



## 2018 SUMMER CAMP PARENT HANDBOOK

*The How-To Guide For Parents Of Overnight Campers*

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## Welcome to the Camp Monroe Family

Thank you for choosing Camp Monroe for your child's summer camp experience! Our 300 acres of longleaf pines and cypress trees in the Sandhills of North Carolina provide the perfect setting for our diverse, challenging, and fun programs. Campers will make lifelong friends and learn about the world from exceptional staff. They'll acquire and strengthen new activity proficiencies as well as values based, social skills. They'll learn acceptance and appreciation of all people while interacting and living with children and staff from diverse backgrounds. But most of all, they will have FUN! This handbook will help you prepare your child for camp and frequently asked questions. We encourage you to read and become familiar with our handbook. If you have any questions or concerns about the registration process, please feel free to contact our Camp Office at (910) 276-1654. Please note, during the summer phone calls and emails will be returned within 36 hours unless in an emergency. Also, please do not hesitate to let us know how we can ensure that your child's camp experience is exceptional. Again, thank you for choosing Camp Monroe. We look forward to seeing you on check-in day.

## Get to Know Camp, Before Summer

Our Open House on June 4<sup>th</sup> is the perfect ways to experience camp as a family before you send your child to Overnight Camp. You can explore everything Camp Monroe has to offer and meet the counselors that will keep your camper safe and having a good time during their stay with us. Additionally, through May, contact the Camp Office at (910) 276-1654 Tuesday through Saturday from 8:30am to 12:30pm to set up a personal tour of our grounds.



## About Camp Monroe

### Our History

Camp Monroe was founded in 1954 by the Presbyterian Churches of the Fayetteville Presbytery through a 300 acre land donation by Mr. and Mrs. Fairley Monroe. Camp Monroe was built from the ground up by young people building cabins, clearing brush, building a bridge, constructing a vesper area and a boat dock. Today, Camp Monroe has 16 cabins, 4 unit lodges, a recreational hall, dining hall, and a 16 bed retreat building.

During the summer Camp Monroe is used as a summer camp for children ages 5-16 with the purpose of inviting children and adults to a place and time apart where relationships with God, others, and creation are nurtured and where Christ's call to discipleship is discovered.

During the rest of the year Monroe Camp & Retreat Center is used for conferences, retreats, weddings, reunions, parties, team building, and a worship location.

In 2012 Camp Monroe became Monroe Camp & Retreat Center, a separate 501 (c)(3) non profit organization but continues with support from Presbytery of Coastal Carolina.



## Staffing

One of the most important components of a good camp experience is the staff. We are very proud of our outstanding staff that provides leadership in the cabin and program areas. Staff members are carefully selected for their character, commitment to youth development, and skills. There is an overall ratio of one staff member to every four campers. Cabin counselors are assigned at a maximum of a one to six ratio. All campers are under the supervision of trained camp staff 24 hours a day

## Our Mission

**Mission Statement:** Responding to God's love, our mission is to invite people to a place and time apart where relationships with God, others, and creation are nurtured and where Christ's call to discipleship is discovered.

At Camp Monroe, we strive to inspire:

- **Independence** by encouraging children to make decisions for the first time without parents
- **Trust** by building friendships with cabinmates, building respectful relationships with counselors and staff, and by stepping out of their comfort zones and gaining courage about their decision making abilities
- **Teamwork** through games, encouraging life skills, and daily activities like arts & crafts
- **Spiritual Growth** using the outdoors to inspire faith independently, in cabin groups and camp as a whole.
- **Character** through listening, sharing, trying your best, and doing what is right

Our camp programs are operated within or above the highest standards regarding health, safety, personnel selection, and facility maintenance. We are committed to providing memorable camping experiences that build healthy bodies, open minds, and rekindled spirits for all. We are a year-round, non-profit organization offering weekend retreats for youth, families and groups, as well as leadership development & teambuilding for school aged students and various organizations. We also offer our facilities for family reunions and weddings. Come see what makes Monroe Camp and Retreat Center such a special place!

