

Camp Rockfish After School Adventure Caregiver Handbook

Updated August 2025



**Rockfish Camp and Retreat Center
226 Camp Rockfish Road
Parkton, NC 28371
(910) 425-3529**

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Introduction

AFTER SCHOOL ADVENTURE OVERVIEW

After School Adventure, also known as ASA, is a Christ-centered, outdoor program which aims to help children develop a better understanding of themselves, each other, and Christ. ASA uses a combination of structured and unstructured activities. With this combination, children are exposed to a wide variety of interests (structured activities) and taught independence and choice (unstructured activities).

MISSION

Our mission is to help people experience, grow in, and share the love of God through Jesus Christ.

CONTACT INFORMATION

Camp Office: (910) 425-3529

Email: madi@camprockfish.org

Website: www.camprockfish.org

Physical Address:

226 Camp Rockfish Road

Parkton, North Carolina 28371

The Camp Office is open Monday through Friday, 9:00am to 6:00pm. Messages are checked daily and are returned as quickly as possible. You are also welcome to email us at info@camprockfish.org.

If you have any questions or concerns specific to After School Adventure, please contact Madi Atwood, the Children's Ministry Coordinator, at madi@camprockfish.org.

Costs and Reservations

RESERVATIONS

Reservations take place for a semester at a time. We offer 5, 4, or 3 day options. Once registered, you will pick the days your child(ren) will attend. If registered in the middle of the week, your camper's attendance will begin the following Monday after registration takes place. **There will be a required caregiver meeting prior to your camper's attendance via Zoom.**

New this year! Reservations can also be made for a week at a time. Pricing for a week registration is \$60, unless otherwise listed due to closures for Holidays. A 50% nonrefundable deposit will be due upon registration. For weekly registration, full payment is due at the time of registration.

COSTS

For the 2025-2026 academic year, the prices are as follows:

- Pricing based on the number of days per semester, by the semester.
 - 3, 4, and 5 day options-caregivers sign up for consistent days.
 - Semester 1:
 - For 5 days of care (Monday-Friday), from the beginning of the semester until Christmas break = \$840.
 - For 4 days of care, from the beginning of the semester until Christmas break = \$810
 - For 3 days of care, from the beginning of the semester until Christmas break = \$790

- Semester 2:

- For 5 days of care (Monday-Friday), from the beginning of January until May 15 = \$900
- For 4 days of care, from the beginning of January until May 15 = \$870
- For 3 days of care, from the beginning of January until May 15 = \$850
- When registering, a \$100 non-refundable deposit will be due for each semester per child. This fee is applied towards the total cost of attendance.
- Refunds for cancellations are at a directors discretion.
- Payment plans are required for those who do not pay in full.
- If registering mid-semester, price will be prorated based on the month. Attendance will start the Monday after registering. No mid-week starts. Caregiver must attend a required caregiver meeting prior to start.
- Sibling and military discounts available.
- In the event additional support is needed for registration, an additional \$15 will be charged for a service fee.

ENROLLMENT PROCEDURES

When initially setting up after school services, you will need to contact your child's school administration and inform them that your child will be transported to After School Adventure via the Camp Rockfish bus, and on which days your child will attend the program. Once the school has been informed, please email madi@camprockfish.org stating the school is aware and will release them to Camp Rockfish at the end of each school day.

FORMS

Prior to your child's arrival for After School Adventure, please ensure that the following forms on your online account have been completed:

- Camper Health History
- Photo & Video Release
- Behavior Agreement
- Bus Behavior
- After School Adventure Payment Policy
- School Attending Information
- Adventure Waiver
- Permission to Transport
- Cancellation and Refund Policy

*If you are unable to complete the online shot record, a hard copy can be handed directly to Madi Atwood, the Children's Ministry Coordinator.

CAMPER MEDICATION

Camper medication can be dropped off in the office. Prescription medication needs to be in the original bottle with the proper label. Medication will be administered per doctor's instructions printed on the bottle, and will be kept in a lockbox in the office. If you plan to have your child take any medication at After School Adventure, please discuss the medication with the Children's Ministry Coordinator in addition to filling out the proper form at check in.

