



PINE JOG ENVIRONMENTAL
EDUCATION CENTER

College of Education
Florida Atlantic University

Pine Jog Summer Camp Program

Junior Counselor/Leader-in-Training Handbook

2022





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

pinejogassp@pinejogassp.fau.edu

FAU Pine Jog Summer Day Camp Junior Counselor/Leader-in-Training Handbook

Welcome to the FAU Pine Jog Summer Day Camp and thank you for considering serving as a Junior Counselor/Leader-in-Training! I am very pleased that you will be with us in this important endeavor.

You will have the chance to learn: about environmental education, gardening, environment, cooking, recycling, office tasks, group management, arts, culture, sports and outdoor skills, all these, at the same time as you have fun, earn your community service hours and gain a very valuable experience.

We are looking forward to a fantastic summer, and our JC's/LIT's are essential for the success of our camp. The position of a Junior Counselor and a Leader-in-Training is an important one. Although it is a volunteer position, we rely deeply on our JC's/LIT's to be a positive role model. As a JC/LIT, the summer day camp staff and campers will look to you for support and guidance. It is not a responsibility to take lightly.

This handbook contains information pertaining your opportunities and responsibilities. Please read it carefully and keep it, as you are responsible for the information it contains.

Let's have a great 2022 Summer Day Camp!

Sincerely,

Wendy Díazgranados

Summer Day Camp Director
Pine Jog Environmental Education Center
College of Education
Florida Atlantic University
6301 Summit Blvd.
West Palm Beach, FL 33415
www.pinejog.fau.edu
Ph. 561-656-5430

DAILY SCHEDULE:

Junior Counselors and Leader-in-Training make a commitment to serve at least one full session (three weeks) during the Summer Camp.

Junior Counselors and Leader-in-Training need to have completed a half-day training and orientation session on **Wednesday, June 1st, from 10:30 a.m. to 12:30 p.m.**

Week Attending Camp		Payment Due Date
Session # 1	Week 1: June 6 th – June 10 th Week 2: June 13 th – June 17 th Week 3: June 20– June 24 th	Due Date Monday, May 23rd, 2022
Session # 2 CLOSED MONDAY, JULY 4th	Week 4: June 27 th – July 1 st Week 5: July 5 th – July 8 th Week 6: July 11 th – July 15 th	Due Date Monday, June 13th, 2022
Session # 3	Week 7: July 18 th – July 22 nd Week 8: July 25 th – July 29 th	Due Date Tuesday, July 5th, 2022

*****JC's must be signed in and out by an adult. Person must be on the pick-up list as authorized pick up person. *****

**Hours of Operation are:
Monday to Friday from: 8:00 a.m. to 5:30 p.m.**

**All Junior Counselors and Leader-in-Training must be at camp daily
From 8:30 a.m. to 5:00 p.m.**

Breakfast, Lunch and Snack will be provided.

****The program will be closed on: Monday, July 4th, 2022****

*****ANY ELECTRONICS ARE PROHIBITED**

NO CELL PHONES***

SIGN IN/ SIGN OUT/COMMUNITY HOURS

_____ Please sign in and out by initialing the exact (honest) time of arrival and **(Initial)** departure. Your Community hours' report will be based on completing your sign in and out sheets accurately and timely. JC's must sign their name only.

_____ DRESS CODE

(Initial) Junior Counselors/Leader-in-Training T-shirts will be provided and they **MUST BE WORN EVERY DAY.** It is also important to wear closed shoes only, tennis shoes are fine. JC's should be aware that due to the nature of the program and the outside environment that the school is located on, flip flops and open toed shoes are not acceptable.

ABSENCES:

JC'/LIT's are an integral part of our camp programs and their participation is essential for camp to run smoothly. If a JC/LIT will be absent, please notify us as soon as possible so that we can find someone to fill their place. Unreported absences may be grounds for dismissal from the program. Please call the Summer Camp Office at 561-656-5430 to report an absence or just speak to the Camp Director ahead of time!

JC RULES:

We look for JC's/LIT's to be strong role models for our campers: have a sense of fun, be aware of safety concerns, take initiative, be creative and silly, and show excitement about working with children, learning, and being outdoors.

We also ask JC's/LIT's to be mature and thoughtful.

The Pine Jog Summer Day Camp Code of Conduct is attached to the handbook and you and your parents need to read it and sign it.

We rarely have any discipline issues, but we do want everyone to understand our ground rules for behavior. All rules are in place to maintain the physical and emotional safety of campers, staff, and volunteers at Pine Jog Summer Day Camp.

