



FLORIDA ATLANTIC UNIVERSITY

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**Pine Jog Environmental  
Education Center**  
**College of Education**

Summer Camp Program  
Parent Information 2026

# Summer Camp Program

## Parent Information 2026

FAU Pine Jog is thrilled to welcome you and your child to our summer day camp program! We are dedicated to providing a high-quality summer learning experience in a safe and supportive environment. Our carefully selected staff of experienced professionals are ready to offer a variety of activities that will spark your child's interests, intellect, and creativity across environmental studies, arts, culture, sports, recreation, cooking, and health.

Please do not hesitate to contact us if you have any questions. We look forward to a wonderful summer with you and your camper!

**Wendy Bautista**, Summer Camp Director. Email: [wdiazgra@fau.edu](mailto:w Diazgra@fau.edu)

**Program Email:** [pinejogassp@fau.edu](mailto:pinejogassp@fau.edu)      **Office Phone:** 561-656-5430.

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### Camper Eligibility

**Our summer day camp is designed for children ages 5 to 12.** Campers are grouped by grade level and physical, emotional, and social maturity to ensure appropriate activities for all ages.

Typical groupings are as follows, though the Camp Director may adjust as needed:

- 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
- 5<sup>th</sup> and 6th grade

## Registration Policies

- **Registration begins:** February 6, 2026
- **Early registration ends:** April 16, 2026
- **Registration ends:** May 15, 2026 (or when camp is full)

Registration is accepted on a **first-come, first-served basis**. A **non-refundable \$50.00 registration fee** is required to hold your camper's spot. The Camp Director reserves the right to cancel future reservations due to non-payment or if a child poses disciplinary problems. We can accommodate up to **150 campers per week**.

**All required forms must be completed and submitted** to the Camp Director or Assistant Director before your child's first week or session begins.

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## Camp Weeks & Sessions

Please note the payment due dates for each session. **Timely payment of fees is crucial for continued enrollment.** Parents will be notified if an account has an outstanding balance for over one week, and the camper will be withdrawn from the program.

### Session #1: (Payment Due Date Monday, May 18, 2026)

- Week 1: June 8 – June 12
- Week 2: June 15 – June 19
- Week 3: June 22 – June 26

### Session #2: (Payment Due Date, Monday, June 8, 2026)

- Week 4: June 29 – July 2 (**Closed Friday, July 3<sup>rd</sup>**)
- Week 5: July 6 – July 10
- Week 6: July 13 – July 17

### Session #3: (Payment Due Date, Monday, June 29, 2026)

- Week 7: July 20 – July 24
- Week 8: July 27 – July 31

## Fees & Payment Policies

- **Early registration rate:** \$175 per week (until April 16)
- **Standard registration rate:** \$195 per week (after April 16)

### Please note:

- **No refunds will be offered if canceled after the payment due date.** If you do not make changes by the payment due date, you will be charged the weekly fee.
- We **do not refund** absences, vacations, or withdrawals from the program.
- A **\$25 late fee** will be added to payments received after the due date.
- No refunds will be given if you withdraw your child or make any schedule changes after the payment due date.
- The program, not your bank, must process all cancellations and refunds.
- Your child cannot attend the program if payment has not been received by the due date.
- Each paid camper has a reserved spot, whether they are present or not.
- To make schedule changes, please email Ms. Victoria Ayala, Office Assistant, at [ayalav@fau.edu](mailto:ayalav@fau.edu) **before the payment due date.**

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## Payment Options

- **Online Payment:** Fees should be paid online using a credit or debit card at: <http://www.pinejog.fau.edu/Parents/PineJogSummerCamp/Default.aspx>
- **Early Learning Coalition:** Financial assistance may be available. To check your eligibility, please get in touch with the Early Learning Coalition at 561-514-3300 or visit their website: <http://www.elcpalmbeach.org/>

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## Hours of Operation

We are open **Monday to Friday, 8:00 a.m. to 5:30 p.m.** from June 8 to July 31.  
*Camp will be closed on **Friday, July 3, 2026.***

## **Open Door Policy**

For the safety and security of all campers, parents/guardians are **not permitted in the building for check-in/out**. If you need access to the building for any other reason, you will need prior approval from the Program Director.

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## **Check-In/Check-Out Policy**

Please download the **ProCare App**; it will be your method for checking your child in and out. Only **authorized adults** listed on your child's registration form may pick up your child. All authorized individuals must have and use their **four-digit PIN** at drop-off and pick-up.

### **Your child's safety is our top priority.**

All campers must be signed in at the designated drop-off location and by an authorized parent/guardian. **Campers must arrive by 8:45 a.m.** so activities can start on time and instructions can be given to everyone simultaneously. If you know that you may be delayed, please call the summer camp office so we can adjust our staffing. **All campers must be picked up by 5:30 p.m.**

**No child will be released to anyone not on file or not authorized in writing by the custodial parent.** Each individual picking up a child, including the child's parent, **must present a photo ID**. Anyone under 18 picking up a child must have a notarized letter from the custodial parent authorizing the pick-up.

