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PINE JOG ENVIRONMENTAL  
EDUCATION CENTER

College of Education  
Florida Atlantic University

Pine Jog Summer Camp Program  
Parent Handbook  
2021



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 1<sup>st</sup> Grade
- ❖ 1<sup>st</sup> Grade
- ❖ 1<sup>st</sup> and 2<sup>nd</sup> Grade
- ❖ 2<sup>nd</sup> Grade
- ❖ 2<sup>nd</sup> and 3<sup>rd</sup> Grade
- ❖ 3<sup>rd</sup> Grade
- ❖ 3<sup>rd</sup> and 4<sup>th</sup> Grade
- ❖ 4<sup>th</sup> Grade
- ❖ 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Grade
- ❖ 5<sup>th</sup> Grade



## ***Registration Policies***

Registration begins **April 23, 2021** 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. **Registration ends May 28, 2021.** 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 100 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.



### ***Summer School Part-time Registration***

**Summer School Students Only!**

**Starting June 28, 2021 through July 23, 2021.**

**Hours: Monday-Thursday 2:30 p.m. – 5:00 p.m.**

**Friday 8:00 a.m. – 5:00 p.m.**

**Weekly tuition \$75.00**

**Session Fee \$225.00**

### ***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 \$135 per week until May 28<sup>th</sup> any registration after that date will be at the rate of \$150 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 21 <sup>st</sup> – June 25 <sup>th</sup>	<b>Due Date</b> <b>Monday, June 7<sup>th</sup>, 2021</b>
Week # 2: June 28 <sup>th</sup> – July 02 <sup>th</sup>	
Week # 3: July 06 <sup>th</sup> – July 09 <sup>th</sup> <b>CLOSED MONDAY JULY 5<sup>th</sup></b>	
Week # 4: July 12 <sup>th</sup> – July 16 <sup>th</sup>	<b>Due Date</b> <b>Monday, June 28<sup>th</sup>, 2021</b>
Week # 5: July 19 <sup>th</sup> – July 23 <sup>rd</sup>	
Week # 6: July 26 <sup>th</sup> – July 30 <sup>th</sup>	

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

*If you have not paid by the due date your child will not be able to attend the program.*

## ***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. Contact the Summer Camp Director for students who have tested positive for COVID. Any students that have come in close contact with someone with COVID must quarantine for 14 days.

Provide documentation for COVID negative test results. We will need two negative results for the student to be able to return to the program. After completing the first test, you must wait five days and take the second test.

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 only: ( credit card, debit card or check)  
<http://www.pinejog.fau.edu/Parents/PineJogSummerCamp/Default.aspx>
- \*\*There will be a **\$30** fee assessed for every returned check\*\*
- 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 8:00 a.m. to 5:00 p.m.**

**From June 21<sup>st</sup> through July 30<sup>th</sup>**

## **Open Door Policy**

**\*\*\* DUE TO COVID-19 SAFETY PROTOCOLS VISITORS ARE NOT ALLOWED IN THE BUILDING AT THIS TIME\*\*\***

## **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 5:00 p.m.

**\*\*\* We will be closed on Monday, July 5<sup>th</sup>, 2021\*\*\***

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 5:00 p.m.

Late pick-up:	<b>5:01 p.m. – 5:15 p.m.</b>	\$10.00 per child
Late pick-up:	<b>5:16 p.m. – 5:30 p.m.</b>	\$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 DUE IMMEDIATELY.**

**Camper will not be able to attend the program until all outstanding balance is paid off completely.**

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 5:00 p.m. Any parent/guardian running late must notify the program before 5:00 p.m. After 5:00 p.m. if a child(ren) has not been picked-up, emergency contacts provided will be contacted. After 5:30 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



Face Mask



Hand Sanitizer

The camp staff requests that you do not send any toys, (i.e. tablets, 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.***

## ***Immunization***

Your child's immunization record must be submitted at the time of registration. A copy of the exemption from Immunizations for Reason of Conscience must be submitted along with Afterschool registration forms.

## ***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. Please note that children are not allowed to carry medication or administer their own medication.



## ***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:

**\*\*\*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

## ***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!***

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

**Child's Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**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.**

**Parent/Guardian Name: \_\_\_\_\_**

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

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

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