## Preparing For Camp

Campers are encouraged to develop a sense of responsibility while at camp. They take care of themselves and their belongings with counselor supervision. We ask that you encourage your child to help select and pack his/her items for camp. (Don't worry too much about neatness!) One of the greatest things children can learn from this camping experience is how to take care of themselves. Support your child's decision to come to camp, and allow him/her to make choices when planning for camp. Above all, concentrate on the new and positive experiences he or she will have.

### Camp Dress Code

No clothing that reveals underwear (bras or boxers). No clothing with inappropriate logos such as drug, alcohol, or tobacco related references. No clothing that is too revealing, including bathing suits. Be sure to bring extra socks and underwear!

### Things to Bring

We urge campers to dress comfortably at camp and in the kinds of clothes they would wear for play at home. We recommend that you do not buy new clothes for Camp – instead send along old, comfortable clothing that can get dirty and/or stained and that you won't care if it is lost or damaged. Please be certain to mark your child's name clearly on all articles.



Please refer to the packing list on the following page.



# Camp Monroe Packing List

## Required Items

- ☐ Pillow
- ☐ Sleeping Bag or Set of Twin Sheets
- ☐ Toiletries
  - Shower Caddy
  - Toothbrush and Toothpaste
  - Unscented Soap (In Container)
  - Shampoo and Conditioner
  - Deodorant
  - Comb or Brush
- ☐ Towels (2-3)
- ☐ Washcloths (2)
- ☐ Shower Shoes or Flip-Flops
- ☐ Pajamas (2)
- ☐ Underwear (12)
- ☐ Socks (12)
- ☐ Shorts (4-6)
- ☐ Pants and/or Jeans (2)
- ☐ Shirts (12)
- ☐ Jacket/Sweatshirt/Fleece
- ☐ Rain Gear
- ☐ Swimsuits (2-3)
- ☐ Gym Shoes (2)
- ☐ Laundry Bag
- ☐ Flashlight and Batteries
- ☐ Water Bottle
- ☐ Sunscreen
- ☐ Bug Repellent
- ☐ Books, comics, or magazines

## Fundamentals of Camping

- ☐ Tent
- ☐ Sleeping Bag
- ☐ Sandals

## Horse Camp Campers

- ☐ Riding Pants
- ☐ Boots (With Slippery Soles and 1" Heels)

## Optional Items

- ☐ Bible
- ☐ Bathrobe
- ☐ Hiking Shoes
- ☐ Rain Boots
- ☐ Sandals and/or Flip-Flops
- ☐ Hat and/or Bandana
- ☐ Watch
- ☐ Sunglasses
- ☐ Lip Balm
- ☐ Day Pack
- ☐ Disposable Camera
- ☐ Pencil/Pen, and Notebook
- ☐ Stationary and Stamps
- ☐ Playing Cards
- ☐ Board Game
- ☐ Sports Equipment
- ☐ Musical Instruments (No Amps)
- ☐ Costumes

## PROHIBITED ITEMS

Please do not bring: cell phone, cash, candy, food, gum, makeup, pets, fireworks, explosives, knives, weapons, archery equipment, radios, Pokemon cards, CD/MP3 players, electronic games, other electronic devices, good jewelry, expensive/irreplaceable items, anything with inappropriate content, drugs, alcohol, or tobacco products.



## Arrival and Check-in Procedures

### Check-In

Check-In is between 3:00 and 4:00 PM on Sunday, the opening day of each session. Please do not arrive early, as you will be required to wait until 3:00PM. You will be directed to the check-in area in Hafer Hall by happy and excited counselors.

### Health Screening

A screening will be completed when your camper arrives to camp. Among other things, the screening includes a head check for lice. Camp has a strict lice policy and any child having nits or eggs will not be admitted to camp until they are nit free.

