

Pelican Colony Policies

Pick-Up, Drop-Off & Childcare

We understand that schedules can occasionally change and that unexpected circumstances happen. At the same time, consistent pick-up and drop-off procedures are important for the safety of our students, the smooth operation of our program, and our staff's scheduled working hours.

Please review the following policies carefully.

Tuesday–Thursday Standard Days & On-Site Explore More Mondays (located at WCA)

Parents are welcome to drop off or pick up their children at any time during our active program hours of **10:30 a.m.–2:30 p.m.** Parents are also welcome to remain with their children during program hours.

For regular drop-off and pick-up, please observe the following times:

Drop-Off: 10:15–10:30 a.m.

Program Hours: 10:30 a.m.–2:30 p.m.

Pick-Up: 2:30–2:40 p.m.

Pick-Up Grace Period

A short grace period from **2:41–2:45 p.m.** is provided for occasional emergencies or genuinely unexpected circumstances.

Beginning with the **third late pick-up occurring during the 2:41–2:45 p.m. grace period**, and for every grace-period pick-up thereafter, a **\$5 late pick-up fee per child** will apply.

Beginning at **2:46 p.m.**, an additional **\$1 per child per minute** (*\$5 plus \$1/min*) will be charged to cover the additional staff time required. Late fees are capped at **\$10 per child or \$15 per family through 2:59 p.m.**

These fees are for childcare and are **not a Step Up-approved service**. Payment must be made directly to Pelican Education Services, LLC by **cash, Venmo, or Zelle**.

Need Additional Childcare?

If you regularly need a little extra time after program hours, we can accommodate this as a separate childcare option:

Childcare: 2:30–2:59 p.m.

\$10 per child or \$15 per family

This is a separate childcare service and is not a Step Up-approved service.

Absolute Pick-Up Deadline

There are absolutely no pick-ups after 2:59 p.m.

Please plan accordingly. Our space rental ends at **3:00 p.m.** and staff providing childcare are scheduled to clock out at **3:00 p.m.**

A **second pick-up occurring after 2:59 p.m.** will result in the discontinuation of childcare services for your family for the remainder of the school year.

We appreciate your understanding that these perimeters are necessary to respect our rental agreement, our staff's scheduled hours, and to ensure that children are supervised appropriately.

Off-Site Explore More Mondays

Pick-up and drop-off times are less flexible on off-site Explore More Mondays because we are not operating from our regularly rented space.

Please plan to:

Drop off no earlier than 10 minutes before the scheduled start time.

Pick up no later than 10 minutes after the scheduled end time.

Because of the nature of our off-site programming, we cannot accommodate extended early drop-offs or late pick-ups.

Except in the case of an emergency, pick-up occurring **more than 10 minutes after the scheduled end time** will result in a **\$15 late pick-up fee per child, or \$30/family.**

Communication Regarding Pick-Up & Drop-Off

If you have a question, concern, schedule change, or update regarding your child's pick-up or drop-off, please contact the **business owner, Ally Bennett, at 850-890-0844.**

Pelican Colony staff should not be contacted directly regarding routine pick-up, drop-off, late-arrival, late-pick-up, or childcare matters. Staff will only handle these communications in the event of an emergency or when the owner is unavailable.

Managing these policies and related communication is the responsibility of the business owner.

All late fees and childcare fees must be paid directly to Pelican Education Services, LLC, not staff.

Thank you for helping us maintain a safe, organized, and respectful environment for our students and staff. We truly appreciate families making every effort to arrive within the designated times.

Other Policies

Parents agree not to send:

- Candy (*small treats within a meal are totally fine... please don't send a bag of Skittles, etc.*)
- High-added sugar snacks or drinks
- Energy drinks
- Soda (diet soda may be acceptable)
- Snacks generally considered junk food

Occasional celebrations may be handled separately by staff.

Additionally, some off-site Explore More days may have limited food and drink options based on venue policies about outside food and beverages.

Student Expectations

Students are expected to:

- Follow staff directions.
- Care for equipment and facilities.
- Participate safely.
- Use appropriate language.
- Keep hands, feet, and objects to themselves unless part of an organized activity.
- Demonstrate honesty and responsibility.

Repeated unsafe or disruptive behavior may result in suspension or dismissal from the program.

Family and Faith

Pelican Colony welcomes families from a variety of faith backgrounds who are comfortable participating in a community guided by a Christian understanding of marriage and family. Program activities, instruction, and discussions will be conducted in a manner consistent with these values.

Payment

Payment is due within 5 business days of the end of each month for services rendered that month.

Example: October 2026 services are to be paid to Pelican Education Services, LLC by November 6th.

EXCEPT: Explore More Mondays paid as a “drop-in” (not as a part of the Plus+ monthly tuition) are due day of class. This ensures additional venue costs, related expenses, and instructors can be covered. If a family later decides to pay that month’s monthly tuition, the amount of any services already paid for will be deducted from their final bill.

Attending children's names/ages: _____

Photo & Video Permission

☐ Yes, Pelican Colony may use photos or videos of my child/ren for promotional materials, newsletters, and social media.

☐ No, please do not use my child/ren's image.

Medical Emergency Authorization

In the event I cannot be reached, I authorize Pelican Colony staff to obtain emergency medical treatment for my child if deemed necessary.

Initials: _____

Known allergies for any attending children: _____

Emergency Contact (*if parent cannot be reached*): _____

Field Trip Permission

I understand Pelican Colony regularly participates in educational and recreational off-site activities. I give permission for my child/ren to participate in scheduled outings arranged by Pelican Colony.

Initials: _____

Assumption of Risk & Release

I understand that participation in educational activities, sports, games, playground activities, field trips, and outdoor recreation involves inherent risks.

I voluntarily assume these risks on behalf of my child/ren and release Pelican Education Services, LLC, Pelican Colony, its employees, volunteers, contractors, and representatives from liability except in cases of gross negligence or willful misconduct, as permitted by applicable law.

Initials: _____

Parent Certification

I certify that the information provided is accurate.

I have read and agree to comply with the policies on pages 1-4.

Parent/Guardian Name (*printed*) _____

Signature _____ Date _____