

**Camp Rockfish**  
**After School Adventure**  
**Caregiver Handbook**

Updated August 2023



**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

Camp Fax: (910) 875-6177

Email: [madi@camprockfish.org](mailto:madi@camprockfish.org)

Website: [www.camprockfish.org](http://www.camprockfish.org)

Physical Address:

Camp Rockfish

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](mailto: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](mailto: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.**

### **COSTS**

For the 2023-2024 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 = \$900.
    - For 4 days of care, from August 25 until Christmas break = \$800
    - For 3 days of care, from August 25 until Christmas break = \$750
  - Semester 2:
    - For 5 days of care (Monday-Friday), from January 4 until May 17 = \$1050
    - For 4 days of care, from January 4 until May 17 = \$900

- For 3 days of care, from January 4 until May 17 = \$850
- When registering, a \$200 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 the director's 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 discounts available.

## **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 or weeks your child will attend the program. Once the school has been informed, please email [madi@camprockfish.org](mailto:madi@camprockfish.org) stating the school is aware and will release them to Camp Rockfish at the end of each school day. If the office must enroll your camper, an additional \$15 will be charged for a service fee.

## **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 after filling out the proper forms. 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 forms.

## **LATE PICKUP**

Pickup ends promptly at 6:00pm. We do not have scheduled pickups after 6:00pm. If a child is picked up later than 6:00pm, the caregiver will be charged \$10 for up to ten minutes. If the parent is later than 10 minutes, the parent will be charged \$35.

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.

## **AVAILABLE DISCOUNTS**

A multi-sibling discount is available. A ten percent (10%) discount is applied for each child registered after the first child is paid in full. Multi-sibling discounts **are not** available for singular day reservations. 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 1:30pm 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.

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.

### **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 [madi@camprockfish.org](mailto:madi@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 3:30pm. If your child is homeschooled or attends a school not serviced by the Rockfish bus, please drop your child off at 3:30pm.

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, phone, and Facebook that the After School Adventure program is canceled.

## SCHOOL HOLIDAYS

The After School Adventure program will be closed for the following 2023-2024 dates:

**Labor Day** - Monday, September 4, 2023

**Veterans Day** - Friday, November 10, 2023

**Thanksgiving Break** - Thursday, November 23 - Friday, November 24, 2023

**Christmas Break** - Tuesday, December 19, 2023 - Thursday, January 4, 2024

**Martin Luther King Jr.** - Monday, January 15, 2024

**Good Friday** - Friday, March 29, 2024

## SPRING BREAK CAMP

Camp Rockfish will offer Spring Break Adventure Camp from April 1, 2024 through Friday April 5, 2024 from 7:30am to 6pm. Spring Break Camp gives children a taste of the activities we do at Camp Rockfish all summer long, with the familiarity of many of the same faces they see at After School Adventure.

## TEACHER WORK DAYS

Camp Rockfish offers a full day program, All Day Adventure, on some Teacher Workdays for Hoke County, Robeson County, and Cumberland County. 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 Sunday one week prior to the date of the program. **At least 10 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.

All Day Adventure Dates for the 2023-2024 School Year:

**Friday, October 20, 2023** - Hoke County Teacher Workday

**Monday, October 23, 2023** - Cumberland County Teacher Workday

**Tuesday, October 24, 2023** - Cumberland County Teacher Workday

**Monday, February 19, 2024** - Hoke and Cumberland County Teacher Workday

**Tuesday, February 20, 2024** - Cumberland County Teacher Workday

**Friday, March 15, 2024** - Hoke and Robeson County Teacher Workday

**Monday, March 18, 2024** - Cumberland County Teacher Workday

**Monday, April 22, 2024** - Hoke County Teacher Workday

## 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.

## 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. 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.

### **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 20 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 5:15-5:35pm. Because this time is by caregiver request only, please send an email to [madi@camprockfish.org](mailto: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](mailto:madi@camprockfish.org) so we can best welcome your child on their first day.

## After School Adventure Parent Handbook Signature Form

I, \_\_\_\_\_, caregiver of

\_\_\_\_\_, have read

and understand this Afterschool Adventure Parent 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