### Medications/Health Care

Give the nurse all medications in the original prescription container with the pharmacy instructions. Please place the prescription containers in a clean Ziploc bag which is labeled with your child's name and birthdate. **Do not pack your child's medication with their luggage.** All medications given to the nurse must be on the Medication Authorization form which was submitted at the time of registration. If your child is put on a medication just prior to arriving at camp, another Medication Authorization form must be completed prior to check in. You may also use this time to discuss any special medical needs your camper may have during their stay.

### Cabin Assignments

You will be given your child's cabin assignment once you've completed the check in process.

### *Visit Cabin*

Meet your camper's counselor. Parents are welcome to enjoy our camp setting; however, we encourage departure by 4:00PM. Be sure to leave your camper on a positive note. (See Camper Adjustment section for tips on helping your camper to settle into camp)



## Camper Adjustment

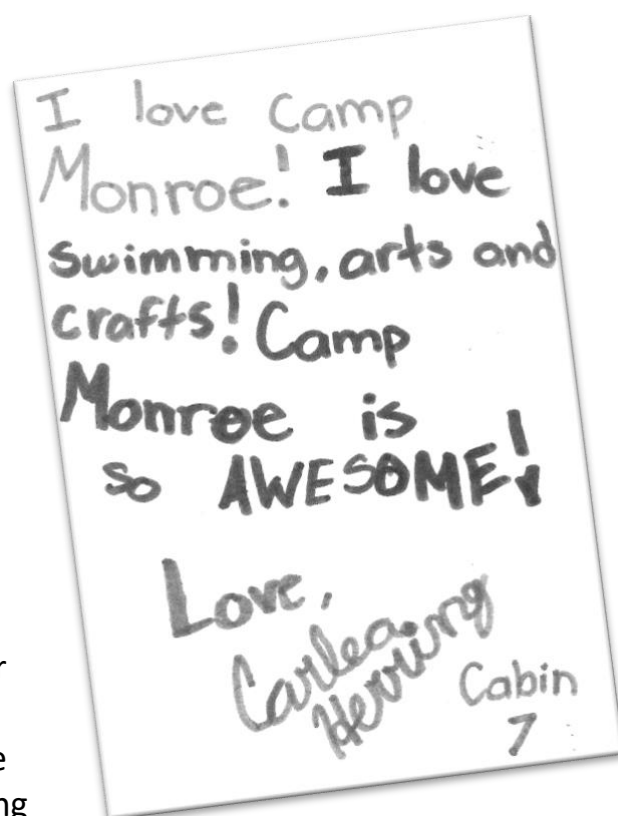
Parents and first time campers experience a wide range of feelings as the first day of camp approaches. Along with the excitement and anticipation of all the wonderful new experiences ahead, there may also be anxiety about these new, unfamiliar experiences. Realize that even though this separation is hard on you too, it is a wonderful opportunity for your child to build confidence and a sense of self-reliance. The following suggestions for first-time campers will help you and your child make the most of this important transition.

### Come to Open House

This is a great time to become familiar with the camp setting, program areas, and some of our camp staff. You may also call the office to schedule a personal tour if the Open House dates are not convenient for you.

### Pack for Camp Together

By doing this, campers know what they're bringing to camp and where everything is packed. This will help them to feel responsible and capable. This is also a great time to talk about all the wonderful opportunities ahead. Campers may want to try living out of their trunk for a couple of days at home to practice organizing their belongings. Resist the urge to pack for them; they need to start learning the independence that is expected at camp.



### Letters and Postcards

Letters and postcards are the primary method of communication with your camper and they will appreciate lots of them. Write often but don't dwell on home problems, favorite pets, or how much everybody misses them. When you write, be cheerful and newsy and encourage them to write to you. Make a realistic commitment to write to them as well.

### *Mailed Correspondence*

Please allow a few days for a letter to travel in either direction. Improperly addressed and/or unstamped envelopes delay mail. We suggest you pre-stamp and address several envelopes or postcards for relatives and friends so that your camper can write home easier.

