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PINE JOG ENVIRONMENTAL  
EDUCATION CENTER

College of Education  
Florida Atlantic University

Pine Jog Summer Camp Program  
Junior Counselor/Leader-in-Training  
Handbook  
2023





PINE JOG ENVIRONMENTAL EDUCATION CENTER

College of Education

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

Welcome to the FAU Pine Jog Summer Day Camp, and thank you for considering serving as a Junior Counselor/Leader-in-Training! I am pleased that you will be with us in this important 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 very valuable experience.

We are looking forward to a fantastic summer, and our JC's/LIT's are essential for the success of our camp. The position of a Junior Counselor and a Leader-in-Training is an important one. Although it is a volunteer position, we rely sincerely on our JC's/LIT's to be positive role models. As a JC/LIT, 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 contains.

Let's have a great 2023 Summer Day Camp!

Sincerely,

*Wendy Díazgranados*

Summer Day Camp Director  
Pine Jog Environmental Education Center  
College of Education  
Florida Atlantic University  
6301 Summit Blvd.  
West Palm Beach, FL 33415  
[www.pinejog.fau.edu](http://www.pinejog.fau.edu)  
Ph. 561-656-5430

## DAILY SCHEDULE:

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

Junior Counselors and Leader-in-Training must complete a half-day training and orientation session on **Tuesday, May 30<sup>th</sup>, from 10:30 a.m. to 1:00 p.m.**

<b>Week Attending Camp</b>		<b>Payment Due Date</b>
<b>Session # 1</b>	<b>Week 1:</b> June 5 <sup>th</sup> – June 9 <sup>th</sup> <b>Week 2:</b> June 12 <sup>th</sup> – June 16 <sup>th</sup> <b>Week 3:</b> June 19 <sup>th</sup> – June 23 <sup>rd</sup>	<b>Due Date</b> <b>Monday, May 22<sup>nd</sup>, 2023</b>
<b>Session # 2</b> <b>CLOSED TUESDAY, JULY 4<sup>th</sup></b>	<b>Week 4:</b> June 26 <sup>th</sup> – June 30 <sup>th</sup> <b>Week 5:</b> July 3 <sup>rd</sup> – July 7 <sup>th</sup> <b>Week 6:</b> July 10 <sup>th</sup> – July 14 <sup>th</sup>	<b>Due Date</b> <b>Monday, June 12<sup>th</sup>, 2023</b>
<b>Session # 3</b>	<b>Week 7:</b> July 17 <sup>th</sup> – July 21 <sup>st</sup> <b>Week 8:</b> July 24 <sup>th</sup> – July 28 <sup>th</sup>	<b>Due Date</b> <b>Monday, July 3<sup>rd</sup>, 2023</b>

**\*\*\*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. \*\*\***

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

**Please download the Procure 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 with being signed in by an authorized parent/guardian of the child(ren).** It is vital to our camp's success that campers arrive by 8:30 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 Assistant Director upon entering the school so that they are assigned to a specific group or assignment for the week.

Hours of Operation are:  
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 8:30 a.m. to 5:00 p.m.

Breakfast, Lunch, and Snack will be provided.

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

**\*\*\*ANY ELECTRONICS ARE PROHIBITED**

**NO CELL PHONES\*\*\***

## **SIGN IN/ SIGN OUT/COMMUNITY HOURS**

\_\_\_\_\_ Please sign in and out by initialing the exact (honest) time of arrival and **(Initial)** departure. Your community hours report will be based on completing your sign-in and out sheets accurately and timely. JC's must sign their name only.

## \_\_\_\_\_ **DRESS CODE**

**(Initial)** Junior Counselors/Leader-in-Training T-shirts will be provided, and they **MUST BE WORN EVERY DAY.** It is also important to wear closed shoes only; tennis shoes are acceptable. JC's should be aware that due to the nature of the program and the outside environment the school is located in, flip-flops and open-toed shoes are unacceptable.

## **ABSENCES:**

JC'/LIT's are an integral part of our camp programs, and their participation is essential for the camp to run smoothly. If a JC/LIT 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 ahead of time!

## **JC RULES:**

We look for JC's/LIT'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 JC's/LIT's to be mature and thoughtful.

The Pine Jog Summer Day Camp Code of Conduct is attached to the handbook, and you and your parents need to read it and sign it.

We rarely have discipline issues, but we want everyone to understand our ground rules for behavior. All rules are in place to maintain the physical and emotional safety of campers, staff and volunteers at Pine Jog Summer Day Camp.

In the case of a minor rule violation, JC's/LIT'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 JC's/LIT's parent(s). Continuation of this behavior is grounds for dismissal from the program.

## **Junior Counselors/Leader-in-Training and Parents:**

Please write the JC/LIT and Parents' initials on the lines below to indicate that you have read and agree to the JC Handbook.

***On working with kids:*** Learning to define one's boundaries with kids can be challenging. We work hard to communicate with all our JC's/LIT's 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.

\_\_\_\_\_  
**(Initial)**

### **JC/LIT Agreement:**

\_\_\_\_\_ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.

\_\_\_\_\_ 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 JC/LIT.

\_\_\_\_\_ I will communicate with the Camp Director if I have questions, concerns, or ideas.

### **Parent Agreement:**

\_\_\_\_\_ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.

\_\_\_\_\_ I will help my child fulfill her/his responsibilities at camp, including drop off and pick up times, reporting absences, etc.

\_\_\_\_\_ I will communicate with the Camp Director if I have questions, concerns, or ideas.

**IMPORTANT INFORMATION**

**PRICE: (non-refundable)**

**(L.I.T. Ages: 13-14)**

**(L.I.T.) Fee per week: \$100.00**

**(L.I.T.) Fee per session: \$ 300.00**

**Registration Fee \$35.00**

**(J.C. Ages: 15-17)**

**(J.C.) Fee per week: \$75.00**

**(J.C.) Fee per session: \$225.00**

**Registration Fee \$35.00**

Pay online at [www.pinejog.fau.edu](http://www.pinejog.fau.edu)

**Registration Begins: Friday, January 27<sup>th</sup>, 2023**

**Application Deadline: Friday, May 19<sup>th</sup>, 2023**

**Mandatory Orientation: Tuesday, May 30<sup>th</sup>, 2023**

**(Orientation will be at Pine Jog From 10:30 a.m. – 1:00 p.m.)**