



# Family Handbook

2026



## Continuing Education

Building 96

1000 College Blvd.

Pensacola, FL 32504

Registration: [ce.pensacolastate.edu](http://ce.pensacolastate.edu)

T: 850-484-2043 during camp

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

## Kids College Summer 2026

Welcome!

We are thrilled to have your child join us for an exciting, adventure-filled season of learning, discovery, and fun. This summer promises vibrant experiences where campers explore new interests, build confidence through engaging and challenging activities, and form meaningful friendships that last well beyond camp. Our dedicated teachers and staff are committed to creating a safe, supportive, and inspiring environment for every child. In the following pages, you will find everything you need to know about our program. We look forward to teaming up with you to ensure your camper has a successful and memorable experience!

- A Camp Welcome Letter... emailed Friday before each session.
- Registration closes Thursday at Noon.

## Contact Information and Kids College Staff

Registration & Payments: 850-484-1797

During camp: 850-484-2043

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

Register Online: <https://ce.pensacolastate.edu/>

## Kids College Staff

MaryCatherine Coyle – Director, Continuing Education

Andrea Manley – Senior Administrative Assistant

Isabella Moriera – Registration Coordinator

Cody Webster – Kids College Facilitator

Sam Dunlap – Kids College Assistant Facilitator

## Program Hours and Location

Kids College is based out of Building 96.

Camp Hours: 8:30 AM – 4:30 PM

Courtesy Extended Care: Morning 7:00–8:15 AM; Afternoon 4:45–5:30 PM

Morning Drop-Off: 7:00–8:15 AM

Updated 01/2026

Morning Half-Day Pick-Up: 12:00–12:30 PM

Afternoon Drop-Off: 12:30–1:00 PM

Afternoon/Full-Day Pick-Up: 4:45–5:30 PM

Children should arrive by 8:15 AM and be picked up by 5:30 PM.

### Parent Arrival & Morning Check-In Policy

To support a smooth, safe, and positive start to each camp day, we kindly ask all families to help us maintain a consistent morning routine. **All campers must arrive and be fully checked in by 8:15 AM.**

Our morning schedule includes daily sign-in, wristband distribution, breakfast, and group transitions that begin promptly after 8:15 AM. When campers arrive on time, they are able to enjoy breakfast, settle in calmly, and begin hands-on learning with their groups right away.

#### **If a camper arrives after 8:15 AM:**

- They will be supervised in a designated holding area until **9:00 AM**, when administrative staff are able to safely transport and transition them to the correct classroom or campus location.
- Please note that we cannot pause transportation, delay group movement, or pull staff away from instruction to relocate late arrivals.
- Late arrivals may miss morning activities, hands-on projects, and enrichment time.
- Because these missed activities are part of the program parents have paid for, arriving late may mean families unintentionally lose valuable instructional time.

We understand that occasional delays happen. However, consistent late arrivals disrupt safety procedures, transportation schedules, and learning time for both your camper and others. Establishing this policy helps us maintain a calm, organized morning environment and ensures every camper begins their day with the full camp experience.

### Late Policy and Fee

We understand that unexpected situations may occur, and we will work with you as much as possible. Please make every effort to pick up your child on time.

If your child is not picked up by 5:30 p.m., the following steps will occur:

1. First Late Pick-Up:  
You will receive a warning.

2. Second Late Pick-Up:  
A \$20 late fee will be charged.
3. Third Late Pick-Up:  
A \$30 late fee will be charged.
4. Fourth Late Pick-Up:  
Your child will no longer be able to attend Kids College.

If your child has not been picked up and we are unable to reach you, staff have the authority to take your child to the Public Safety Office in Building 5. Your child will remain there until you arrive.

If you are running late, please call us directly.  
Do not email.

Phone Number: 850-484-2043

## Requirements to Attend Kids College

To attend Kids College, the following requirements must be met:

1. **Age Requirement:**  
Campers must be between 6 and 12 years old and must have completed Kindergarten.
2. **Behavior Agreement:**  
Campers and a parent or guardian must sign and complete the Acceptable Behavior Standard Agreement.
3. **Emergency and Consent Forms:**  
Parents or guardians must sign and complete the Check-Out and Emergency Form and the Consent Form.
4. **Registration and Payment:**  
Families may register and pay online at <https://ce.pensacolastate.edu>  
or in person at the kiosk in Building 96.

Please note:

If these required forms are not completed **before the first day of camp**, your child will not be allowed to enter the classroom or participate.

## Communication

Kids College will communicate with parents and guardians using the following methods:

- Phone call
- Email
- Text message
- Printed flyers or handouts
- Posted signs

## Confidentiality

All camper records, including registration details, billing information, and medical information are kept confidential. This information will only be shared with camp staff when necessary to support your child's safety and participation.