### *Packages*

UPS, FedEx, and the US Postal Service all deliver packages to our address. As well intentioned as it may seem to send a box of cookies for your child's cabin group, we can't allow the campers to share them in the event a camper may be allergic to an ingredient. All food items will be locked in a container to keep out bugs and animals.

## **Phone Calls and Cells Phones**

Campers are not allowed to make or receive phone calls or to have cell phones at Camp. To check on your child's progress, you may call the camp at (910) 276-1654. The Camp Office is open from 9am – 5pm each day however there may not be anyone available to answer the phone. We are all out ensuring your camper is having a safe and fun time, so we will respond within 24 hours unless in an emergency. If your child has a problem, illness or urgent message for you, the camp staff will call you.

## **Visiting Camp**

Please do not visit campers during the camp session. We believe your camper will have a better total camp experience if left with peers and staff the entire period. Additionally, seeing another adult could unintentionally adversely effect other campers.

## **Homesickness**

Homesickness is a natural feeling experienced by many campers. For most, it passes after a day or so. Campers will be encouraged to write home and occasionally, a camper will send a "distress letter" the first or second night of camp before they are really into the full swing of the program. Do not rush up to Camp expecting your child to be miserable! These letters are common and are usually followed by a brief "Camp's great" postcard, or no letters at all because they are busy having a great time. By the time you receive the "homesick letter" your child is likely to have already overcome it and is enjoying camp to its fullest.

If your camper has a severe case of homesickness, we will contact you immediately to discuss how to improve the situation. Counselors are trained to keep campers busy and engaged with activities as a strategy to prevent and alleviate homesickness.

### **Keep Good-Byes Short**

The transition from home to camp can be awkward and the sooner campers can jump into camp life the easier the transition will be. Letting campers unpack their own belongings and make their own bed is an important step in developing confidence in their ability to care for themselves. Frequently, parents feel guilty about leaving so quickly but our experience shows that short and sweet good-byes are easiest on everyone. You're welcome to get more information or speak to a staff person during this time, but campers should be encouraged to join their group.

- Use positive messages about camp such as, "You're going to have such a great time!" or "What a great opportunity to meet new friends!"
- Avoid promises to come pick them up if it doesn't go well. Instead, show your faith that they will enjoy themselves and have a positive experience.



They are in safe and caring hands!

## The Camp Program

At Monroe, your camper will have a week full of engaging activities that will help them develop outdoor and social skills, along with confidence in themselves. We offer swimming, horseback riding, crafts, archery, hiking, games, fishing, canoeing, and cookouts to name just a few things your camper will experience.

### **This is what a typical day at Camp Monroe looks like:**

8:00am Breakfast  
9:30am *Activity 1*: Canoes  
10:30am *Activity 2*: Stand Up Paddleboards  
11:30am *Activity 3*: Horses  
12:30pm Lunch  
1:30pm FOB (Flat on Bunk)  
2:30pm *Activity 4*: General Swim  
3:30pm *Activity 5*: Crafts  
4:30pm *Activity 6*: Archery  
6:00pm Dinner  
7:00pm *Evening Program*  
8:00pm Vespers  
9:00pm Showers  
10:00pm Cabin Devotion  
10:30pm Lights Out

### **What is our main focus?**

We're dedicated at Monroe to sharing the love of Jesus Christ and growing young disciples not only through our camp activities, but also through our daily, intentional, and focused times of devotion and vespers. We believe the outdoor setting is one of the most perfect places to deepen our relationship with Jesus.

### **Do I have to be of a particular religious denomination to come and will I feel comfortable?**

While Camp Monroe is committed to the Presbyterian tradition, we welcome and embrace believers of all faith traditions. We only ask that all campers be willing to participate in devotion, vespers, and small group discussion that are part of all our camps. We do not in any way try to convert children to become "Presbyterian."

