



Town of Carolina Beach Parks and Recreation

Summer Camp Handbook

Hello Campers, Parents, and Guardians!

Welcome to the Town of Carolina Beach Parks and Recreation Summer Camp!

Campers will experience a variety of activities every day! Our goal is to provide a balanced day of sports and activities geared towards fun, socialization, and learning.

Our hope is that your child will make new friends in a fun, safe environment they look forward in returning to each day.

Activities include: fun excursions & trip adventures, athletics & team-building games, creative/dramatic arts & crafts projects along with sessions from special guests.

Campers will be introduced to new and exciting activities, as well as some traditional favorites.

Please carefully review all of the information in this handbook.

We will email guardians prior to the start of each week regarding our daily schedule and planned activities.

If you have any summer camp questions, please contact us at (910) 458-2977 or erin.whitman@carolinabeach.org.

We look forward to a fun summer!

Erin Whitman

Recreation Supervisor



Summer Camp Schedule 2025

June 9th - 13th

Pirates of CB

(Jungle Rapids)

June 16th - 20th

Game Show Mania

(Flip N Fly)

June 23rd - 27th

Secret Agent

(Jungle Rapids)

July 14th - 18th

Farms & Gardens

(Jungle Rapids)

July 21st - July 25th

Artistic Inspiration

(Flip N Fly)

July 28th - Aug 1st

Water Wonders

(Jungle Rapids)

***All trips and themes are subject to change.**

Age Requirements

All campers must be at least 6 years old on or before their first day of camp. Our summer camp program accommodates participants through the age of 12. A birth certificate may be required if there is a question about a child's age.

For our Junior Counselor Program, participants must be 13 - 15 years old. Please reference the Junior Counselor section (*last page*) of this handbook for additional program information.

Registration

Full payment is due upon registration. Payment is accepted in form of cash, credit card (*visa, mastercard, discover, debit*) or check written to "Town of Carolina Beach".

Staff may request proof of Carolina Beach residency (*driver's license, water bill, town tax bill, etc*) for those registering under a resident account.

Non-resident proof is not required.

Rates

The Carolina Beach Parks and Recreation Department will host a 6 week non-consecutive camp. The following rates are based per camp week:

Carolina Beach Resident

\$225 per camper

Non-Resident

\$250 per camper



Check In

Our daily camp hours are from **9:00 am until 4:00 pm**. Please make appropriate arrangements for check in. No camper is permitted to arrive prior to the start of camp. All guardians are required to enter the Carolina Beach Recreation Center when checking in their camper.

Guardians will sign-in their camper on our daily attendance sheet. Our check in sheet is located at the entry of the gymnasium door. When entering the Recreation Center, the gymnasium is the first door on the left. It is the guardian's responsibility to review the check in dry erase board regarding any camp updates or reminders.

Check Out

When dropping off and picking up, please park in a proper parking spot and be attentive of your surroundings (*children are fast*)! Allow adequate time for check in and check out. All guardians must enter the Recreation Center when picking up their camper. Guardians will sign out their camper on our daily attendance sheet. Depending on the activity, pick up may be at an off-site location (*other than the Recreation Center*). Staff will post updates in advance if pick up is to occur off-site.

Please arrive on time for check out (**by 4:00 pm**). Campers often become anxious when guardians are late.

Refunds

Please review the following refund policy in the event a camper is unable to attend.

Withdrawal at least two weeks prior to the start of the registered camp week

Full Refund (*minus convenience fee if payment was made via credit card*).

Withdrawal without a full two week notice

Refunds are subject to camper replacement via RecDesk Wait List.

Refunds will be issued via check and take several weeks to process. If a camper is unable to attend (*either for the week or if they will be absent one day*), they are not allowed to find their own camper replacement. Please don't send siblings or cousins to camp to replace an absent camper.

We understand unexcepted things happen. If you have a special situation or a withdrawal request, please email erin.whitman@carolinabeach.org.



Attendance

We ask that you please notify Staff if your camper will not be attending camp on any day they are registered or if they will be arriving late or leaving early. We prefer a notification the day before; but, we understand last minute changes happen. If you are able, kindly provide notification in the form of a written note or email.

Weekly rates will not be pro-rated due to campers being unable to attend any day.



Wait List

Historically, our summer camps do fill quickly. If your child does not make it into a registered week, please add them to our "Wait List" via RecDesk or by calling the Recreation Center (910-458-2977). We do have campers that withdraw; so, your desired week may become available.