## Discipline Policy and Procedures

Kids College staff are trained to understand the developmental needs and behaviors of school-age children. Staff use the following approaches to help reduce disruptive behavior and promote a positive environment:

- Using preventive management strategies
- Encouraging self-discipline
- Reinforcing positive behaviors
- Establishing clear class rules and guidelines

## Lunch

Campers may bring lunch from home or purchase lunch each full day of camp. A supervised lunch period is held daily from **12:00 p.m. to 1:00 p.m.** Please ensure your child's name is clearly labeled on all lunch containers.

**\*Lunch deliveries from third-party services (e.g., DoorDash, Uber Eats) are not allowed.**



Families may pre-order lunch for the full week for a **\$27.50** fee. Each Monday, parents will complete a weekly lunch order form. Available options include:

- A 6-inch sub with chips and bottled water
- Pizza with bottled water

Parents may also order lunch online daily at regular menu pricing. Online orders and payments may be placed at **www.subway.com** after **9:00 a.m.** each morning. When ordering online:

- Select **1000 College Blvd.** as the location
- Enter your child's name
- Choose the earliest available pick-up time

Subway lunches will be delivered to the **Student Center (Building 5)** and will be ready for campers at **12:00 p.m.**

## Snacks

Campers are encouraged to bring snacks and bottled water each day. Please send snacks and water in containers your child can easily carry. All items should be clearly labeled with your child's name.

## What Not to Bring

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. If a camper brings an electronic device, it must remain in a backpack or out of sight. Devices—such as cell phones, cameras, iPods, iPads, and handheld games—must be turned off throughout the day.

The device is the sole responsibility of the student. PSC is not responsible if the device is lost or damaged. If a camper chooses to use an electronic device during camp hours, the device will be removed and held at the main desk for the remainder of the day. It will be returned only to the parent or guardian picking up the camper.

Please do not bring toys or valuables to camp.

Alcohol, drugs, and weapons are strictly prohibited. Bringing these items may result in immediate dismissal and/or banning from Kids College.

PSC will not be held responsible for lost or damaged electronic devices, toys, or valuables.

## What to Wear

### Identification

Children will receive a wristband each day while attending Kids College. The wristband identifies which camps they are registered for and helps ensure their safety. Please remind your child that wristbands must remain on at all times and should not be removed.

### Clothes and Shoes

Children should wear comfortable play clothes that can get dirty and are appropriate for the daily camp schedule. Summertime temperatures are high, and many camps require walking to other classrooms or learning areas, so lightweight clothing is recommended.

For outdoor sports or physical activities, children must wear tennis shoes.

For swimming activities, children should bring an appropriate swimsuit or swim shorts and a towel each day.

Clothing that displays alcohol or tobacco advertising, inappropriate language, or inappropriate graphics is not allowed. The Kids College Director reserves the right to determine whether clothing is appropriate.

### **Outside Programs and Field Trips**

Please send sunscreen, a hat, and water with your child. All items must be clearly labeled with your child's name.

## Refund and Cancellation Policy Details

1. Kids College camps are self-supporting and rely on confirmed enrollments; repeated refund requests cannot be accommodated. All refund requests must be submitted in writing before the start of the second class. Please email requests to [ce@pensacolastate.edu](mailto:ce@pensacolastate.edu).
2. The College may cancel any class that does not meet minimum enrollment requirements. If a cancellation occurs, every effort will be made to place your child in an alternate camp if you request it.

## Registration

Registration is offered on a first-come, first-served basis. To help ensure your child receives their preferred schedule, please register before classes begin.

- Register your child based on their age during the program.
- All required forms must be completed and signed before registration is considered final.
- Class enrollment is limited to maintain high-quality instruction.
- A step-by-step registration guide is available on the Kids College website under the **"Registration"** tab.

### **Registering In Person**

Visit the Continuing Education Department in **Building 96** during office hours:

**Monday–Friday, 7:30 a.m. to 4:00 p.m.**

Payments are not accepted in the office; however, families may use the on-site kiosk to register and pay.

## Child Abuse Policy

Kids College prohibits one-on-one contact with campers in closed spaces. This policy applies to all teens and senior volunteers, teachers, and staff. Limited one-on-one interaction may occur only when full visibility is maintained. For example, a staff member may need to walk a late-arriving camper to their classroom in another building while remaining in open view.

When campers are transported around campus or taken on field trips, at least two screened staff members or volunteers must be present in the vehicle.

All Kids College volunteers, teachers, and staff are mandated reporters under Florida law. They must report any suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with Section 39.201, Florida Statutes.

Kids College staff are trained to recognize physical and behavioral signs of child abuse and neglect. Under Section 39.201, F.S., “child abuse or neglect” is defined as harm or threatened harm to a child’s physical or mental health or welfare by the acts or omissions of a parent, guardian, household member, or any person responsible for the child’s welfare.

