends a full day of courses.

## **Lunch**

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



**Parents may pre-order lunch for the week for a \$36 fee.** Each Monday you will complete an order form for either a 6" sub with chips and a drink or a pizza with a drink for the week.

Parents may also order online each day if you prefer. However, the daily price is the regular menu pricing. Orders and payments need to be placed online at [www.subway.com](http://www.subway.com) each **morning AFTER 9 a.m.** Select 1000 College Blvd. as the Subway location option. Please **USE YOUR CHILD'S NAME and the earliest pick-up time.** Subway lunches will be ready for students when they arrive in the Student Center, 1000 College Blvd., Bldg. 5 for lunch at 11:45am.

## Snacks

**Students are encouraged to bring snacks and bottled water.** Please send snacks and water in containers that they are able to carry throughout the day. The camper's name should be labeled on all items sent to camp.

## What to Wear

### Identification

Children will receive a wrist band every day while attending Kids College that identifies which camps they are registered for. *Please remind your child that the wrist bands are for their safety.* They are not to remove them.

### Clothes and Shoes

If participating in sports activities outside, tennis shoes should be worn. If swimming, bring an appropriate swimsuit or swim shorts, and a towel every day. Students should wear comfortable play clothes that are easily cleaned and dressed according to their camp schedule. Summertime does get hot and many camps will have to walk to additional classrooms or learning areas around campus, so wear light weight clothes. Clothing advertising alcohol or tobacco, or clothing with inappropriate language or graphics is prohibited. The Kids College Director maintains the right to determine what is appropriate.

### 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 in writing **prior to the beginning of the 2<sup>nd</sup> class.**
- 2) All Kids College camps are self-supporting and must have a minimum number of students in order for courses to meet. The college reserves the right to cancel any class that does not meet the minimum enrollment requirements. All efforts will be made to enroll your child in another camp if requested.

## Registration

**Registration is first come, first served.** In order to get their preferred schedule, **please register before classes begin.**

- Register child based on their age during the program.

- All forms must be signed and completed in order to be registered.
- Class enrollment will be limited to ensure quality of instruction.
- A step-by-step registration guide is located on the Kids College website on the “Registration” tab.

**Registering in person:**

- Visit the Continuing Education department in Building 96. Office hours are 7:30 a.m. – 4:00 p.m. Monday – Friday. No payments are accepted, but families may use the kiosk in order to register and pay.

### **Guideline Concerning Electronic Devices**

The use of personal electronic devices can *violate the privacy of others* and *disrupt the educational environment*. Electronic devices are not permitted at Kids College. Should a camper bring an electronic device, it should remain in a backpack or out of sight. Electronic devices, such as cell phones, cameras, iPods, iPads, handheld games, etc. are to be turned to the “off position”. The device is the sole responsibility of the student. PSC will not be held responsible if the device goes missing or is damaged during the day. Should a camper choose to use an electronic device, it will be removed and held at the main desk for the remainder of the day. The device will be returned to the family member or guardian who picks up the camper at the end of the day.

### **Child Abuse Policy**

The Kids College child abuse policy prohibits one-on-one contact with campers in closed spaces. This policy includes teen/senior volunteers, teachers, and staff. There maybe situations when it is permissible for a volunteer, teacher or staff member to be one-on-one is circumstances that allow for full visibility. For example, a staff member may have to walk one late arrival to his/her camp which may be located in another building on campus.

In situations when campers are being transported around campus or on field trips, two or more screened staff/volunteers must be present on the van.

All Kids College volunteers, teachers and staff are mandated by law to report their *suspicions* of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s.39.201 of the Florida Statues.

Kids College staff are alert to the physical and behavioral indicators of child abuse and neglect. “Child Abuse or Neglect” is defined in s. 39.201, F.S., as “harm or threatened harm” to a child’s health (mental or physical) or welfare by the acts or omissions by a parent, adult household member, other person responsible for the child’s welfare, or for purposes of reporting requirements by any person.

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Categories include:

- Physical Abuse or Neglect (i.e. unexplained bruises, hunger, lack of supervision...)
- Emotional Abuse or Neglect (i.e. impairment in the ability to function, depression...)
- Sexual Abuse (i.e. withdrawal, excessive crying, physical symptoms...)

Kids College has an internally procedure in place for documenting incidents or suspicions of abuse that follows the Pensacola State College reporting procedures.

No camper will be released to a person who is not listed on the Emergency Contact form.