When campers withdraw from our program, potential participants are chosen from the RecDesk "Wait List".

If your camper makes it into an open week, you are required to pay in full within three days of notification. If you have not paid (*or reached out for arrangements*) within the three day time frame, that available spot will be offered to someone else from our "Wait List".

Control of Communicable Diseases and Pests

Here's an important Hot Topic: Communicable Diseases

When a camper is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, Staff have the authority to exclude or isolate the camper within sight from the group of healthy campers (*until a guardian arrives for pick-up*). Campers with the following symptoms must be sent home and remain at home until they are symptom free for at least 24 hours without the aid of acetaminophen, ibuprofen, or anti-diarrhea medications:

- Fever 100 Degrees or Higher
- Vomiting
- Diarrhea
- Any Unexplained Rash
- Or Any Other Signs of a Possible Communicable Disease

For common communicable illnesses like strep throat, pink eye, ringworm, and impetigo that require medication treatment, campers must complete a minimum of 24 hours of treatment before returning to camp. For other communicable illnesses like whooping cough, coronavirus, and chicken pox, the exclusion time will be longer and may require a physician's note prior to returning to camp.

Campers with evidence of lice will not be permitted to come to camp until treated.

We ask that guardians re-check campers prior to returning to camp.

If your child is diagnosed with a communicable disease outside of camp hours, please call or email to let Staff know. This will allow us to take proper precautions to keep from spreading the germs.

Staff will continuously encourage campers to thoroughly wash their hands and we will try to provide extra cleaning/sanitizing to common areas.

Medication/Illness

Medication will not be given out to campers by Staff. Campers that need to take prescription medication during the day should notify Staff prior to the start of camp.

Guardians must supply the completed Allergy/Medical Condition Form. Staff will not administer prescription medication (*unless required due to an allergic reaction*); but, staff can assist campers by storing prescription medication in a safe place and reminding campers to take their prescription medication at the proper time each day. All prescription medication **MUST** be in the original packaging from the pharmacist.

If a child becomes ill while at camp, their guardian will be called to come and get them. We will always err on the side of caution and make a phone call if your child says they do not feel well. If this becomes necessary, we will depend on the daytime phone numbers and emergency contacts you provided upon registration. On your camper's registration form, we ask that you provide Staff with any important information (*such as food allergies, serious fears/phobias, and special needs*).



Sunscreen

Campers are encouraged to bring sunscreen to camp. It's a good idea to place it in a plastic bag and place it into their lunchbox.

Activities will take place both inside and outside during most camp days (*depending on weather*). Staff are not allowed to apply sunscreen to any camper. We recommend that you teach your child how to apply sunscreen properly. Staff will provide times for campers to apply sunscreen before and during outdoor activities.

Trips & Excursions

We will take one trip per week traveling over the bridge. During these trips, campers will be transported via chartered mini bus. Throughout our week, we may visit local island destinations. During those trips, campers will travel using our Gator with Trailer or Golf Cart attached to our Train. Those vehicles will be driven by CBPR Staff.

There may be some trips in which we request you send money with your child for lunch rather than a packed lunch. Or, there may be times when your child will need extra money for trip activities (*example: extra arcade money*). This request will be sent in the weekly newsletter for the upcoming camp. Staff cannot be responsible for any campers' money nor can staff be responsible for how much a camper spends on trips.

Each camper, regardless of their age, will need to assume **FULL** responsibility for any money they bring on trips.

We can provide your camper with a zip-loc plastic bag for their money. We'll be happy to write their name on their money bag.

Water

It's very important for us all to stay hydrated! We encourage campers to bring a reusable water bottle daily. Please label the water bottle. We provide filtered water from our Recreation Center water fountain.

We do not recommend siblings sharing a reusable water bottle. It's much easier during lunch and snack if each camper has their own. Plus, it helps us decrease the spread of germs.

On trip days, you can bring a throw away/ recyclable water bottle if you prefer.



What to Bring to Camp

- Comfortable Clothes
- Activity Appropriate Shoes
- Reusable Water Bottle
- Lunch (*on most days*)
 - Sunscreen

We are very active during camp! We ask that you wear/bring activity appropriate clothing and shoes

(*examples: water activities, sports, exercise, games, service projects*).

There will be times when we get dirty! Whether from planting flowers or creating a craft — we get messy. Please don't wear your expensive outfits to camp.

