



PINE JOG ENVIRONMENTAL  
EDUCATION CENTER

College of Education  
Florida Atlantic University

Pine Jog Summer Camp Program  
Junior Counselor/Leader-in-Training  
Handbook  
2024



**FAU Pine Jog Summer Day Camp  
Junior Counselor/Leader-in-Training Handbook**



PINE JOG ENVIRONMENTAL EDUCATION CENTER

College of Education

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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 a 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 an important one. 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.

This handbook contains information about your opportunities and responsibilities. Please read it carefully and keep it, as you are responsible for the information it has.

Let's have a great 2024 Summer Day Camp!

Sincerely,

*Wendy Díazgranados*

Summer Day Camp Director

Pine Jog Environmental Education Center

College of Education

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West Palm Beach, FL 33415

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Ph. 561-656-5430

## Daily Schedule:

ALL Junior Counselors and Leader-in-Training must complete a half-day training and orientation session on **Monday, June 3<sup>rd</sup>, from 10:30 a.m. to 1:30 p.m.**

Junior Counselors and Leader-in-Training commit to serving at least one session (three weeks) during the Summer Camp:

Week Attending Camp		Payment Due Date
<b>Session #1</b>	<b>Week 1:</b> June 10th – June 14th	Friday, May 31st, 2024
	<b>Week 2:</b> June 17th – June 21st	
	<b>Week 3:</b> June 24th – June 28th	
<b>Session #2</b> Closed Thursday, July 4th	<b>Week 4:</b> July 1st – July 5th	Friday, June 21st, 2024
	<b>Week 5:</b> July 8th – July 12th	
	<b>Week 6:</b> July 15th – July 19th	
<b>Session #3</b>	<b>Week 7:</b> July 22nd – July 26th	Friday, July 12th, 2024
	<b>Week 8:</b> July 29th – Aug. 2nd	

## 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.

**Children (ren) must arrive at the camp and be signed in by an authorized parent/guardian of the child(ren).** It is vital to our camp's success that campers arrive by 8:30 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.

**All J.C.'s or L.I.T.'s must check in with the Volunteer Coordinator** upon entering the school so that they are 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 are prohibited including cell phones.
- 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.

## **Sign In/ Sign Out/Community Hours**

Please sign in and out by initialing the exact (honest) time of arrival and departure. 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.

## **Dress Code**

Junior Counselors/Leader-in-Training t-shirts will be provided and must be worn every day. Due to the nature of the program, it is also important to wear closed shoes only. Tennis shoes are acceptable. **Flip-flops and open-toed shoes are unacceptable.**

## **Absences:**

J.C.s/L.I.T.s are an integral part of our camp programs, and their participation is essential for the camp to run smoothly. If a J.C./L.I.T. will be absent, please notify us as soon as possible so that we can find someone to fill their place. 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.

## **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.

**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 the behavior continues, 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 initial on the relevant lines below to indicate that you have both read and agree to the terms of the handbook.**

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

- I have read this Handbook and agree to the responsibilities, opportunities, and policies.
- I will follow and do my best to be a good role model, to be excited about learning and caring 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 to the responsibilities, opportunities, and policies.
- I will help my child fulfill her/his responsibilities at camp, including drop off and pick up times, reporting absences, etc.
- I will ask the volunteer coordinator questions, & share concerns, or ideas.

### **Fees & Payment Information**

- **Registration Begins:** Friday, February 9, 2024.
- **Application Deadline:** Friday, May 24th, 2024.
- **Mandatory Orientation:** Monday, June 3rd, 2024 (Pine Jog from 10:30 a.m. to 1:30 pm).

	<b>Fee Per Week</b>	<b>Fee Per Session</b>	<b>Registration Fee</b>
L.I.T. (Ages 13-14)	\$100	\$300	\$35
J.C. (Ages 15-17)	\$75	\$225	\$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. A payment is considered late if received after the due date listed in the camp sessions table above.
- 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.
- **A cancellation fee of \$25.00 will be applied.** The program must complete all cancellations and refunds, not the bank.

- **Absence from summer day camp does not waive fees.** Contact the Summer Camp Director for students who have tested positive for COVID.
- **Continued enrollment in our program is dependent** upon timely payment of fees. If you have not paid by the due date, your child cannot attend the program.
- **Each paid J.C./L.I.T. in our program** has a reserved place whether or not the camper is present.

*To make changes to the schedule, please email Mr. Giancarlo Rivera Pena, Assistant Summer Camp Director at [riverag@fau.edu](mailto:riverag@fau.edu) before the payment due date.*

**Fees must be paid online at [www.pinejog.fau.edu](http://www.pinejog.fau.edu)**