All volunteers, teachers and staff are required to complete a written application before participating in Kid College. This application notifies applicants that a criminal background check will be conducted. Untruthful answers are grounds for non-hiring or termination. Reference checks on all Kids College teachers and staff are performed.

All Kids College volunteers, teachers and staff undergo mandatory reporter training.

### **Additional Information from the Department of Children and Families**

Reports must be made immediately to the Florida Abuse Hotline Information System by Telephone at 1-800-96-ABUSE (1-800-962-2873), or Fax at 1-800-914-0004, or online at <http://www.dcf.state.fl.us/abuse/report/>.

Failure to perform duties of a mandatory reporter pursuant to s. 39.201, F.S. constitutes a violation of the standards in ss. 402.301-319, F.S. and is a felony of the third degree.

All reports are confidential. However, persons who are mandated reporters are required to give their name when making a report.

It is important to give as much identifying and factual information as possible when making a report.

Any person, when acting in good faith, is immune from liability in accordance with s. 39.203(1)(a), F.S.

For more information about child abuse and neglect, visit the Department's website at [www.myflfamilies.com/childcare](http://www.myflfamilies.com/childcare) and select "Training & Credentialing."

## Policy Against Bullying

### Purpose

The Pensacola State College Kids College believes that all Kids College campers, teachers, volunteers and staff have a right to a safe and healthy learning 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 environment.

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

- Physical: physical violence, stalking, threats, aggressive or meaning 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 a participant, or other participants in the program (bystanders), or any Kids College staff who believe that bullying has occurred should report the incident to the Kids College Director immediately.
- 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 others is to be subject to consequences per Kids College behavioral policy plan.
- The Kids College Director will follow up to see that the offending conduct has stopped.
- All participants involved in a bullying situation should be notified that retaliation against anyone who makes a report will not be tolerated.

## Volunteers

Chain Reaction, a local teen leadership organization, recruits, screens and trains high school students to assist our program. Each Kids College teacher is assigned one or two assistants in their classroom. Chain Reaction volunteers are never left one-on-one with a camper. If you have a teen who is interested in volunteering with Chain Reaction, please contact [info@mychainreaction.org](mailto:info@mychainreaction.org) or call 850-202-0691.



Kids College collaborates with AmeriCorps and United Way of West Florida – Retired Seniors Volunteer Program (RSVP). Seniors are screened and receive training. RSVP volunteers are never left one-on-one with a camper. This collaboration provides a wonderful opportunity for the campers to have intergenerational experiences. If you know of a senior who is interested in volunteering with United way, please contact Janet Rice McCoy 850-444-7148.



## Tips for Success

The Kids College Staff promises to deliver the best program 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 given by the teacher;
- c. Be prepared to have fun and work hard while learning;
- d. Do not bring or use electronic devices;
- e. Treat fellow students, teachers, volunteers and Kids College staff with *respect and consideration*;
- f. Always follow the rules of good behavior established by parents and teachers.



## Pensacola State College Kids College 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 (the student) 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 and work hard while learning;
- 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 privacy of others and the educational environment. Instructors and administrative staff of the college will remove these personal electronic devices, if it is determined that a student’s use of this device has become disruptive. In this case, the student’s personal electronic device will be returned to them upon the student’s departure for the day. **The device is the sole responsibility of the student. PSC will not be held responsible for loss of or damage to the device.**

In the event that there is 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 understand the “Acceptable Behavior Standard” agreement and the discipline process. Thank you for your partnership.

<b>Parent/Guardian’s Signature</b>	<b>Date</b>
<b>Student’s Signature</b>	<b>Date</b>

### Photography Release Form

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- Recreation & Leisure 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.

Updated 5/26/2023

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 limitation, my child's rights of privacy and publicity. I hereby waive any and all claims, demands, actions, causes of action, suits, costs, 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 \_\_\_\_\_, 2023. \_\_\_\_\_

\_\_\_\_\_ I do not want my child to be photographed.

### Check-out and Emergency Form

Student Name: \_\_\_\_\_ Mother/Father/Guardian's Name \_\_\_\_\_

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

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

Home Phone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Alternate 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 below 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.)**

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

### Statement of Consent & 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.

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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 \_\_\_\_\_, 2023.

<b>Parent or Legal Guardian:</b> _____	<b>Printed Name:</b> _____
<b>Witness:</b> _____	<b>Printed Name:</b> _____
<b>Witness:</b> _____	<b>Printed Name:</b> _____
<b>Printed Name:</b> _____	<b>Signature:</b> _____