



PINE JOG ENVIRONMENTAL EDUCATION CENTER

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Pine Jog Summer Camp Program

Parent Handbook

2018



FAU
PINE JOG ENVIRONMENTAL
EDUCATION CENTER
College of Education
Florida Atlantic University



WELCOME!!

It is a pleasure to welcome you and your child(ren) to the FAU/Pine Jog Summer Day Camp Program. We look forward to providing your child(ren) with a quality summer learning experience.

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 creativity. There will be activities focused on the environment; arts, culture, sports, recreation, cooking, gardening, and health just to name a few.

Our staff has been carefully selected from experienced professionals to work at our camp. The summer staff will provide a nurturing environment filled with fun and learning opportunities for your child(ren).

If you have any questions, please feel free to see us at any time. We look forward to serving you and your child(ren) this summer!

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FAU/PINE JOG SUMMER CAMP PROGRAM PHILOSOPHY

The philosophy of the FAU/Pine Summer Day Camp Program is to meet the fundamental needs for growth and development common to all children by providing guidance and safety in the program. It is important that children be given the best possible opportunities to grow into healthy, well-adjusted adults.

The program will provide a nurturing environment and work with youth in meeting many of their needs, may it be physical, social, emotional, and intellectual growth and development. The summer day camp program assists children and their families while making an important contribution to the community and the environment.

The overall philosophy of the FAU/Pine Jog Summer Day Camp Program is to provide a quality summer camp program which supports children's physical, emotional and cognitive development in a safe, secure environment during the summer.



Camp Policies and Procedures

Camper Eligibility

Our camp serves children between the ages of 5 to 12 years of age. In order to provide activities suited to the varying ages campers will be grouped according to grade levels, physical, emotional and social maturity. Campers will be grouped as follows unless otherwise deemed appropriate by the Camp Director:

- ❖ Kindergarten
- ❖ Kindergarten and 1st Grade
- ❖ 1st Grade
- ❖ 1st and 2nd Grade
- ❖ 2nd Grade
- ❖ 2nd and 3rd Grade
- ❖ 3rd Grade
- ❖ 3rd and 4th Grade
- ❖ 4th Grade
- ❖ 3rd, 4th and 5th Grade
- ❖ 5th Grade



Registration Policies

Registration begins **February 19, 2018** and closes when camp is full. Registration are accepted on a first-come first-serve basis with a **\$40.00 registration fee (non-refundable)** to hold the campers spot. The camp Director reserves the right to cancel future reservations for non-payment or child(ren) that pose disciplinary problems in camp. All enrollments are on a first-come first-serve basis, for a maximum of 180 campers per week.

All forms are required to be completed and submitted to the camp Director or Assistant Director prior to the week or session that your child is attending.

Payment Policies



No refunds are provided for absences, vacations, or Withdrawals from the Summer Camp Program.

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

**Early Registration \$150 per week until May 4th 2018
any registration after that date will be at the rate of
\$165 per week.**

**See attached table and follow payment due dates to
avoid late fees.**

*****No exceptions*****

Camp Fee Schedule

Week Attending Camp	Payment Due Date
Week # 1: June 04 th – June 08 th	<p style="text-align: center;">Due Date Monday, May 21st, 2018</p>
Week # 2: June 11 th – June 15 th	
Week # 3: June 18 th – June 22 nd	
Week # 4: June 25 th – June 29 th	<p style="text-align: center;">Due Date Monday June 11th, 2018</p>
Week # 5: July 02 nd – July 06 th CLOSED WEDNESDAY JULY 4th	
Week # 6: July 09 th – July 13 th	
Week # 7: July 16 th – July 20 th	<p style="text-align: center;">Due Date Monday July 02, 2018</p>
Week # 8: July 23 rd – July 27 th	
Week # 9: July 30 th – August 3 rd	

Withdrawal or Schedule Changes Policy

If you withdraw your child(ren) from the program or make any changes to the schedule after the payment due date, no refunds will be given.

**Withdraws or schedule changes
are not allowed after the payment due date.
NO REFUNDS WILL BE GIVEN.**

Additionally, absence from summer day camp does not waive fees.

