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PINE JOG ENVIRONMENTAL  
EDUCATION CENTER

College of Education  
Florida Atlantic University

Pine Jog Summer Camp Program  
Parent Handbook  
2023



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, encompassing an array of activities to spark their interest, intellect, and creativity. There will be activities focused on the environment, arts, culture, sports, recreation, cooking, and health, 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 with fun and learning opportunities for your child(ren).

If you have any questions, please contact us anytime. 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 familiar to all children by providing guidance and safety in the program. Children must be given the best possible opportunities to grow into healthy, well-adjusted adults.*

*The program will provide a nurturing environment and work with youth to meet their physical, social, emotional, or intellectual growth and development needs. The summer day camp program assists children and their families while contributing 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 that 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. Campers will be grouped according to grade levels and physical, emotional, and social maturity to provide activities suited to varying ages. 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 **January 27<sup>th</sup>, 2023**, and closes when camp is full. Registration is accepted on a first-come, first-served basis with a **\$50.00 registration fee (non-refundable)** to hold the camper's spot. **Registration ends May 19<sup>th</sup>, 2023**. The Camp Director reserves the right to cancel future reservations for non-payment or child(ren) that pose disciplinary problems. All enrollments are on a first-come-first-serve basis for a maximum of 120 campers per week.

All forms must be completed and submitted to the Camp Director or Assistant Director before the week or session your child attends.



### ***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 April 28<sup>th</sup> any registration after that date will be at the rate of \$175 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 5 <sup>th</sup> – June 9 <sup>th</sup>	<p style="text-align: center;"><b>Due Date</b></p> <p style="text-align: center;"><b>Monday, May 22<sup>nd</sup>, 2023</b></p> <p style="text-align: center;"><b>Session #1</b></p>
Week # 2: June 12 <sup>th</sup> – June 16 <sup>th</sup>	
Week # 3: June 19 <sup>th</sup> – June 23 <sup>rd</sup>	
Week # 4: June 26 <sup>th</sup> – June 30 <sup>th</sup>	<p style="text-align: center;"><b>Due Date</b></p> <p style="text-align: center;"><b>Monday, June 12<sup>th</sup>, 2023</b></p> <p style="text-align: center;"><b>Session #2</b></p>
Week # 5: July 3 <sup>rd</sup> - July 7 <sup>th</sup> <b>CLOSED TUESDAY, JULY 4<sup>th</sup></b>	
Week # 6: July 10 <sup>th</sup> – July 14 <sup>th</sup>	
Week # 7: July 17 <sup>th</sup> – July 21 <sup>st</sup>	<p style="text-align: center;"><b>Due Date</b></p> <p style="text-align: center;"><b>Monday, July 3<sup>rd</sup>, 2023</b></p> <p style="text-align: center;"><b>Session #3</b></p>
Week # 8: July 24 <sup>th</sup> – July 28 <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 five days.

Provide documentation for COVID negative test results after the five days of quarantine. We will need a negative result for the student to be able to return to the program.

Continued enrollment in our program is dependent upon the **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 or debit card)  
<http://www.pinejog.fau.edu/Parents/PineJogSummerCamp/Default.aspx>
- Early Learning Coalition: You can obtain financial assistance. To know if you are eligible, please get in touch with Early Learning Coalition: at 561-514-3300 or <http://www.elcpalmbeach.org/>

## **Hours of Operation**

**Monday to Friday from 8:00 a.m. to 5:30 p.m.**

**From June 5<sup>th</sup> through July 28<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**

Please download the Procare App, as that will be how you check in and check out the child. Only authorized adults indicated on your child(ren)'s registration form may pick up and leave with your child(ren) from the summer camp program. All authorized pick up must have and use their four-digit pin at the time of drop off and pick up. 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 vital to our camp's success that campers arrive by 8:45 a.m. so activities can start on time and instructions are given to all campers simultaneously. If you know you will be running late, please let us know so we can plan our staffing needs accordingly. All campers must be picked up by 5:30 p.m.

**\*\*\* We will be closed on Tuesday, July 4<sup>th</sup>, 2023\*\*\***

**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 the 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 from 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.** These policies are in place to safeguard your child(ren) and all staff on the school premises. 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 get in touch with 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) is picked up after 5:30 p.m.

Late pick-up:	<b>5:31 p.m. – 5:45 p.m.</b>	\$10.00 per child
Late pick-up:	<b>5:46 p.m. – 6:00 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 5:30 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 6:30 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.

***Please refer to field trip reminders for Daily Camper Supplies on field trip days.***

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 only send toys (i.e., tablets, etc.) if **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 tries to implement a game or activity. In addition, we do not want the camper to misplace or lose their toys. The camp will not be held responsible for lost or stolen items. The center will provide breakfast, lunch, and snacks daily, which should alleviate the need for a child to bring money to camp. Parents and 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 names.

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

## ***Camper Illness/Accidents***

If a camper becomes ill or has an accident, the **Assistant Camp Director 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 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 a combination of any of the above symptoms. If your child(ren) is suffering from symptoms (such as pink eye or other contagious illnesses), please call the camp to alert the staff. For minor accidents/illnesses, the camp 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 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. If emergency medical treatment is necessary, the physician is authorized to provide essential unless indicated on the child's Health History Form. The camp staff will notify the authorized emergency contact if the parent or guardian can still not be reached.

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 provide a copy of the insurance card to the summer camp for the record.



## ***Medications***

Under Florida law, schools/summer camps may only give medication that a physician prescribes with an authorized form signed by the physician and the parent. Medications must be in their original container with the pharmacy label and the student's name, medication name, current dose, and frequency. Please note that children cannot carry or administer their 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 the toilet independently (***pull-ups are not allowed***), wash their hands, be able to take off and put on their shoes unassisted and clean up after themselves.



## ***Camper Code of Conduct***

A code of conduct was implemented to provide a fun learning environment for each FAU/Pine Jog Summer Day Camp Program camper. Please take a few minutes to review 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 ongoing 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 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.

**For example, if** your child injures others, steals, or attempts to run away from the camp or field trip, there will be immediate dismissal from the camp.

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

### ***Camp Activities***

In the FAU Pine Jog Summer Camp Program, your child (ren) will be immersed in various enrichment activities daily. The activities will include inside, outside, and field trip activities and will vary daily. A schedule of activities will be provided to you at the beginning of each week of camp, as well as posted on 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 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!!***