You will pick up your child at the **designated location daily**.

No one can enter the school to pick up their child from a classroom. Your child will be safely escorted from camp to the pick-up area. No one can enter the school beyond the pick-up area without the Summer Camp Director's permission. These policies are in place to safeguard your child and all staff on the premises. We appreciate your cooperation.

To ensure an efficient checkout, please do not use your cell phone while picking up your child.

To help ensure the safety of all campers and staff, we ask that parents remain in their vehicles during camper sign-out. If you need assistance, please park in a designated parking space and walk to the double doors for support.

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### **Absences/Tardiness**

**If your child will be absent or late, please get in touch with the summer camp office at 561-656-5430.** Our program has a comprehensive schedule of activities, and we encourage full participation.

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### **Late Pick-Up**

If you anticipate picking up your child late, please call the summer camp office at **561-656-5430**.

A late fee will be charged to parents whose children are picked up after **5:30 p.m.** For every minute a parent/guardian is late picking up their child, a late pick-up fee of **\$1.00 per minute** is charged:

- **5:31 p.m. – 5:46 p.m.: \$15.00 per child**
- **5:46 p.m. – 6:01 p.m.: \$30.00 per child**

**All late fees are due immediately.** Campers cannot attend the program until all outstanding balances are paid in full.

**Chronically late pick-ups** may result in your child's withdrawal from the Summer Day Camp Program.

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### **Abandoned Children Policy**

The summer camp program closes at **5:30 p.m.** Any parent/guardian running late must notify the program before 5:30 p.m. Emergency contacts will be notified if a child has not been picked up after 5:30 p.m.

After **6:30 p.m.**, the program will notify the Department of Children and Families and the Palm Beach County Sheriff's Department. The child will also be removed from the program.

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### **Daily Camper Supplies**

**Please refer to ProCare reminders for specific daily camper supplies on field trip days.** Each day, campers should bring the following items (please **label all items** with your child's name):

- Backpack
- Bug Spray
- Sneakers
- Reusable Water Bottle
- Cap/Hat
- Sunscreen
- **Camp Shirt (Please wear!)**
- Hand Sanitizer

**What Not to Bring to Camp:** Electronic devices/handheld games/cell phones/anything you don't want to lose or share. We request that you only send toys (e.g., tablets) if approved by the Director.

The center provides **breakfast, lunch, and snacks daily**, eliminating the need for a child to bring money to camp. Parents and guardians will be notified if campers need any other specific items for camp.

Parents are strongly encouraged to help their camper pack daily to ensure that inappropriate items are not brought to camp. **Camp & staff will not be responsible for lost or stolen items. All items should be clearly labeled with full first and last names.**

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### **Camper Illness/Accidents**

FAU camp staff will notify the parent or guardian if a camper becomes ill or has an accident. There are instances when a camper will be asked not to attend or will need to be picked up early. These include when a camper who has two or more episodes of diarrhea, has a fever of 100 degrees or more, has thrown up more than once, or a combination of these symptoms.

If your child shows symptoms of contagious illnesses (e.g., pink eye), please call the camp to alert staff. For minor accidents/illnesses, staff will provide appropriate first aid and give the parent/guardian a copy of the accident/injury report form. You must keep all emergency phone numbers and addresses up to date in the program.

### **Immunization**

Your child's **immunization record must be submitted at the time of registration.** When seeking an exemption from immunization requirements for reasons of conscience, a copy of the official exemption form or a statement outlining the reasons for the exemption must be submitted with the registration forms.

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### **Camper Emergencies**

FAU camp staff will notify the parent or guardian in the event of a camper emergency. Camp staff will seek emergency medical treatment from qualified medical professionals if the parent/guardian is unavailable or cannot be reached.

Unless indicated otherwise on the child's Health History Form, the physician can provide essential treatment. The authorized emergency contact will be notified if the parent or guardian cannot be reached.

If a parent or guardian has an emergency and needs to contact their child or camp staff, please call the summer camp office at **561-656-5430**.

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### **Insurance**

We recommend that each camper have **insurance coverage**. Please indicate this information on the summer camp registration form and provide a copy of the insurance card for our records.

