

KIDS' COLLEGE

2023

PARENT HANDBOOK



Pueblo Community College
Gorsich Advanced Technology Center, Room 201B
Pueblo, CO 81004

719-549-3320

www.pueblocc.edu/KidsCollege/

Pueblo Community College Mission: To transform lives, enrich communities, and strengthen regional economy by empowering individual achievement through a continuum of education.

QUESTIONS AND ANSWERS

I have questions about Kids' College. Who should I call?

This handbook will answer many of your questions. However, if you still have questions, please call Pueblo Corporate College and ask to speak to any of our coordinators. For questions regarding payments or registration you can contact Tayla Fields at **719-549-3320**.

What ages can attend Kid's College?

5 to 18 years old (Must have completed kindergarten)

Week 1: Grades 1-3

Week 2: Grades 1-3

Week 3: Grades 4-6

Week 4: Grades 4-6 and Grades 7-12

* If your child is between grades 1 & 3, you may register for Week 1 & 2.

* If your child is between grades 4 & 12, you may register for Week 3 & 4.

Note: Some classes have minimum age requirements.

Please see Kids' College catalog course descriptions for specifics.

Is there a class registration fee?

Yes, class registration fees range from \$100 to \$180/class and are due upon registration. All course registration fees must be paid by the Friday before the first day of class. All students who have not paid by this date will be dropped from class. Please see our catalog or program flyer for specifics. Each class has a different fee.

What is your payment policy?

Cash payments can only be made at the PCC Cashier's Office (located in the PCC Student Center, upstairs Room 231). Payment can also be made via check at the Cashier's Office or with the child's registration form to the Pueblo Corporate College Office (located in the Gorsich Advanced Technology Center, upstairs Room 201B). Credit card payments are accepted in person at the cashier's office or via phone at 719-549-3212. No guarantee is made that a slot will be available if payment is not received. If you are experiencing financial difficulties contact **Tayla Fields at 549-3320** to set up a payment arrangement. We are happy to provide you with any assistance that we can.

For a map of campus or directions to PCC, please contact **719-549-3320**.

*****Make checks payable to Pueblo Community College and include child's name and Student Number you are paying for.**

What are the hours of operation?

Kids' College is open **Monday-Friday 8:30am to 4:00pm**.

A morning class session runs from 9:00am–12:00 pm and an afternoon session runs from 1:00pm–4:00 pm.

Students may register for a morning class, afternoon class, or both.

If your child is enrolled in a morning session you can drop off your child at 8:45am and must pick them up by 12:00pm. If your child is enrolled in an afternoon session you can drop your child off at 12:45 and must pick up by 4:00pm.

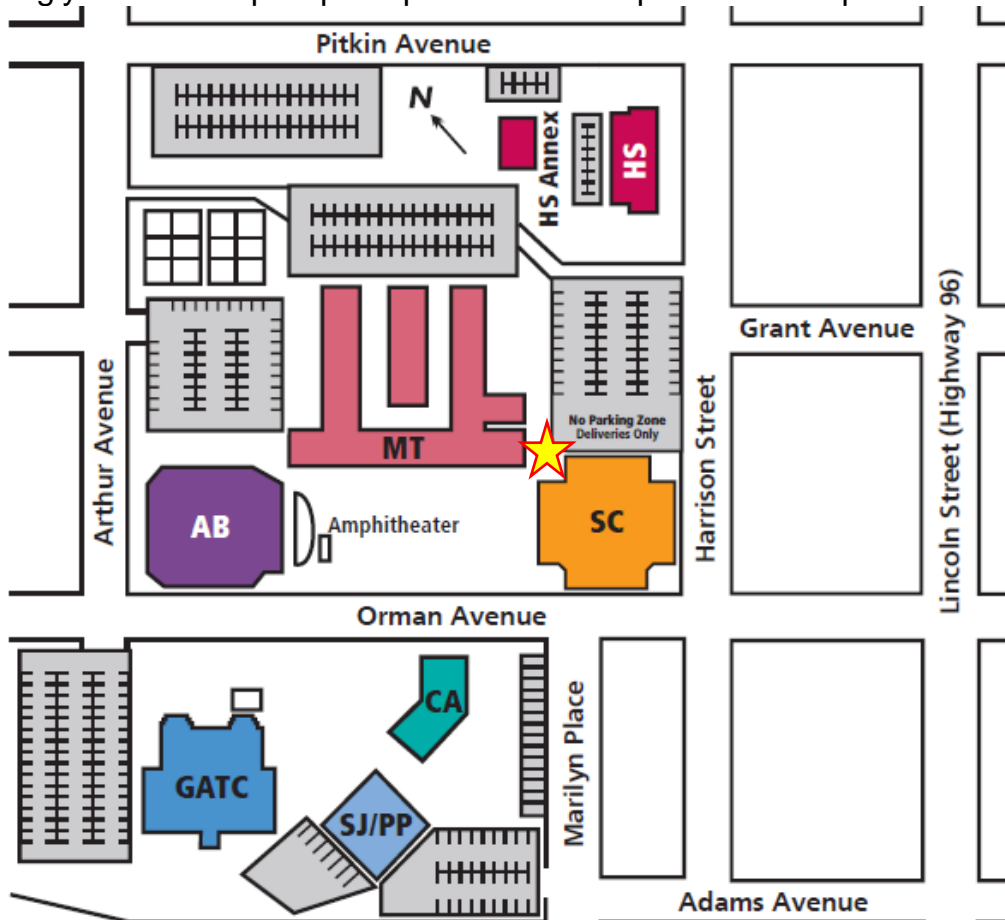
Is there other financial aid available?









