

CAMP BRIGANTINE

2025

at

BRIGANTINE ELEMENTARY SCHOOL GYM

301 E. Evans Blvd., Brigantine, NJ 08203

7 Weeks

June 23rd to August 8th

9:00 A.M. to 4:00 P.M.

Children Entering **1st through 6th** Grades

Fee Structure:

	<u>3 Weeks</u>	<u>4 Weeks</u>	<u>5 Weeks</u>	<u>6 Weeks</u>	<u>7 Weeks</u>
1 st Child	\$1600.00	\$1700.00	\$1800.00	\$1900.00	\$2000.00
Each Addt'l Child	+ \$300.00	+ \$400.00	+ \$500.00	+ \$600.00	+ \$700.00

Attendance Option: The camper may attend Camp Brigantine for 3, 4, 5, 6 or the entire 7 weeks. The weeks must be selected at the time of registration. Once the weeks are selected there can be **no change**.



We are not offering any registration for less than 3 weeks.



A \$100.00 deposit, per child, will be due at registration with the balance due by June 16th.

Register online at **Brigantine.recdesk.com** . Online registration requires a credit/debit card payment. Instructions on navigating the online registration process can be found on page 4 of this packet. To pay with a check, you must register in person at the CER, 265 42nd St. Brigantine, NJ.

NO CASH ACCEPTED!

Refund policy: Prior to June 6 - 100%
Prior to June 13 - 75%
Prior to June 20 - 50%

NO REFUNDS After June 20th

We reserve the right to dismiss any camper whose conduct is detrimental to the camp and no refund will be issued. No deduction is made for late arrival or early departure. No refund will be made for withdrawal or absence due to illness or family vacations.



There will be a \$300.00 Discount for those who apply for the full 7-week program by February 14, 2025.

CAMP BRIGANTINE 2025

FEATURES

Professional Supervision: Camp Director is a certified teacher
Experienced Camp Counselors

Enrichment Subjects: Computers Arts & Crafts
Music Yoga
Reading Chess

Activities: Swimming Softball
Basketball Special Events
Soccer Indoor games
Volleyball Fitness

Theme Days: Every Thursday will be a "Theme Day"

(Tentative)

Field Trips: Pirate Adventures Boat Ride
Cape May County Zoo
Egg Harbor City Lake Day
Movies
Storybook Land

Camp Notes: - Lunches are the responsibility of the parents.
- Snacks and drinks will be provided.
- All Campers will receive a T- shirt.
- Bus transportation is **not** available.
- Parents are responsible for the child's accident and health insurance coverage.

CAMP BRIGANTINE

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REGULATIONS

1. Camp hours are 9:00 A.M. to 4:00 P.M. Please do not drop off your child early.
2. Parents must give appropriate notification to the staff if the child is going to be absent. Please call **John Clement - 561-714-0929** either before the absence occurs or between 8:00 a.m. and 9:00 a.m. on the day of the absence.
3. On field trip days, campers must bring a bag lunch along with a drink. Money is optional, but the camper is solely responsible for his/her own money. Campers must wear their camp shirts on field trip days so they can be easily identified.
4. On Beach Days we will require campers to bring beach attire, beach shoes, towels and sunscreen.
5. We understand that campers are going to bring phones to camp but we will make an effort to monitor the amount of time campers are spending on phone and expect phone use to be limited.

DISCIPLINARY PROCEDURES

A disciplinary problem exists when a child is disrupting the Camp by either requiring constant one on one attention, inflicting physical or emotional harm on other children or staff, or is unable to conform to the rules of the Camp.

Step 1

Child will be prohibited from participating in specific activities (i.e. play time, computer time) for a specific period of time (to be determined by Camp Director).

VERBAL notification to parents as to extent of problem.

Step 2

Conference with parent to discuss problem and solution.

WRITTEN notification to parents.

Step 3

Suspension for specific period of time (as determined by Camp Director).

WRITTEN notification to parents.

Step 4

Permanent removal from program.

