



PINE JOG ENVIRONMENTAL
EDUCATION CENTER

College of Education
Florida Atlantic University

Pine Jog Summer Camp Program
Parent Handbook
2024



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) a quality summer learning experience.

Your child(ren) will be in a safe and supportive environment, that will offer an array of activities to spark their interest, intellect, and creativity. Our staff has been carefully selected from experienced professionals to work at our camp. There will be activities focused on the environment, arts, culture, sports, recreation, cooking, and health, to name a few.

If you have any questions, please get in touch with us at any time. We look forward to serving you and your child(ren) this summer!

Wendy Diazgranados
Summer Camp Director
wdiazgra@fau.edu

Giancarlo Rivera-Pena
Assistant Summer Camp Director
riverag@fau.edu

Office Phone: 561-656-5430



Table of Contents

	Page
Welcome	1
Camp Mission	3
Camp Policies and Procedures	
- Camper Eligibility	4
- Registration Policies	4
- Camp Weeks & Sessions	5
- Fees, Payment & Cancellation Policies	5
- Payments Options	6
- Hours of Operation	6
- Open Door Policy	6
- Check-In/Check-Out	6
- Absences	7
- Late Pick-Up	7
- Abandoned Child(ren) Policy	8
- Daily Camper Supplies	8
- Camper Illness/Accidents	9
- Immunization	9
- Camper Emergencies	9
- Insurance	10
- Camper Medication	10
- Self-Help Skills	10
- Camp Activities	10
- Camp Code of Conduct	11
- Parent Involvement	11

FAU Pine Jog Summer Camp - Mission

The mission 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 out of school time.

Our summer day camp program assists children and their families while contributing to the community and the environment. Children are provided the best opportunities to grow into healthy, well-adjusted adults, and our day camp has provided wonderful memories for thousands of children since opening in 2009.



Camp Policies and Procedures

Camper Eligibility

Our camp serves children between the ages of 5 and 12. Campers will be grouped according to grade levels and physical, emotional, and social maturity to provide activities suited to varying ages. Campers are grouped as follows unless otherwise deemed appropriate by the Camp Director:

- ❖ 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



Registration Policies

- **Registration begins:** February 9th, 2024
- **Early Registration ends:** May 10th, 2024
- **Registration ends:** May 24th, 2024 (or 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. 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.



Camp Weeks & Sessions:

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

Please Note: Continued enrollment in our program depends on the TIMELY fee payment. If an account carries a balance for more than one week, parents are notified, and the camper(s) is withdrawn from the summer day camp until the fees are paid in full.

Fees & Payment Policies:

Early registration rate: \$150 per week (until May 10th)
Standard registration rate: \$175 per week (after May 10th)
Cancellation Fee: \$50

- **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 \$50.00 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 camper 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 before the payment due date.

Payment Options

- Fees should be paid online using a credit card or debit card. Payment can be made at:
<http://www.pinejog.fau.edu/Parents/PineJogSummerCamp/Default.aspx>
- **Early Learning Coalition:** You can obtain financial assistance. To learn if you are eligible, please get in touch with the Early Learning Coalition at 561-514-3300 or <http://www.elcpalmbeach.org/>

Hours of Operation

Monday to Friday, 8:00 a.m. to 5:30 p.m., June 10th - August 2nd.

*** Camp will be closed on Thursday, July 4th, 2024***

Open Door Policy

Please note that parents/guardians are not allowed in the building for check-in/out.

Check-In/Check-Out Policy

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 **8:45 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.**

No child(ren) will be released to anyone who is not on file or not authorized in writing by the custodial parent.

Each individual requires a picture ID, including the child(ren)'s parent, at pick-up. 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 up your child(ren) at the designated location daily. **No one can 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 essential procedure.

- *To assist in an efficient checkout, we request that you do not talk on your cell phone when picking up your child(ren).*

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 summer 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:	5:31 p.m. – 5:45 p.m.	\$10.00 per child
Late pick-up:	5:46 p.m. – 6:00 p.m.	\$20.00 per child
Subsequent late pick-up:		\$25.00 per child
	(More than three days)	

- **For each additional 15 minutes, there is an additional \$10.00 fee per child.**
- **All late fees are due immediately.** Campers will not be able to attend the program until all the 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 summer camp program closes at 5:30p.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 Sheriff's Department. The child(ren) will also be removed from the Summer Day Camp Program.

Daily Camper Supplies

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



Sunscreen



Wear Camp Shirt



Hand Sanitizer

What Not to Bring to Camp: Electronic devices/ handheld games/ cell phones/ anything that you do not want to lose or share.

The camp staff requests that you only send toys (i.e., tablets, etc.) if **approved by the Director** or additional money with your child(ren) when they come to camp. Toys from home tend to distract 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 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 get other items for camp.

Parents are strongly encouraged to help the camper pack for camp 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.

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) suffers 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 current 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 can provide essentials unless indicated on the child's

Health History Form. The camp staff will notify the authorized emergency contact if the parent or guardian cannot 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 summer 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.

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 can be located on our website. ***SUMMER CAMP SHIRTS MUST BE WORN EVERY DAY***

Camper Code of Conduct

A code of conduct is implemented to provide a safe & fun learning environment for each camper. Please take a few minutes to review this code of conduct with your child(ren). **We have a three-strikes policy.** Consequences for misbehavior or failure to adhere to the camp Code of Conduct will be as follows:

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/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 behavior problems, the office will schedule a call to discuss the issues. **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 an immediate dismissal from the camp.

Please read over the Code of Conduct with your child

Parent Communication & Feedback

- **Announcements, newsletters, and items of general interest** are posted through the ProCare App. Please check ProCare/emails daily to see if there is information you need to know.
- **Our staff are here to meet the needs of each family.** Please feel free to make an appointment with the camp director to discuss questions, concerns, or suggestions you may have about our program or your child(ren)'s participation in our program. We appreciate your honesty and feedback.

•

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