In the case of a minor rule violation, JC's/LIT's will be asked to speak with the Camp Director. If the behavior continues, a verbal warning will be given, and if the behavior still continues, the Camp Director will communicate with the JC's/LIT's parent(s). Continuation of this behavior is grounds for dismissal from the program.

Junior Counselors/Leader-in-Training and Parents:

Please write the JC/LIT and Parents' initials on the lines below to indicate that you have read and agree to the JC Handbook.

On working with kids: Learning to define one's boundaries with kids can be hard. We work hard to communicate with all of our JC's/LIT's about appropriate behavior and conversations with kids. We especially want to model caring behavior, kind words, fun, self-confidence, and respect for the natural world.

(Initial)

JC/LIT Agreement:

_____ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.

_____ I will follow and do my best to be a good role model, to be excited about learning and caring for the campers, and to care for the natural world.

_____ I will seek out feedback, and try to learn from my service as a JC/LIT.

_____ I will communicate with the Camp Director if I have questions, concerns, or ideas.

Parent Agreement:

_____ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.

_____ I will help my child fulfill her/his responsibilities at camp, including drop off and pick up times, reporting absences, etc.

_____ I will communicate with the Camp Director if I have questions, concerns, or ideas.

**FAU PINE JOG ENVIRONMENTAL EDUCATION CENTER
SUMMER CAMP PROGRAM
COVID-19 PUBLIC HEALTH EMERGENCY
SPECIAL PROGRAM ATTENDANCE
ACKNOWLEDGMENT AND DISCLOSURE**

J.C. /L.I.T. Name: _____ **Date of Birth:** _____

Please read and initial each statement below.

1. _____ *I understand that during this COVID-19 Public Health Emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure. I understand that it is my responsibility to inform any Emergency Contact persons of the information contained herein.*

2. _____ *I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area I MUST wash my hands before entering, and wear a mask the entire time I am in the facility. While in the facility, I must practice social distancing and remain 6ft from all other people, except for my own child.*

3. _____ *I understand that to enter upon the facility premises my child must be free from COVID-19 symptoms. If at any time during my child's attendance any of the following symptoms appear, my child will be separated from the rest of the people in the center. I will be contacted, and my child MUST be picked up from the facility within 30 minutes of being notified.*

Symptoms include:

- **fever of 100.4 degrees Fahrenheit or higher**
- **Dry cough**
- **Shortness of Breath**
- **Chills**
- **Loss of taste or smell**
- **Sore Throat**
- **Muscle aches**

While we understand that, many of these symptoms can also be related to non COVID-19 related issues we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. Your child will need to be symptom free without any medications for 72 hours before returning to the facility.

4. _____ *I understand that my child's temperature may be taken frequently while on facility premises.*
5. _____ *I understand that my child must wear a mask at all times while in the facility and on facility premises with the exception of needing to remove the mask during snack time.*
6. _____ *I understand that my child will be required to wash their hands using CDC recommended handwashing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.*
7. _____ *I understand that outside of work, in order to control my exposure in the community, I will comply with all state, county or local stay-at-home orders, and will limit my child's contact outside of work to reduce their risk for exposure including wearing a mask in all public areas and remaining at least 6ft from all other people.*
8. _____ *I will immediately notify **Wendy Diazgranados** if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed in Number 1 above, or that is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19.*
9. _____ *I understand that while present in the facility each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as persons who are asymptomatic can transmit the virus and before some people show signs of infection. I accept these risks and understand that I am voluntarily placing my child in the FAU Pine Jog Afterschool Program. I also understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.*

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein or with any other policy or procedure outlined by FAU Pine Jog Center or the Pine Jog Elementary School will result in disciplinary action up to and including expulsion.

J.C. /L.I.T. Name: _____

J.C. /L.I.T. Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

IMPORTANT INFORMATION

PRICE: (non-refundable)

(L.I.T. Ages: 13-14)

(L.I.T.) Fee per week: \$100.00

(L.I.T.) Fee per session: \$ 300.00

Registration Fee \$25.00

(J.C. Ages: 15-17)

(J.C.) Fee per week: \$75.00

(J.C.) Fee per week: \$225.00

Registration Fee \$25.00

Pay online at www.pinejog.fau.edu

Registration Begins: Tuesday, March 22nd, 2022

Application Deadline: Monday, May 23rd, 2022

Mandatory Orientation: Wednesday, June 1st, 2022

(Orientation will be at Pine Jog From 10:30 a.m. – 12:30 p.m.)