No. However, some supportive service organizations are often able to assist with funding for these types of opportunities. If struggling to pay course fees, you may consider contacting your local Department of Social Services or Workforce Center for assistance.

What are your drop off and pick up procedures?

Drop off and pick up are held in the Northeast corner of the Student Center (SC) designated with a star on the map below. ★

Signs directing you to the drop-off/pick-up location will be posted on campus.



- | | |
|---|---|
|  Health Science (HS)
Health Science Annex (HSA) |  Central Administration (CA) |
|  Medical Arts and
Technology Building (MT) |  Parking Lots |
|  Dr. Mike Davis
Academic Building (AB) | |
|  Student Center (SC) | |
|  Gorsich Advanced
Technology Center (GATC) | |
|  San Juan Building &
Physical Plant (SJ/PP) | |



You MUST make sure a staff member is aware your child is being dropped off and can be escorted to check in.

Please do not drive up and simply drop off your child.

We understand there are days when you are running late, but we still need you to ensure your child is checked in.

Our car loop will be available from 8:30am-9am, 12pm-1pm and 4-4:15pm. You may drive up and a staff member will meet you at your car and assist your child to the program. If you arrive between 9am-12pm or 1-4pm, please bring your child to sidewalk at the corner of the Mike Davis Academic Building.

If a biological parent is not allowed to pick up your child we must have a copy of the court order restricting that parent's rights. Without that order, law enforcement officials will insist we release the child to the biological parent. In an emergency, if you are calling the Pueblo Corporate College to notify us that someone who is not on the list is picking up your child, you must speak with a director. Do not leave a message. We must verify some information to ensure your child's safety.

What happens if I am late picking up my child?

If you know you will be late please call the Pueblo Corporate College office at **719-549-3320**.

This lets us know you are on your way and allows us to keep your child informed.

Children can become anxious when their parents are late.

If you do not call, we will begin calling the numbers on your emergency list by 4:30pm.

You will be charged \$10 per child for every 15 minutes, or portion thereof after 4:30pm.

After the 3rd late pick-up, you will be charged \$25 per child per 15-minute portion after 4:30pm.

A phone call informing us that you are running late does NOT excuse you from late fees.

You will be responsible for paying the late fee when you pick up your child.

Your child will not be permitted to return to camp until the late fee has been paid.

Do you accept children with disabilities?

Yes, we accept all children. Please make sure our camp suits your needs. Our camper to staff ratio is 10:1. We will gladly assist your child getting to and from classes and all buildings have wheelchair ramps and elevators. If you have questions about whether or not this is the right program for your child please call and visit our facility before enrolling your child.

If you child does have a disability, please notify Kids' College staff at the time of registration so reasonable accommodations can be made.

What does my child need to bring and wear to camp?

- Free lunch will be provided to anyone under the age of 18 enrolled in classes for Kids' College.
- **Allergies and special dietary needs must be outlined on their registration form.** Lunch menus for free summer lunch service can be provided upon request. (1) FREE Lunch provided by District 60 Summer Lunch Program. (2) They may bring their own sack lunch.
- A beverage, if they want something other than water – Soda is not permitted
- Wear sunscreen from head to toe (bring some for later)
- Sneakers and socks. Do not wear sandals.
- Wear comfortable clothes that can get dirty.
- Welding classes require each student to wear closed toed, non-nylon shoes and pants. *No shorts are permitted.*
- Kids in the Kitchen classes require each student to wear long pants and closed toed shoes.
- Blanket, towel or mat (optional). Students will be eating lunch in the PCC Courtyard on the grass.