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## Medications

Under Florida law, schools/summer camps may administer only medication prescribed by a physician, with an **authorized form signed by both the physician and the parent**. Medications must be in their **original container** with the pharmacy label showing the student's name, medication name, current dose, and frequency. **Children cannot carry or administer their own medication.**

## Self-Help Skills

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

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## Camp Activities

At the FAU Pine Jog Summer Camp Program, your child will enjoy a variety of enrichment activities daily, including indoor, outdoor, and field trip activities. A schedule of activities can be found on our website at [www.pinejog.fau.edu](http://www.pinejog.fau.edu)

**Please Note: SUMMER CAMP SHIRTS MUST BE WORN EVERY DAY.**

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## Field Trip Policy

Please review the **ProCare reminder messages** for field trip drop-off and pick-up times. Ensure your child arrives at camp on time for field trips. **No campers will be released at field trip locations unless there is an emergency.**

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## Camper Code of Conduct

A code of conduct is in place to provide a **safe and fun learning environment** for all campers. Please take a few minutes to review this code of conduct with your child. We operate on a **three-strikes policy** for most behavioral issues:

- **First Strike:** If a camper is brought to the Camp Director's office for not responding to instructional staff or group leaders, the camper will discuss 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/Final 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.**

If your child has ongoing behavioral problems, the office will schedule a call to discuss them. Some offenses do not require three strikes and may result in immediate and severe consequences. For example, if your child:

- Injures others
- Steals
- Attempts to run away from camp or on a field trip
- Engages in physical aggression, threats, bullying, or any other inappropriate behavior (led by students or parents)

Such actions can lead to **expulsion from the program**. In some circumstances, they may also lead to a **DCF Report, Police Reporting, and immediate removal from the program**.

***\*\*Please read the full Code of Conduct at the end of this parent information booklet with your child. As confirmation of understanding, signatures from the child AND the parent must be included\*\*.***

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## **Parent Communication & Feedback**

- **Announcements, newsletters, and general interest items are posted through the ProCare App.** Please check ProCare/emails daily for important information.
- Our staff is here to meet the needs of each family. Please feel free to make an appointment with the Camp Director to discuss any questions, concerns, or suggestions you may have about our program or your child's participation. We value your honesty and feedback.

**-FAU Pine Jog Summer Camp –Where Learning Comes Naturally!**

## **FAU Pine Jog Summer Camp: Camper Code of Conduct**

**FAU is committed to providing your child a safe and enjoyable experience; however, campers will be responsible for assisting in these efforts.**

Parents are responsible for ensuring their camper brings the appropriate clothing and items for their stay.

Parents must review the CODE OF CONDUCT with their child before the program begins.

### **Behavior**

1. Campers must accept and get along with others. Put-downs, cuts, malicious teasing, and practical jokes will not be tolerated from/by anyone.
2. Campers will be sensitive to others regarding race, religion, physical characteristics, regional differences, and language. Ethnic or religious slurs or jokes will not be used.
3. Campers must respect others and their property.
4. Campers will not use foul language.
5. Campers will follow directions the first time they are given.
6. Campers are prohibited from bringing weapons, flammables, or explosives into the camp. Violation of this policy is grounds for automatic dismissal.
7. Use and/or possession of tobacco, alcohol, drugs, and/or any other substance defined as a drug or potentially dangerous are grounds for automatic dismissal.

### **Safety**

8. Campers must always wear closed-toe/closed-heel shoes except when participating in a water activity or showering. Water shoes are required for these activities.
9. Campers must utilize the buddy system when transitioning from location to location.
10. Campers must consider their surroundings and use care in all activities.
11. Campers will adhere to all safety rules and regulations for each activity.

## General

12. Campers are expected to pack and bring only appropriate clothing and items as set forth on the supply list. Inappropriate clothing will not be worn.

13. Campers must inform their supervisors if they are experiencing a problem with separation, another person, or another issue. We cannot stop or assist if we are not informed about a situation.

14. We expect all campers to have fun, but not at the expense of others. No one should be mistreated by another person while at the institute.

15. Campers may find that the experience offered is not suited to them. Appropriately discussing this with staff or administration is better than complaining about their situation with other campers.

16. Violation of the CODE OF CONDUCT is grounds for automatic dismissal.

**Please note: Refunds are not provided when a camper is dismissed for cause.**

**I have read/ have been read the CAMPER CODE OF CONDUCT.** I agree to adhere to all the above to ensure that my camp experience and that of others in attendance are positive. I understand that failure to adhere to these may result in my dismissal from the program.

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Camper Signature/ Date

I understand and certify that my child's participation in the FAU Summer Camp Program and its activities is voluntary. I have familiarized myself with the program and activities my child will participate in. I recognize that specific hazards and dangers are inherent in these events and programs. I acknowledge that although the institute has taken safety measures to minimize the risk of injury to participants, FAU Pine Jog cannot ensure or guarantee that the participants, equipment, premises, and/or activities will be free of hazards, accidents, and/or injuries. **I further recognize and have instructed my child in the importance of knowing and abiding by the CODE OF CONDUCT for the safety of all participants.**

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Signature of Parent or Guardian/ Date