LATE PICKUP

Pickup ends promptly at 6:30pm. We do not have scheduled staff or pickups after 6:30pm. If a child is picked up later than 6:30pm, the caregiver will be charged \$10 plus \$1 per minute up to 6:10pm . If the parent has not arrived by 6:40pm, the parent will be charged an additional \$35, plus the continuation of \$1 per minute. If the

child has not been picked up by 6:55pm, the proper authorities will be contacted to pick up and care for the child until their guardian can get them.

Late pickups affect our ability to release staff for dinner and their time off; we ask that you are courteous of this, and reserve late pick ups only in case of emergency. 3 Late Fees over the course of the semester may result in expulsion from the program

AVAILABLE DISCOUNTS

A multi-sibling discount is available. A ten percent (10%) discount is applied for each child registered after the first child is registered. Multi-sibling discounts **are not** available for drop in days. A ten percent (10%) military discount is available. Discounts cannot be doubled (limit one per person).

CANCELLATIONS

We request that all cancellations or absences are communicated with Camp Rockfish as soon as possible. If Camp Rockfish is not made aware of your camper missing camp for the day by 2pm the day of, a \$15 no show/no notice fee will be added to your account. This covers the time missed at camp while our staff waits at the school to communicate the whereabouts of your child with school administration.

DROP IN RATE

We understand that sometimes unforeseen circumstances may require a need for additional after school care days beyond those for which you have registered your child. If you are on a three or four day plan and need an one-off extra day, please contact our office one week prior to check availability. If we have availability, our drop-in fee for the extra day is \$35.

WITHDRAWAL FROM THE PROGRAM

As a caregiver, you have the ultimate decision to choose the best after school program for your child, or children. If you choose to withdraw your child from the After School Adventure program and have paid for upcoming weeks or sessions, you can request a refund for those sessions. However, refunds are not guaranteed and are subject to director discretion.

Program Policies

NON-DISCRIMINATION POLICY

Rockfish Camp and Retreat Center prohibits discrimination against any person on the basis of race, creed, sex, national origin, disabilities and/or religious beliefs.

RATIO

After School Adventure seeks to maintain a 1:10 ratio between counselors and children. To ensure After School Adventure is the best fit for your family, please consider if your child will be successful in a 1:10 ratio.

CLOTHING AND PERSONAL BELONGINGS

Please dress your child for outdoor play each day. In the colder months, dress your child in layers and provide a coat, hat, and gloves to keep your child warm. In the hotter months, dress your child in cool clothing and provide a hat to help with sun exposure. Sturdy shoes must be worn at all times. Children will not be able to do certain activities if they do not have the proper shoes. Sturdy shoes must include a backstrap worn at all times and the shoe must be securely attached to the foot. For example, if the child kicks their foot, the shoe must

stay in place. No flip flops or slides please. If a child wears any shoe that prohibits them from participating in daily activities or interferes with their safety or the safety of others, this will be addressed with each family on an individual basis. We strongly encourage the children to wear play clothes and tennis shoes for comfort and safety in order to participate in “messy activities” without having to worry about ruining their clothing. Children will be given the opportunity to change clothes upon arrival at camp. Clothing must not have inappropriate words, suggestions, or pictures that would compromise the Christ-centered Culture of our program. **Campers must have an extra change of clothes and shoes to keep in their cubby.**

TOY POLICY

Campers are asked not to bring toys, games, and Pokemon cards (or other trading cards) to camp. If a camper brings these items to camp, they will be asked by Rockfish staff to place them into their bookbag. If the items are not placed into the campers bookbag, the items will be taken and handed to the caregiver at check-out. Camp Rockfish is not responsible for items that are lost, stolen, and damaged.

DISCIPLINE POLICY

When a discipline situation occurs, it is handled on an individual, case-by-case basis.

The after school counselors who witnessed a situation occur will work through the situation with the child(ren) involved. In the unlikely event a counselor did not see an event occur, the counselors will gather as much information as possible from all children involved.