LABEL EVERYTHING THAT YOUR CHILD BRINGS.

PACK THEIR BELONGINGS IN A BACKPACK AS THEY WILL BE BRINGING THEIR BACKPACKS HOME EACH DAY AND BACK THE NEXT DAY.

Is there anything my child SHOULD NOT bring to camp?

Yes, and we need your help with this. Items that are not allowed in camp will be confiscated.

- Food or drinks in glass containers
- Toys
- Soda
- Electronic games (game boys, game boy advance etc...)
- Walkman's, CD players, MP3 players, boom boxes, radios or head sets of any type

My child loses everything! What is your policy about lost and found?

Lost and found grows faster than the grass on campus! Label everything your child wears and brings to Kids' College. Lost and found is available during campus hours. Every two weeks we will donate left items to Goodwill. As soon as you realize your child has lost something check lost and found ASAP. We are not responsible for lost items.

What is the Pueblo Community College's policy about dispensing medication?

Pueblo Community College will not dispense prescription medication. Children are not permitted to carry their own medication. Children are allowed to carry an EpiPen or Emergency Inhaler. Please notify staff if your child requires one of these medical items.

What should I do the first day of camp?

You - allow yourself time to check your child in and make sure he/she adjusts, as well as give us a chance to recheck that all your required paperwork is correct and handed in

Your Child – he/she will be building relationships by meeting their teachers, program directors, counselors and other students

What will my child do at Kids' College?

Your child will have a lot of fun! Our days are scheduled. In addition to class activities, we have scheduled daily activities on class breaks and during meals.

What about the field trips?

There will be NO field trips during Kids' College. All classes will be held on campus in college classrooms.

What are values lessons?

At PCC's Kids' College we build strong kids, strong families and strong communities. PCC values are ACHIEVEMENT, EXCELLENCE, INTEGRITY, RESPECT and TEAMWORK. We teach students about values and challenge them to exhibit them in their behavior. We will work on respecting others (especially parents and counselors), being honest in what you say and do, taking responsibility for your own actions, and caring for others. This helps children become good decision makers, builds their self-esteem and gives them tools to succeed in all aspects of their life.

What will you do to assure my child's safety?

We take safety very seriously at PCC. We provide a high ratio of counselors to students and class sizes are limited. Kids' College staff members go through program orientation. Counselors are on deck at all times strategically placed to view all children, in addition to teachers.

What are your policies for accidents and injuries?

Safety procedures are in place but bumps and bruises do happen from time to time. If your child has an injury that requires first aid (even a small cut), the injury will be addressed and a Kids' College staff person will notify you of the incident when you pick your child up. If your child receives an injury that requires more than a bandage or ice, you will be called and consulted,

especially if it is some type of injury to the head or face. If your child needs to be taken to a hospital, someone from PCC will accompany the child until you arrive.

What about volunteers?

We would love it! If you are interested in volunteering please fill out a Volunteer Application available at the PCC Human Resources Office located in the Central Administration Building, Room 112. Our volunteers are screened and must be approved through our Human Resources department.

DISCIPLINE POLICY

What is your discipline policy?

PCC looks at discipline as an opportunity to teach proper behavior, not as punishing a child. Our staff will at no time strike or humiliate a child. For your child's safety and safety of others, we follow the following discipline policy. Please review our discipline policy and unacceptable behaviors with your children. We will review the same policy with the children the first day of camp so that all are aware of what is expected of them.

If your child commits a bad behavior we will correct him/her. If they continue with the bad behavior they will be asked to sit for a while, calm down and go back to their group.

If the behavior persists, we will take the following steps:

1. Verbal Warning
2. Written notice
3. Suspension notice
4. Termination from the program

There are instances when a child may be expelled from our program without the above steps based on the occurrence.

1. If a child purposely destroys property, he/she cannot return to the program until the property is either fixed or paid for or they have agreed to pay for it.
2. If a child strikes another child or counselor, he will be suspended and may be expelled from the program. We have a NO HITTING POLICY.
3. Profanity is not accepted and will not be tolerated. If profanity is a persistent problem the child may be suspended or expelled from the program.

Unacceptable behaviors include, but are not limited to: Destroying property (including bathrooms), Stealing, Striking another child or staff member, Spitting on or biting another child or staff member, and leaving the group or supervised area without permission.

We look forward to a fun filled and safe summer with your children.

Thank you, PCC Kids' College staff