

# PINE JOG



# SPRING CAMP HANDBOOK 2019



PINE JOG ENVIRONMENTAL EDUCATION CENTER

College of Education

6301 Summit Blvd.

West Palm Beach, FL 33415-0991

tel: 561.656-5430

[www.pinejog.fau.edu](http://www.pinejog.fau.edu)

[pinejogassp@pinejogassp.fau.edu](mailto:pinejogassp@pinejogassp.fau.edu)

Dear Parents,

The FAU/Pine Jog Spring Camp Program is pleased to welcome you and your child(ren) to Spring Camp. We look forward to providing your child(ren) with a quality Spring Camp Program.

Pine Jog Spring Camp Program is a member of the Prime Time Quality Improvement System Program, meeting all high standards for health, safety and staffing requirements.

Your child(ren) will be in a safe and supportive environment, which will encompass an array of activities to spark their interest, their intellect and their passion for creativity. There will be activities focused in environmental education, gardening, health, arts, literacy, and sports, just to name a few.

We are happy to have your child(ren) in the Pine Jog Spring Camp Program. We look forward to a wonderful week!

Sincerely,

*Wendy Díazgranados*

Spring Camp Director

## **SPRING CAMP OFFICE INFORMATION**

**Office Hours:** Monday to Friday, 9:00 a.m. – 5:00 p.m.

**Telephone number:** (561) 656-5430 (Answering machine will pick up any messages left outside of office hours)

**Website:** <http://pinejog.fau.edu/Parents/springcamp.aspx>

**Email address:** Wendy Diazgranados, Director: [wdiazgra@fau.edu](mailto:w Diazgra@fau.edu)

## **DAYS AND HOURS OF OPERATION**

The FAU/Pine Jog Spring Camp Program has been created as a partnership between Florida Atlantic University and Pine Jog Elementary School. The Spring Camp program is a program providing a unique experience for your child(ren) on a daily basis.

The Spring Camp Program will run from **Monday, March 18<sup>th</sup>, 2019** to **Friday, March 22<sup>nd</sup>, 2019**.

**Program Hours:** 7:30 a.m. to 5:30 p.m.

## **ADMISSION / WITHDRAWAL**

Enrollment in our program will be limited to approximately 18 children per group. A waiting list of names will be started once groups are filled. We will contact you as soon as a spot becomes available for your child.

A registration fee of **\$25.00** per child is required at the time of registration for the Spring Camp Program. This fee guarantees a space for your child(ren) in the program.

**\*\*\* REGISTRATION FEE IS NON-REFUNDABLE \*\*\***

Placement in the Spring Camp Program will be **full-time**. If for any reason you need to withdraw a child from the FAU/Pine Jog Spring Camp Program, no refunds will be given. **Absence from Spring Camp does not waive fees.**

**CONTINUED ENROLLMENT IN OUR PROGRAM IS DEPENDENT UPON TIMELY PAYMENT OF FEES.**

**IF YOU HAVE NOT PAID BY MARCH 4, 2019, YOUR CHILD WON'T BE ABLE TO ATTEND THE PROGRAM.**

Each child in our program has a reserved place whether or not the child is present. No payment adjustments or refunds will be made for absences, vacations, or withdrawals from the Spring Camp Program.

**PAYMENTS OPTIONS:**

- Online payments: ( credit or debit card)  
**\*Preferred Method of Payment\***
- <http://pinejog.fau.edu/Parents/springcamp.aspx>
- Check: please make the check payable to FAU and place your child(ren)'s name in the memo section of the check.  
**\*\*There will be a \$30.00 fee assessed for returned checks\*\***
- Cash.
- Money Orders: Made payable to FAU.
- Early Learning Coalition: You can obtain financial assistance. To know if you are eligible, please contact Early Learning Coalition:  
(561) 514-3300 or [www.elcpalmbeach.org](http://www.elcpalmbeach.org)

**\*\*There will be a \$25 late fee assessed to late payments. A payment is considered late if received after the due date\*\***

## **ABSENCES**

If your child (ren) will be absent please contact the Spring Camp office at **561-656-5430**. Due to the comprehensive nature of the program schedule, your child(ren) will be immersed in an array of activities and we encourage your child(ren) to participate fully. We request that early pick-up of your child(ren) be kept to a minimum.