In most cases, situations can be worked through in the moment with a conversation about proper behavior and treatment of others. However, for more serious infractions, further action may be required. If further action is required, the ASA counselors will involve the Children’s Ministry Coordinator.

Children involved in disciplinary situations that threaten the safety of themselves, other children, or adults may be placed on suspension or probation on a case-by-case basis. In most cases, caregivers will be asked to pick up their child early that day and the child will be asked to take a day or possibly a week off, depending on the nature of the situation. If a child is asked to be picked up early, they must be picked up within 45 minutes of the original phone call. **When registering your child, please provide a contact number that can be reached at any time for any reason.**

Upon their return, any defiant or unsafe behavior will require further action and possible removal from the program. In this instance, the child will be suspended from the After School Adventure Program for a longer period than their original suspension. Some children may even be suspended for the remainder of the school year, depending on the severity of their behavior. While it is our goal to never suspend a child, we ultimately have to **keep the safety of all children and staff as our first priority.**

BUS BEHAVIOR

Keeping your child(ren) safe is our number one priority. We ask that while your child(ren) are riding via Rockfish transportation, they adhere to the following rules. If a rule is broken, your child will receive a warning and reminder of the rules. If your child cannot adhere to these rules, a suspension from the bus will occur. If these rules are broken a second time, the camper will be evaluated for suspension from transportation to Rockfish.

Transportation Rules:

1. When the campers enter the bus they shall take their assigned seats quickly and remain seated and face the front at all times with their backs against the seat
2. Campers shall not rush to get off the bus
3. Campers shall not put any part of their body outside of the bus
4. Campers shall not throw objects about the bus or out the windows
5. Campers shall not pile belongings in the bus aisle
6. Campers shall not use profane and indecent language
7. Campers shall not make loud or boisterous noises that have the potential of distracting the driver's attention
8. Campers shall not fight or scuffle on the bus
9. Campers shall not tamper with the emergency door or any other part of the bus
10. Campers shall not mar or deface the bus in any way
11. Camper shall not tamper with the fire extinguishers or first aid supplies
12. Campers shall not harass or assault other students or staff
13. Campers shall not make obscene gestures
14. Campers shall not leave trash or discarded items behind on the school bus
- 15. Campers shall not consume food or drinks other than water on the bus**

ELECTRONIC DEVICE POLICY

We ask you not to send cell phones with your child. If you find it necessary to send a cell phone with your child to school and subsequently to after school, we ask that you make sure your child understands that their phone must remain in their bag for the duration of After School Adventure. We find the use of cell phones and other electronic devices distracts from our goal of connecting children with each other and the environment around them. If an emergency arises at home, contact the camp office and we will get word to your child. Likewise, if any emergencies arise at camp, we will contact you at the numbers you have provided. Ensure you always provide a number where you can be reached at any time for any reason.

LOST AND FOUND

Misplaced items during the week will be displayed in the Carolina Building for caregivers to look through at pickup. **Please label all of your camper's items with their first and last name.** Items that have been clearly labeled with first and last names have a better chance of returning to their owner. At the end of each month, all lost and found items will be donated to a local charity or thrown away depending on their condition.

SNACK AND FOOD POLICY

Camp Rockfish provides a snack each day to children upon their arrival to camp. All snacks are chosen with consideration for allergies. As an additional option, your child can bring a snack of their choosing from home. Additionally, we ask children not to share any food with other children while at After School Adventure. Food is not permitted to be consumed in Camp Rockfish vehicles, including the buses.

OUTDOOR PLAY POLICY

Camp Rockfish is a place where fun is experienced, friendships are created, and faith is grown. We take pride in our Christian, outdoor programming, which is why we encourage the children to play outside. During the cooler months, we will continue to play outside, while there may be more indoor time than during milder weather. All of the buildings used during the cooler months are heated and are the same spaces used on rainy days. We ask that you provide your child with appropriate outerwear (such as a raincoat or winter coat) to use while at After School Adventure. Rain Boots are highly recommended.

SICKNESS POLICY

Children who do not attend school due to illness will not be permitted to attend After School Adventure until the illness has subsided or at least 24 hours has passed.