What to Leave at Home

- Valuable Items
- Money (*unless required for trips*)
 - Electronic Devices
 - Toys
 - Trading Cards

Unless we request your camper to provide money for a trip (*extra arcade money*), we ask that you keep it in your piggy bank.

We would also like you to leave your valuable items and electronics at home. We are very busy during summer camp. Campers will not have time throughout their day to play with personal items and toys from home.

Cell Phones

Campers and junior counselors will be too busy during their camp day to use their cell phones. We encourage campers and junior counselors to leave cell phones at home when possible.

In the event that cell phones are being used inappropriately or during an activity, special guest time, etc., campers and junior counselors will be asked to put away their device. If another warning is issued, the cell phone will be taken away from the camper or junior counselor.

Lost & Found

Oftentimes, reusable water bottles, towels and jackets get misplaced. We have a Lost & Found container located at the Check In/Check Out table at the entrance of the gymnasium. Please check it often for items left at camp. Any Lost & Found items remaining at the end of camp will be donated to charity.

We are not responsible for any lost items (*whether left on transportation, a trip, Recreation Center, Mike Chappell Park*).



Lunches & Snacks

On most days, we will provide two snacks to every camper: one morning and one afternoon. Please have your camper eat a hearty breakfast so they will have energy for our active days.

If your camper has a food allergy, PLEASE inform staff and document this information on your child's registration form.

Please clearly label your child's lunch with their name. Campers do not have access to a refrigerator. Please pack non-perishable lunches or supply ice-packs in their lunchbox.



Camper Code of Conduct

Staff try to keep all campers engaged in fun activities so they won't have time to misbehave. We have a few suggestions to assist campers (*and staff*) to have the best day possible:

1. Follow directions given by all staff and special guests.
2. Be considerate and courteous to everyone.
3. Keep hands, feet, and negative comments (*including name-calling*) to yourself.
4. Be respectful of your surroundings.
5. Have Fun!

If needed, staff will implement a variety of follow up techniques in this order:

1. Staff will redirect the camper to more appropriate behavior and issue a verbal warning.
2. Camper will be reminded of Code of Conduct plus a verbal meeting with director.
3. Removal from current activity utilizing a 5 - 10 minute refresher time-out.
4. Brief written disciplinary report completed and placed in camper's file. Guardians will be notified of written disciplinary report and it will be available for viewing upon pick up.
5. Two written disciplinary reports will result in a one day suspension from camp.
6. Three written disciplinary reports will result in camp dismissal for the remainder of the summer. No refunds will be given in cases of suspensions or dismissals.

Depending on the severity of the offense, any and all steps in the above procedures may be eliminated and/or combined. Staff are **ALWAYS** willing to work with campers and their guardians before removal from the summer camp program. Safety is our number one priority — we don't expect perfect behavior but it's important campers follow instructions.

**Please contact us with any questions and welcome to the
Carolina Beach Parks and Recreation Summer Camp!**

Junior Counselor Program

We are seeking experienced teen campers to assist with Summer Camp leadership!

Rewards

- Leadership experience along with character development.
- An opportunity to meet new friends.
 - Free weekly camp attendance.
 - A Fun Summer!

Responsibilities

- Assist with camp activity set-up and breakdown.
 - Serve as Team Captain.
 - Lead by example and be an encouraging role model.

Requirements

- Must be 13 - 15 years of age.
- Demonstrate a positive attitude and the ability to take direction.
- Must complete the Junior Counselor Application and Interview.

Code of Commitment

1. Assist Monday through Friday from 8:30 am until 4:30 pm on the weeks selected to be a Junior Counselor.
2. Successfully complete camp chore checklist (*activity set-up, minor cleaning, etc*).
3. Be a positive role model to all campers and lead by example while promoting kindness.
4. Follow instructions and regulations set forth by Staff.
5. Play fair and look out for everyone's best interest in all activities.
6. Follow the Camper Code of Conduct along with other guidelines listed in Handbook.

Interviews

All potential Junior Counselors will have the opportunity to share their strengths by attending an interview. Interviews will be held at the Recreation Center in mid-May. Interview questions are available on the Junior Counselor Application. All potential Junior Counselors are required to complete an application prior to interviewing.

Limited Space Available

We wish we could accommodate all applicants; but, we have limited space available in the Junior Counselor Program. Junior Counselor selection criteria will be based on availability, camp activity, scheduling, program capacities, previous experience, commitment level, and prior program performance.

Please contact us with any Junior Counselor Program questions and we look forward to a fun, exciting summer!