Continued enrollment in our program is dependent upon TIMELY payment of fees.

If an account carries a balance for more than one week, parents will be notified, and the camper(s) will be withdrawn from the summer day camp until the fees are paid in full.

Each camper in our program has a reserved place whether or not the camper is present.

PAYMENTS OPTIONS:

- **Online payments: (credit or debit card)**
<http://www.pinejog.fau.edu/Parents/PineJogSummerCamp/Default.aspx>
- **By 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 fee assessed for every returned check****
- **Cash or money orders.**
- **Early Learning Coalition: You can obtain financial assistance. To know if you are eligible, please contact Early Learning Coalition: 561-514-3300 or**
<http://www.elcpalmbeach.org/>

Hours of Operation

Monday to Friday from 7:30 a.m. to 5:30 p.m.

From June 4th through August 3rd

****Main Office Doors open at 7:30 a.m., please do not drop off your child(ren) before that time****

Field Trip Days: Campers must be dropped off by 8:30 a.m.

Check-In/Check-Out

Each child's safety is the top priority for the FAU/Pine Jog Summer Day Camp; therefore, all campers attending must be signed-in at the designated drop-off location. **No child(ren) may arrive at the camp without being signed-in by an authorized parent/guardian of the child(ren).** It is important to our camp's success that campers arrive by 8:45 a.m. so activities can start on time and instructions given to all campers at the same time. If you know that you will be running late, please let us know so that we can plan our staffing needs accordingly.

All campers must be picked up by 5:30 p.m.

***** We will be closed on Wednesday, July 4th, 2018**

for Independence Day***

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 summer camp program. 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.

No child(ren) 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(ren)'s parent. Anyone under 18 years of age picking up a child(ren) from the camp 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(ren) from a classroom.** Your child(ren) will be escorted safely from the camp to the designated pick-up area. **No one is permitted to enter the school beyond the pick-up area without the permission of the Summer**

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. When picking up your child(ren) we request that you are not talking on your cell phone.

Absences/ Tardiness

If your child(ren) will be absent or late to the program, please contact the summer 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.

Late Pick-Up

Please call the FAU/Pine Jog Summer Day Camp office at 561-656-5430 if you will be late picking up your child(ren). A late fee will be charged to those parents whose child(ren) are not picked up by 5:30 p.m.

Late pick-up:	5:31 p.m. – 5:45 p.m.	\$10.00 per child
Late pick-up:	5:46 p.m. – 6:00 p.m.	\$20.00 per child
Subsequent late pick-up: (more than three days)		\$25.00 per child

For each additional 15 minutes, there is an additional \$10.00 fee per child.

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 Summer Day Camp Program.

Abandoned Children Policy

The FAU/Pine Jog Summer Day Camp Program closes at 5:30 p.m. Any parent/guardian running late must notify the program before 5:30 p.m. After 5:30 p.m. if a child(ren) has not been picked-up, emergency contacts provided will be contacted. After 6:00 p.m. the program will notify the Department of Children and Families and the Palm Beach County Sherriff’s Department. The child(ren) will also be removed from the Summer Day Camp Program.

On field trip days please refer to field trip reminders for Daily Camper Supplies.

Each day, the camper should bring the following items to camp (please label all items sent to camp with your child's name):



Backpack



Bug Spray



Sneakers



Reusable Water Bottle



Cap/Hat



Sun Screen

The camp staff requests that you do not send any toys, (i.e. Gameboys, etc.) **unless approved by Director** or additional money with your child(ren) when they come to camp. Toys from home tend to provide an unnecessary distraction for the other campers when the staff is trying to implement a game or activity. In addition, we do not want a camper to misplace or lose their toys. The camp will not be held responsible for lost or stolen items. The camp will provide breakfast, lunch and snack daily; which should alleviate the need for a child to bring money to camp. Parents and/or guardians will be notified should the camper need to bring other items to camp.

Parents are strongly encouraged to help the camper pack for camp daily to ensure that inappropriate items are not brought to camp. All items should be clearly labeled with full first and last name.