INJURIES AND ILLNESS

If a child is found to be ill while at Camp Rockfish, our After School Adventure staff will attempt to contact the caregiver before pickup. If your child is sick, they must be picked up **within 45 minutes of parent contact**. Children found to be ill will be separated from the group until pickup. If an injury outside of a small bump, cut, or bruise occurs while at Camp Rockfish, our After School Adventure staff will attempt to contact the caregiver prior to pickup. **When registering your child, please provide a contact number that can be reached at any time for any reason.**

EMERGENCY PROCEDURES

In case of a medical emergency, 911 will be called first, and then the caregivers of the child involved will be alerted and briefed with the details.

WEATHER EMERGENCIES

In case of weather emergencies, all children will stay with their assigned group leader in a pre-designated indoor location. If severe weather or a tornado occurs, all groups will move to a centralized structure.

Operating Procedures

PICKUP

Where to go: When picking up a child from After School Adventure, caregivers should proceed to the Carolina Building, the small brown cabin located to the right of the offices. The Children's Ministry Coordinator or other staff will be located at the picnic tables outside the Carolina Building or just inside the Carolina Building with the pickup sign out sheet.

Each day, those picking up children from Camp Rockfish's After School Adventure program will be asked to show ID. If a person who is not on the child's pick-up authorization shows up to pick up a child, an approved contact of the child will have to verify that the person at camp is an approved pick-up. Same day additions to

the pick-up authorization list can be made by calling the camp office at (910) 425-3529 or by emailing maidi@camprockfish.org.

PROGRAM HOURS

On regularly scheduled school days, our buses leave camp around 1:40pm to ensure on-time pickup. Buses return to Camp Rockfish around 3:00pm. If your child is homeschooled or attends a school not serviced by the Rockfish bus, please drop your child off at 3:15pm.

Pickup is any time between 5:00-6:00pm. You may pick up your child early, however, due to the nature of our activities, if you arrive early to pick up your child, you may need to wait up to 15 minutes for your child and their counselor to walk back to the checkout area.

INCLEMENT WEATHER POLICY

If road conditions cause the Camp Rockfish buses to be unable to pick-up the children safely from school, the After School Adventure program will be canceled. As soon as a decision has been made, parents will be notified via email and phone that the After School Adventure program is canceled.

SCHOOL HOLIDAYS

The After School Adventure program will be closed for the following 2024-2025 dates:

Labor Day - Monday, September 2, 2024

Staff Training Day - Tuesday, November 5, 2024

Thanksgiving Break - Wednesday, November 27 - Friday, November 29, 2024

Christmas Break - Monday, December 23, 2024 - Friday, January 3, 2025

Staff Training Day - Tuesday, March 11, 2025

Good Friday - Friday, April 18, 2025

Easter Monday - Monday, April 21, 2024

SPRING BREAK CAMP

Camp Rockfish will offer Spring Break Adventure Camp twice this school year from April 14-17, 2025 and April 22-25, 2025 from 7:30am to 6pm. Spring Break Camp gives children a taste of the activities we do at Camp Rockfish all summer long (minus swimming), with the familiarity of many of the same faces they see at After School Adventure. Please note this school year each Spring Break Camp is a 4 day session to accommodate the holiday time needed for our staff to honor celebrate the resurrection.

TEACHER WORK DAYS

Camp Rockfish offers a full day program, All Day Adventure, on some Teacher Workdays for Hoke County, Robeson County, Cumberland County, and Dominion Christian Academy. All Day Adventure costs \$50 per day, per child. Drop-off is available beginning at 7:30am, and pick-up available as late as 6:00pm. Late pickup fees apply as with After School Adventure. Registration for All Day Adventure closes one week prior to the date of the program. **At least 8 campers must be enrolled for All Day Adventure to occur.** Any families who register for an All Day Adventure day that is subsequently canceled will receive a full refund or a credit to their account with notice given at minimum 5 days prior to the scheduled program.