## **PINE JOG SPRING CAMP ACTIVITIES**

Students in the Pine Jog Spring Camp Program will be placed in groups according to grade levels. There is one Counselor per group. **Please do not allow your child to bring toys, and electronics to the Spring Camp Program.**

Also, your child (ren) will be immersed in a variety of enrichment activities on a daily basis. The activities will include both inside and outside activities and field trip activities will vary on a daily basis. A schedule of activities will be provided to you at the beginning of the week of camp, as well as posted in our website: [www.pinejog.fau.edu](http://www.pinejog.fau.edu)

Some of our enrichment activities which may include but are not limited to: Environmental Education (by Pine Jog Environmental Education Center); Variety of Sports; Arts & Crafts, Music, Dance, Gardening, Reading, Field Trip, etc. and will vary on a daily basis.

## **STUDENT PICK UP**

Only authorized adults that have been indicated on your child (ren)'s registration form may pick-up and leave with your child(ren) from the Spring Camp Program.

### **PLEASE KEEP YOUR REGISTRATION FORM UPDATED AT ALL TIMES!**

When arriving to the pick-up area, the authorized individual must indicate the time of pick-up, print and sign their name on the authorized sign-out form and must sign in blue or black ink only. **No child will be released to anyone**

**who is not on file or not authorized in writing by the custodial parent.** A **picture ID** is required at time of pick-up by each individual, including the child's parent. Anyone under 18 years of age picking up a child from the program must have a notarized letter by the custodial parent authorizing pick-up. You will pick your child (ren) up at the designated pick-up location each day. **No one is permitted to enter the school and pick-up their child from a classroom.** Your child(ren) will be escorted safely from the program to the designated pick-up area. **No one is permitted to enter the school beyond the pick-up area without the permission of the Spring Camp Director.** All of these policies are in place to safeguard your child(ren) and all staff on the premises of the school. We appreciate your cooperation in following this very important procedure.

**We appreciate your patience while waiting for your child.**

### **LATE PICK UP/ABANDONED CHILDREN POLICY**

Please call the Pine Jog Spring Camp Office at 561-656-5430 if you will be late picking up your child (ren). A **\$10.00** late fee will be charged to those parents whose child (ren) is not picked up by 5:30 p.m. For each additional 10 minutes, there is an additional **\$10.00** fee.

**ALL LATE FEES ARE TO BE PAID AT THE TIME OF PICK UP.**

Chronically late pick-ups could lead to your child (ren) being withdrawn from the Program.

**If you have not contacted the Program by 5:30 p.m., the Program will contact the Department of Children and Families and the Palm Beach County Sherriff's Department. The child(ren) will also be removed from the Program.**

### **INJURY AND ILLNESS**

The FAU/Pine Jog Spring Camp Program strives to provide a safe program for your child(ren); however injury or illness may occur. All Spring Camp staff have been trained and certified in first aid and CPR. In the event of an injury or illness the Spring Camp Program will notify you either by phone or by incident/accident report based upon the injury or illness. **It is imperative that you keep all emergency phone numbers and addresses up-to-date with the Program.**

### **STUDENT CONDUCT AND DISCIPLINE**

**In order to provide a fun-learning environment for each child in the Spring Camp Program, a code of conduct has been implemented. Please make sure that you take a few minutes to go over this code of conduct with your child (ren).**

**YOU NEED TO SIGN THE CODE OF CONDUCT WITH YOUR CHILD(REN) AND RETURN IT BACK TO THE SPRING CAMP OFFICE.**

**Consequences for misbehavior or failure to adhere to FAU/Pine Jog Spring Camp Program Code of Conduct will be as follows:**

First Referral	30 minutes removal from group
Second Referral	45 minutes removal from group
Third Referral	Removal from the group for the remainder of the day AND Parent's conference if needed.
Fourth Referral	SUSPENSION from Spring Camp Program

### **MEDICATIONS**

Under Florida law, Camp may only give medication that is prescribed by a physician with an authorized form signed by the physician and the parent. Medication must be in its original container with the pharmacy label and the student's name, medication name, current dose and frequency.



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### “PARENT ACKNOWLEDGEMENT”

**Child(ren) Name:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the FAU/Pine Jog Spring Camp Program policies and procedures have been developed to ensure the safety of all children and the fiscal stability of the program. I have received and read the Parent Handbook and understand the program policies. I have discussed the rules of the program with my child(ren).

I understand that failure to return this acknowledgement will not relieve me from the responsibility of knowing the policies and procedures of the FAU/Pine Jog Spring Camp Program.

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

\_\_\_\_\_  
**Date**