*****Staff will not be responsible for lost or stolen items*****

Camper Illness/Accidents

In the event that a camper becomes ill or has an accident, the **Assistant Camp Director and/or Camp Director** will notify the parent or guardian. Due to the large concentration of children, there are circumstances when the Assistant Camp Director and Camp Director will ask that children do not attend or must be picked up early from camp. These instances will include; a camper who has two or more episodes of diarrhea, a camper who is running a fever of 100 degrees or more, a camper who

has thrown up more than once or the combination of any of the above symptoms. If your child(ren) is suffering from any of these or other symptoms (such as pink eye or other contagious illnesses), please call camp to alert the staff. For minor accidents/illness, the camp staff will provide appropriate first aid and provide the parent/guardian a copy of the accident/injury report form. **It is imperative that you keep all emergency phone numbers and addresses up-to-date with the program.**

Camper Emergencies

For camper emergencies, the Camp Director or Assistant Camp Director (in the absence of the Camp Director) will notify the parent or guardian of the situation. If the parent/guardian is unavailable or cannot be reached the camp staff will seek emergency medical treatment from qualified medical professionals. In the event emergency medical treatment is necessary, the physician is authorized to provide necessary medical care as needed unless otherwise indicated on the child's Health History Form. If the parent or guardian is still unable to be reached, the camp staff will notify the authorized emergency contact.

If the parent or guardian has an emergency and needs to contact their child(ren) or camp staff members, the parent/guardian should call the Camp Office at **561-656-5430**.



Insurance

We recommend that each camper have insurance coverage. Please indicate that information on the summer camp registration form and/or provide a copy of the insurance card to the summer camp for record.



Medications

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



Self – Help Skills.

Children who are enrolled in our summer camp program must be able to do the following on their own: wipe their noses, use toilet independently (pull-ups are not allowed), wash their hands, be able to take off and put on their own shoes unassisted and clean up after themselves.



Camper Code of Conduct

In order to provide a fun-learning environment for each camper in the FAU/Pine Jog Summer Day 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).

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

If your child is having continuous behavior problems, expect a call.

We have a three strikes policy.

First Strike: If a camper is brought to the Camp Director's office due to failure to respond to instructional staff or group leaders, the camper will first discuss any problems and appropriate solutions with the Camp Director.

Second Strike: On the second visit to the Camp Office, the parent will be called to discuss the problem and possible solutions.

Third and last Strike: If the camper continues to have problems, the parent will be called to pick up the camper. If you are called to pick up your child for disciplinary reasons, you will not be eligible for a refund.

Please note: Some offenses do not require three strikes.

Example: your child injures others, steals or attempts to run away from the camp or field trip, there will be an immediate dismissal from the camp.

Please read over the Code of Conduct Form with your child, sign and return along with the Registration Form.

Camp Activities

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

*****SUMMER CAMP SHIRTS MUST BE WORN EVERYDAY*****

What Not to Bring to Camp

- ✚ Electronic Devices
- ✚ Handheld games
- ✚ No cell phones
- ✚ Anything that you do not want to lose or share

Open Door Policy

FAU/Pine Jog Summer Day Camp Program have an Open Door Policy that allows parents or guardians to check in at the office and visit our site. We encourage parental involvement, participation and suggestions.

Parent Communication

Please feel free to make an appointment to discuss questions, concerns, or suggestions you may have about our program or your child(ren)'s participation in our program with the Camp Director. (Direct Line: 561-656-5430)

Announcements, newsletters, and items of general interest are either posted on the Parent Information Board or will be handed out to you at the end of the camp day. Please check with the Camp Director each day to see if there is information you need to know or take home.

Parental Input

The FAU/Pine Jog Summer Day Camp Program staff is here to meet the needs of each family. If you feel that we have been unable to do so, please seek out the Camp Director, Assistant Camp Director to discuss your concerns. All policies and procedures are available at the parent/guardian's request.

BRING A POSITIVE ATTITUDE EVERYDAY AND LET'S HAVE FUN!!

“PARENT ACKNOWLEDGEMENT”

Child(ren) Name: _____

I understand that the FAU/Pine Jog Summer 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 Summer Camp Program.

Parent /Guardian Signature

Date