All Day Adventure Dates for the 2024-2025 School Year:

Monday, September 23, 2024 - Dominion Christian Academy

Monday, October 21, 2024 - Cumberland County

Tuesday, October 22, 2023 - Cumberland County

Friday, October 25, 2024 - Robeson County
Monday, November 11, 2024 - All Schools
Monday, January 20, 2025 - All Schools
Tuesday, January 21, 2025 - Robeson County
Wednesday, January 22, 2025 - Robeson County
Friday, February 14, 2025 - Dominion Christian Academy
Monday, February 17, 2025 - Hoke, Cumberland, and Robeson Counties
Tuesday, February 18, 2025 - Cumberland County
Friday, March 14, 2025 - Hoke and Cumberland Counties
Friday, March 28, 2025 - Robeson County
Friday, April 4, 2025 - Dominion Christian Academy
Friday, May 2, 2025 - Dominion Christian Academy

EARLY RELEASE DAYS

On days that students have a scheduled early release, Camp Rockfish will provide transport from the school to camp for the After School Adventure program at the earlier school dismissal time. If an early release is called by the school due to **inclement weather**, the Children's Ministry Coordinator will inform parents and guardians about the status of the program. During these situations, Camp Rockfish defaults to the **Inclement Weather Policy** stated above.

LAST DAY OF AFTERSCHOOL ADVENTURE

Due to the need to train and make sure our exceptional staff are prepared for summer camp as soon as your child(ren) is out of school, **After School Adventure's Spring semester concludes on Friday, May 15, 2025**. While we understand this may cause an inconvenience, we do this in every attempt to make your family's transition to summer smoother by having an excellent trained, ready staff to serve your family for summer camp through our day camp and resident camp programs.

Family Involvement Opportunities

CAREGIVER INVOLVEMENT

Caregivers are encouraged to play with their kids! Each semester Camp Rockfish will host a Family Night for the After School Adventure participants and their families. In order for a child to remain on property past **6pm** without late fees, their family must be present. Details will be provided about the event two weeks prior to the event. There will also be opportunities to be involved in holiday parties for our After School Adventure participants. Information about these events will be sent out two weeks prior to the event.

New this school year, Camp Rockfish and After School Adventure want to extend our ability to nurture your family. One time per semester we will stay open **until 7pm**. Our hope is this day can be used as a time for spouses to connect, individuals to recharge, and everyone to relax knowing your child(ren) are in safe hands.

Thursday, September 12, 2024 - Parents' Night Out (Open until 7pm)

Wednesday, October 16, 2024 - Family Night (5pm-7pm)

Friday, December 13, 2024 - Christmas Party (5pm-7:30pm)

Wednesday, March 26, 2025 - Family Night (5pm-7pm)

Tuesday, April 29, 2025 - Parents' Night Out (Open until 7pm)

Wednesday, May 14, 2025 - Family Appreciation Night (5pm-7pm)

COMMUNICATION WITH CAREGIVERS

Multiple types of communication will be used to convey information to the parents and guardians of the participants of the After School Adventure program. Emails, phone calls, Facebook, and letters are used to share information about reservations, events, emergencies, past payments, and program cancellations. **When registering your child, please provide a contact number that can be reached at any time for any reason.**

Concluding Notes

HOMEWORK

Homework time at Afterschool Adventure is a 45 minute period. During this time, children whose caregivers request they work on homework will be given a quiet space to do so for 20 minutes between 5:15-6:00pm. Because this time is by caregiver request only, please send an email to madi@camprockfish.org if you would like your child to work on homework while attending After School Adventure.

GETTING TO KNOW YOUR CHILD

We look forward to welcoming your child on their first day of After School Adventure. We know you are entrusting us with your child and we want to thank you for choosing After School Adventure at Camp Rockfish. If you believe there is anything we need to know to best serve your child, please reach out to us at madi@camprockfish.org so we can best welcome your child on their first day.

After School Adventure Caregiver Guide Signature Form

I, _____, caregiver of

_____, have read

and understand this Afterschool Adventure Caregiver Handbook to its fullest extent and agree to its terms and conditions. I have reviewed the policies contained within this handbook with my child(ren) participating in the Afterschool Adventure Program.

Signature

Date