### **Where will I be staying and what kind of bathrooms do you have?**

You will be in a cabin of campers of the same gender and appropriate age with two trained counselors. Cabins have bunk beds, electricity, and air condition to keep it cool. Bathrooms are in our bathhouses in the center of a cabin unit.

Bathhouses include one male and one female restroom with three separate shower stalls each. Additionally, bathhouses have a large meeting area perfect for inter-cabin activities, allowing campers a special place and time for interaction, activities, and growth.

### **Can my friend come with me and be in the same cabin?**

Yes. In the registration process you will be asked if you have a cabin mate preference. You can put in one friend's name and he/she must also put down your name. Making new friends is an important part of the camp experience.

I LOVE Camp! It was  
amazing. By the end of the week we  
all felt like family!

Jacey



## Health Care

### Medication

All medications must be in their original container with the prescription information clearly labeled on the container.

All medications, vitamins, acne creams, etc. (prescription or over the counter) must be prescribed in writing by the physician on the Authorization to Administer Medications Form. This must include the dosage and administration schedule. For a prescription drug, the doctor's orders must be the same as the label on the medication container. A child will only be given medication in the dose and schedule directed by the prescribing physician. No medications may be kept in the cabins! This includes both prescription and over the counter medications.

We stock routine medications such as Tylenol, Benedryl, Chloroseptic, etc. You do not need to send these to camp with your child.

### Accident/Illness and Emergency Treatment

Camper health and safety are very important to us. All campers are checked daily for any signs of illness. If your child has a serious accident or illness, requires medical treatment by a physician, or requires more than 24 hours of confinement in the camp infirmary, you will be notified as soon as possible. We will make the necessary travel arrangements and implement follow-up care in our camp infirmary at no additional cost. However, medical expenses incurred (doctor, hospital, prescription, etc.) are your responsibility. Please be sure to provide your insurance information and a copy of your current insurance cards.



## Behavioral Management

All staff members participate in an intensive training program that prepares them to deal with all aspects of camp life. We emphasize positive, age-appropriate discipline techniques that guide and encourage children, and at the same time establish clear behavior guidelines and expectations.

At all times, staff members are guided by the principle that all children and adults deserve to be treated in a respectful and caring manner. Campers are expected to treat fellow campers and staff with respect and to abide by all camp rules. These rules, and the consequences for not following them, are shared after dinner on the first night. At that time campers are encouraged to ask questions to ensure clear understanding of the rules. Individuals are held accountable for their actions. Staff members support campers by clearly defining and enforcing expectations and responsibilities. Campers are expected to participate in daily duties such as setting their table, cleaning their cabin, picking up litter on the camp grounds, and keeping their personal space tidy.

If significant behavior problems do arise, parents will be consulted and a plan for behavior management will be developed. In the event the camper's behavior does not improve after all avenues of intervention have been explored, or when one camper's actions are detracting from the experience of others, the camper will be sent home.

Some actions require immediate dismissal from camp. These actions include but are not limited to: smoking or use of tobacco products, consumption or possession of alcohol and/or illegal drugs, lewd behavior, or endangerment of self or others, or threats of endangerment to self or others. Campers sent home because of behavior problems will not be entitled to any refund of fees, and parents will be responsible for all transportation from camp.

The staff of Camp Monroe is not trained to handle campers who have severe emotional disturbances, demonstrate violent behavior or who routinely violate rules and policies. If your child has severe behavioral problems, we can refer you to programs designed to accommodate these special needs.

## Food

### Meals

Delicious, well-balanced, hearty meals feature plenty of camper favorites, fresh fruits, vegetables, and more. If notified in advance, a vegetarian option will also be available at each meal. If your camper has special dietary needs (such as severe allergies) please make note of this on the Camper Information Form and on the Health Form so that we can prepare appropriate meals for your child. We prepare foods in the healthiest ways possible, minimizing adding fats, sugars or sodium during cooking. In addition to the main meal, cereal and fruit is available during breakfast.

