

Kids College Parent Handbook 2020



Continuing Education- Recreation & Leisure

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

Welcome

Welcome to the **30th Annual 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 Headquarters

Recreation and Leisure - Continuing Education

1000 College Blvd. Bldg 96

Phone: 850-484-1797

Please call this number for payments, registration, and to let us know if someone else will be picking up your child.

Kids College Staff

Deven Walther-Thead, Coordinator

Pat Thomason, Kids College Director

Shirly Godwin, Kids College Secretary

Beverly Donnell, Administrative Assistant

Program Hours and Location

Kids College Headquarters are in Building 96, on College Boulevard. Our program is from 7:30 a.m.- 5:00 p.m. Monday - Friday. Drop off is from 7:30-8 a.m. and pick-up is from 5-5:30 p.m. Students must be picked up no later than 5:30pm from Building 96.

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 registration form, please call 850-484-1797 and inform us of the update, then we can update the emergency contact list.

Early Drop-off Fee

Parents who drop their child off between 7 a.m. and 7:30 a.m. will be required to pay in advance \$25 for the week. Parent's who drop their child off after 7:30 will not need to pay.

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 feel free to contact us with information if you are running late.

Lunch

Plan to bring or purchase lunch for 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.**



NEW! Parents may pre-order lunch for the week when you register for a \$30 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.

Parent's may also order online each day if you prefer. Orders and payments need to be placed online at www.subway.com each **morning by 9 a.m.** Please **USE YOUR CHILD'S NAME and no 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. The number to call Subway for over the phone orders: 850-484-1541.

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 neon 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, and a towel. Students should wear comfortable play clothes that are easily cleaned and dressed according to their course schedule. Summertime does get hot, so wear light weight clothes. Clothing advertising alcohol or tobacco or clothing with inappropriate language or graphics is prohibited.

Outside Programs and Field Trips

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

Requirements to Participate

- 1) Students must be between the ages of 6 and 12 years of age during the time of Kids College and completed Kindergarten.
- 2) Students and Parents 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; Photography Release (optional); and Consent Form** on page 8.
- 4) Register and pay for classes Online at www.pensacolastate.edu/ce or on campus. You may also register in Building 96 or Building 2.

- 5) Bring or purchase a lunch if your child attends a full day of courses.

Refund and Cancellation Policy Details

- 1) All request for refunds must be received in the Continuing Education Office in writing **prior to the beginning of the 2nd class.**
- 2) All Kids College course 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.

Registration

Registration is first come, first serve. 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.

Registering in person:

- Visit one of our following campuses: Milton Campus (Building 4200), Pensacola Campus (Building 2), Warrington Campus (Building 3600); or CE Office on Main Campus (Building 96)
- Registration Office's hours is 7:30 a.m. – 4:00 p.m. Monday – Friday.
- Cashier's Office's hours are 7:30 a.m. – 4:00 p.m. Monday – Friday. They do not accept payments after 3:30 p.m.

Instructions for Registering Online for Kids College Courses:

- 1.) Go to www.pensacolastate.edu/ce
- 2.) On the right side of the screen about middle way down, click on **Register Online Now.**
- 3.) You will have two (2) steps to follow:
 - a. Use the drop-down box to select current term.
 - b. Use the drop-down box to select the correct category of the course.
- 4.) Search Kids College and your child's age group.
- 5.) Click on **Add** next to the correct course(s) and then click on **View Chart.**
- 6.) Review the course(s) you have selected to make sure you have the right course(s). Then select **Checkout.**
- 7.) You will need to type in your Social Security Number or PSC Student ID number. Then click on **Continue.**
- 8.) **New students:** Please fill in the boxes to create a 4-digit pin #, you will be required to type in a security question and security answer of your choice. Proceed to Step 10
If you have registered at the registration office during a previous term, you may be prompted to create a 4-digit pin # for this current term.

- 9.) **Returning students:** Please type in your Social Security number or PSC Student ID number and 4-digit pin #. Click on **Continue**. If you not remember your pin #, simply select **PIN Reset**. Answer the security question(s) you created to move forward. If the answers do not work, please call us at 850-484-1797 or the Help Desk at 850-471-4534 for assistance. Proceed to Step 11.
- 10.) **New students:** If you are now at the **Demographic Information** page, please fill in your name, birth date, mailing address, two phone numbers (either a landline & cell or type in your cell phone number twice), and an email address. Select Save and Continue. Proceed to Step 12
- 11.) **Returning students:** You should be at the **Confirm Demographic Information** page. Please look over your demographics and make sure all information is accurate. If you have to update any information, click **Save** and **Continue**. *You are only able to update birth date, mailing address, phone numbers, and email address here. If you need to update your name, you must go to the Registration Office in person with your driver's license.*
- 12.) **Students:** You should be at the **Confirm Trial Schedule** page. Please confirm that you have indeed selected the course(s) you wanted. If so, click **Continue** (not Continue Shopping)
- 13.) You should be at the **Review Fees** page. Click on **Pay Now** to pay with your debit/credit card now. *If you do not pay now, you will be purged out of the course within a limited timeframe. Once this happens, you will have to register for the course(s) all over again. If you choose to come back and pay for the course(s) later in the same day, please go to www.pensacolastate.edu and click on Spyglass. You will need to sign in using your Social Security Number and Pin #.*
- 14.) Once you have paid for your class, you can **print** your schedule now *or* have it emailed to you. If you click on **email**, in the **To Box** type in your email address.



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 (9th-12th) to assist our program. If you have a teen who is interested in volunteering with Chain Reaction, please contact info@mychainreaction.org or call 850-202-0691.

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 given by the teacher;
- c. Be prepared to have fun and work hard while learning;
- d. Treat your fellow students, teachers and Kids College staff with respect and consideration;
- e. 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 students use of these personal electronic devices become disruptive. In this case, students’ 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 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 Kids College 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.
- 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.

Pensacola State College Kids College 2020 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 educational environment. Instructors and administrative staff of the college will remove these personal electronic devices, if it is determined that students use of these personal electronic devices become disruptive. In this case, students' personal electronic devices will be returned to them upon students' departure for the day.

The device is the sole responsibility of the student.

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.

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 _____, 2020.

Parent or Legal Guardian: _____

Printed Name: _____

Witness: _____

Printed Name: _____

Witness: _____

Printed Name: _____

CHECK-OUT AND EMERGENCY FORM 2020

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 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.)

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.

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 _____, 2020.

Printed Name: _____ Signature: _____