



FLORIDA ATLANTIC UNIVERSITY

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

Summer Camp Program Junior
Counselor/Leader-in-Training Handbook
2026

Summer Camp Program Junior Counselor/Leader-in-Training Handbook 2026

Welcome to the FAU Pine Jog Summer Day Camp. Thank you for considering serving as a Junior Counselor/Leader-in-Training! I am pleased that you will be with us in this vital 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 precious experience.

We are looking forward to a fantastic summer, and our J.C.s/L.I.T.s are essential for the success of our camp. The position of Junior Counselor and Leader-in-Training is essential. We rely sincerely on you to be positive role models. In your role, the summer day camp staff and campers will look to you for support and guidance. It is not a responsibility to take lightly.

Note on Junior Counselors (J.C.s) and Leaders in Training (L.I.T.s): This program offers participants the opportunity to gain valuable leadership experience alongside our staff. Please note that J.C.s and L.I.T.s are not employees of FAU Pine Jog Summer Camp; although they take on specialized responsibilities, they remain officially classified as campers.

This handbook contains information about 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 2026 Summer Day Camp!

Wendy Bautista, Summer Camp Director. Email: wdiazgra@fau.edu

Program Email: pinejogassp@fau.edu **Office Phone:** 561-656-5430.

Registration Policies

- **Registration begins:** February 6, 2026
- **Early registration ends:** April 16, 2026
- **Application Deadline:** May 15, 2026

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.

Mandatory Orientation

- ALL Junior Counselors and Leader-in-Training must complete a half-day training and orientation session on **Thursday, June 4th**, (Pine Jog from 10:30 a.m. to 1:30 pm).

Fees & Payment Policies

| Ages | Fee Per Week | Fee Per Session | Registration Fee |
|---------------------|--------------|-----------------|------------------|
| L.I.T. (Ages 13-14) | \$125 | \$375 | \$35 |
| J.C. (Ages 15-17) | \$100 | \$300 | \$35 |

- No refunds for absences, vacations, or withdrawals from the Summer Camp Program will be provided.
- A \$25 late fee will be added to late payments. If a payment is considered late, if received after the due date listed in the camp sessions table above.

A **non-refundable \$35.00 registration fee** is required to hold the spot. The Camp Director reserves the right to cancel future reservations due to non-payment or if a child poses disciplinary problems.

All required forms must be completed and submitted to the Office Assistant, Ms. Victoria Ayala, before your child's first week or session begins.

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.

Please Note:

- **No refunds will be offered if canceled after the payment due date.** If you do not make changes by the 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 **before the payment due date.**

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.

Camp Weeks & Sessions

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

- Week 1: June 8 – June 12
- Week 2: June 15 – June 19
- Week 3: June 23 – June 26

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

- Week 4: June 29 – July 2 (**Closed Friday, July 3rd**)
- 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

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>
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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.

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.

All J.C.'s or L.I.T.'s must check in with the Volunteer Coordinator upon entering the school to be assigned to a specific group or assignment for the week.

- Summer Camp Hours of Operation: 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 8:00 a.m. to 4:45 p.m.
 - Breakfast, lunch, and Snacks will be provided.
 - All electronics, including cell phones, are prohibited.
 - JC's must be signed in and out by an adult. A person must be on the pick-up list as an authorized pickup person.
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Sign In/ Sign Out/Community Hours

Please sign in and out by initialing the exact (honest) arrival and departure time. Your community hours report will be based on completion. Your sign-in and sign-out sheets are accurate and timely. J.C.s/L.I.T.s must sign their name only.

Absences

J.C.s/L.I.T.s are an integral part of our camp programs, and their participation is essential to running the camp smoothly. If a J.C./L.I.T. will be absent, please notify us as soon as possible so we can find a replacement. 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 speak to the Camp Director/Volunteer Coordinator beforehand.

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.

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.

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**.

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.

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.

J.C./ L.I.T. Code of Conduct

We look for J.C.s/L.I.T.s to be strong role models for our campers: have fun, be aware of safety concerns, take the initiative, be creative and silly, and show excitement about working with children, learning, and being outdoors. We also ask JCs/LITs to be mature and thoughtful. All rules are in place to maintain the

physical and emotional safety of campers, staff, and volunteers at Pine Jog Summer Day Camp.

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The Pine Jog Summer Day Camp Code of Conduct is attached to the handbook. The code should be reviewed and signed by a parent/guardian & JCs/LITs.

In the case of a minor rule violation, J.C.s/L.I.T.s will be asked to speak with the Camp Director. If the behavior continues, a verbal warning will be given, and if it persists, the Camp Director will communicate with the J.C.'s/L.I.T.'s parent(s). Continuation of this behavior is grounds for dismissal from the program.

J.C./ L.I.T. & Parents Agreement

Defining one's boundaries with kids can be challenging. We work hard to communicate with all our JCs/LITs 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.

Please make sure you take a few minutes to go over this code of conduct with your child(ren). **Example:** Physical Aggression, Threats, Bullying, or any other inappropriate behavior led by a J.C./L.I.T. or parents can lead to expulsion from the program. In some circumstances, it can lead to a DCF Report, Police Reporting, and immediate removal from the program.

Please initial on the relevant lines below to indicate that you have both read and agree to the handbook's terms.

J.C./L.I.T. Agreement

_____ I have read this Handbook and agree with the responsibilities, opportunities, and policies outlined herein.

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

_____ I will seek out feedback and try to learn from my service as a J.C./L.I.T.

_____ I will ask the volunteer coordinator questions & share my concerns or ideas.

Parent Agreement

_____ I have read this Handbook and agree with the responsibilities, opportunities, and policies outlined herein.

_____ I will help my child fulfill their responsibilities at camp, including drop-off and pick-up times, reporting absences, and other responsibilities.

_____ I will ask the volunteer coordinator questions, & share concerns or ideas.

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 certain 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.**

Camper Signature/ Date

Signature of Parent or Guardian/ Date