### Categories of Abuse and Neglect

- Physical Abuse or Neglect (e.g., unexplained bruises, hunger, lack of supervision)
- Emotional Abuse or Neglect (e.g., depression, difficulty functioning)
- Sexual Abuse (e.g., withdrawal, excessive crying, physical symptoms)

Kids College follows Pensacola State College’s procedures for documenting incidents or suspicions of abuse.

No camper will be released to anyone who is not listed on the Emergency Contact Form.

All volunteers, teachers, and staff must complete a written application before participating in Kids College. Applicants are informed that a criminal background check will be conducted. Providing false information is grounds for non-hiring or termination. Reference checks are performed for all teachers and staff.

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

## Policy Against Bullying

### Purpose

Pensacola State College Kids College is committed to providing a safe and healthy learning environment for all campers, teachers, volunteers, and staff. All members of the Kids College program are expected to promote mutual respect, tolerance, and acceptance. All participants must follow the PSC Code of Student Conduct policies found on our website.

## **Definition**

Bullying is a form of bias-based harassment or intimidation. It includes intentional, repeated, and hurtful acts—physical, verbal, or written—committed by one or more individuals toward another person. If not addressed, bullying can create a hostile, offensive, or intimidating environment.

Bullying behaviors include, but are not limited to:

### **Physical**

- Physical violence
- Stalking
- Threats
- Aggressive or menacing gestures
- Exclusion from peer groups when intended to humiliate or isolate the target (relational bullying)

### **Verbal**

- Taunts or teasing
- Derogatory language or jokes
- Name-calling
- Slurs
- Spreading rumors

### **Written**

- Handwritten or electronic messages containing harmful comments, stereotypes, or harassment
- Content transmitted through the internet, social media, blogs, or messaging platforms
- These behaviors constitute **cyberbullying**

### **Reporting Procedures**

- The targeted participant, a parent or guardian, other participants (bystanders), or any Kids College staff member who believes bullying has occurred should report the incident to the Kids College Director immediately.
- The Kids College Director will investigate by interviewing all parties separately.

- Parents or guardians of all involved participants will be notified.
- If bullying is confirmed, the child who bullied others will receive consequences according to the Kids College behavioral policy plan.
- The Kids College Director will follow up to ensure that the offending conduct has stopped.
- All participants involved in a bullying situation will be informed that retaliation against anyone who makes a report will not be tolerated.

## Positive Reinforcement Policy

Kids College at Pensacola State College is an academic community. All members and visitors share the responsibility of creating and maintaining an environment that supports learning. Every student, regardless of disability, learning difference, behavioral or emotional challenge, or medical condition, must follow Pensacola State College policies and the Student Code of Conduct. These expectations help ensure a camp environment that is free from harassment, discrimination, and disruption.

Camp staff are expected to interact with campers in positive and supportive ways. Staff use positive reinforcement, redirection, and proactive strategies to guide behavior and help campers succeed.

## Behavior Management Steps

When a camper does not follow behavioral guidelines, Kids College will use the following steps in order. These steps are designed to help the camper return to safe and appropriate behavior.

### **Step 1:**

Staff will remind the camper of the rules and encourage appropriate behavior. This may include moving the camper to another part of the room or changing the activity in which they are participating.

### **Step 2:**

If the behavior continues, the camper will be placed in a brief time-out.

### **Step 3:**

If needed, the camper will be escorted to the main office. A parent or guardian will be contacted to discuss the behavior and determine next steps.

### **Step 4:**

If the behavior continues after these interventions, the camper will be sent home for the

remainder of the day. A parent or guardian must pick up the camper within one hour of being notified.

**Step 5:**

If the behavior occurs again after the camper returns to camp, the camper may be sent home for the rest of the camp week or for the remainder of the summer session. A parent or guardian must pick up the camper within one hour of being notified.

## Dispensing Medication

Campers who use inhalers or Epi-pens must have a prescription for the medication which states that they are capable of keeping the medication in their possession and are trained in self-administering the medication.

## Volunteers

Kids College teachers may be assigned one or two assistants within their classroom. Volunteers are carefully screened and never left one-on-one with a camper. If you are interested in volunteering, please contact [ce@pensacolastate.edu](mailto:ce@pensacolastate.edu).

## Tax Information:

Pensacola State is an education institution. We are not a registered daycare provider; therefore, we cannot furnish you with a daycare provider number for tax purposes. The taxpayer identification number for Pensacola State College is: 59-1207555.

## 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 promise 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.

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Parent/Guardian’s Name (Please print.) Date

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Parent/Guardian Signature Date

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Student’s Name (Please print.) Date

## 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 \_\_\_\_\_, **2026.**

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

\_\_\_\_\_  
**Parent/Guardian Signature**

### 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: \_\_\_\_\_

Email: \_\_\_\_\_

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 the 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, parent's 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 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 \_\_\_\_\_, 2026.

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

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