### *Accommodations*

We can accommodate for all dietary restrictions as long as our chefs have ample time to prepare. As long as your camper information form is filled out noting the dietary restrictions and made available at least 2 weeks prior to their arrival we will make the appropriate accommodations. No one will ever go hungry at Camp.

### *Picky Eaters*

At each meal there are several options for your child to choose from. No camper ever goes hungry. Even the pickiest eaters will try things at Camp that they refuse at home. Our counselors keep an eye out to ensure that all campers are well fed and hydrated.



## Birthdays

We'll be happy to recognize your child's birthdays if it falls while he/she is in camp. We'll recognize your child's birthday during a meal and have the entire camp community join in wishing him/her a wonderful birthday.

## Departure Procedures

### Check-Out

***PLEASE NOTE FRIDAY SCHEDULE HAS CHANGED FROM PAST YEARS.***

Check-Out will be between 2:00pm and 3:00 pm on the closing Friday of each session. Campers will be at the Closing Campfire at the Lakefront, and parents are welcome to attend. However, **sign-out will be at Hafer Hall.**

### Camper Sign-Out

Sign-out will be at the patio of Hafer Hall beginning at 2pm. At this time, campers will be at the closing campfire at the lakefront. During this time and after you have signed your camper out, you can choose to watch and/or participate at the campfire, grab their luggage out of Hafer Hall (and see the slideshow your campers saw at lunch!), or both! The Campfire will conclude at 2:30pm and all campers should be signed out by 3:00pm. Campers will be released only to parents unless you have designated an alternate name on the release form.

### Lost Property

Please allow time at check-out to make sure all your child's belongings have been packed. Camp is not responsible for items left behind. We do our best to locate and return items, but do not return items such as socks, underwear, or items that have not been marked with the camper's name. We will hold items until the next Wednesday after each session all lost items are then donated. Camp is not responsible



for damage, theft or loss of personal items brought to camp.

## **Tipping**

We discourage tipping individual staff members. Persons wishing to acknowledge staff contributions to their child's camp experience may donate any amount in the name of a cabin counselor or staff member toward the staff end-of-summer celebration! Your gifts help us make this a truly memorable evening for our staff. Please stop by the office on your way out of camp to make a donation, and thank you for supporting our staff.

## **Babysitting**

Staff are not allowed to transport campers to and from camp during the summer. If you are interested in hiring a staff member to babysit, you may do so **after** their employment with Camp Monroe has been completed. Please notify the Camp Director if you would like to hire a counselor as a babysitter.

## **Cancellation Policies and Fees**

### **What is covered?**

Your fees to camp provide an all-inclusive experience for your camper. All meals and snacks, lodging, activities, supplies, and a camp t-shirt are included with your camp fees. No additional money is required for campers once they arrive.

### **What about refunds?**

Refunds, minus the deposit will be made if a cancellation is received 31 days or more before your registered camp begins. Cancellations received 30-15 days to your camp will receive 50% refund. Cancellations 14 days prior to your scheduled camp are not eligible for refunds. Additionally, those registered but not attending on the day camp begins forfeit their registration fees. Requests for refunds due to illness or accidents must be accompanied by a doctor's note. No refund will be issued for early departure from a camp due to a camper violation of policy or for reasons of personal choice.

## Any Questions?

Questions or concerns about the policies and procedures of the Camp Monroe program can be directed to the Camp Director. All questions will be answered in a timely manner, however please allow at least 24 hours during the summer months. For questions or concerns of the day to day operation of the Day Camp Program, you may contact:

Andrew Plyler  
Director  
Monroe Camp and Retreat Center  
[Andrew@MonroeCamp.org](mailto:Andrew@MonroeCamp.org)  
(910) 276-1654

Thank you for choosing Camp Monroe – we are looking forward to the BEST SUMMER EVER!