WRITTEN notification to parents.

CAMP BRIGANTINE

Online Registration Guide

The Brigantine Beach Community Center (CER) has moved to an online registration platform for Camp Brigantine, called RecDesk. All classes and programs are listed on the RecDesk website. Once an account is created, you can add a program to your shopping cart and will be prompted to pay online with a credit card. Anyone looking to pay with a check will be required to come to the CER to register in-person. **We cannot accept cash or registrations over the phone.**

There is a 3% service fee that has been factored into price increase for Camp Brigantine this year. When you check out, you will see two charges on your card statement: one for camp registration and one for the service fee. The updated fee structure is listed below, including all additional fees.

	3 Weeks	4 Weeks	5 Weeks	6 Weeks	7 Weeks
1st Camper	\$1600	\$1700	\$1800	\$1900	\$2000
Each Additional Camper	+ \$300	+ \$400	+ \$500	+ \$600	+ \$700

- **There will be a \$300 discount off your total purchase for those who apply for the full 7-weeks of camp by February 14, 2025.**
- **Every camper must register for at least 3-weeks.**
- **A \$100 deposit per child is due at registration. The final balance is due by June 16th.**

CER staff will happily create an account and work through the registration process with anyone needing assistance. If you or someone you know does not have a device with internet but wants to register on their own, the Brigantine Library and its staff are also available to help anyone using a library computer.

To access the online registration portal, go to brigantine.recdesk.com

All questions about the online registration process can be directed to the CER by calling (609) 264-7350 ext. 1.

CER Hours of Operation
Monday-Thursday, 8:30am-9pm
Friday and Saturday, 8:30am-4pm
Closed on Sunday

Accessing the Registration Portal

1. Open a web browser.
2. Type brigantine.recdesk.com into the web address bar.
 - a. **Note:** there is no “www.” needed.
3. Hit “enter” on your keyboard.
4. This will take you to the Brigantine Community Center online registration portal.

Setting Up Your Profile

1. Click “Create Account”.
2. Fill in all required fields on the first page and click “Continue”.
3. Check “Head of Household” if you would like to be the primary contact for your household. This will allow you to add members to your household later.
4. Fill in all required fields on this page.
5. Create your own username and password. Be sure to write this information down for logging in in the future.
6. Click “Submit”.

Adding Members to Your Household

1. Log in using the username and password you created.
2. Click the green bar on the left that says “Add Household Member”.
3. Scroll down and fill in all required fields.
4. Click “Submit”.
5. Note: This is required for each child you are registering.

Saving a Credit Card to Your Profile

1. Log in using the username and password you created.
2. On the left side of your profile page, click the link that says “Manage Payment Options”.
3. Click the blue “+ Add Payment Option” button.
4. Fill in all required fields.
5. Click “Submit”.

Viewing Programs

1. Log in using the username and password you created.
2. Click “Programs”.
3. Use the Category Filter and select Youth Programs the filters to choose “Youth Programs”.
4. Find “Summer 25 - Camp Brigantine” on the list and click on it to read the description.

Registering One Camper for Camp Brigantine

1. Log in using the username and password you created.
2. Click “Programs”.
3. Use the Category Filter and select Youth Programs the filters to choose “Youth Programs”.
4. Find “Summer 25 - Camp Brigantine” on the list
5. Click the green “Register Now” button. This button will only appear when registration is open. Be sure to look at the registration dates to ensure you’re registering during the available time.
6. Select the member of your household you are looking to register.
7. Select the weeks your camper is going to attend. The minimum requirement is 3 weeks.
8. Select the fee type for your camper.

- a. For one camper, select the full price for the number of weeks selected.
9. You have the option to only pay the required \$100 deposit or pay the full balance. If you want to only pay the deposit, check the "Pay only security deposit" box under the "Fee Type".
10. Each camper receives one Camp Brigantine t-shirt. If you are interested in purchasing another t-shirt, please select the number of **additional t-shirts** you would like for your camper. Additional t-shirts cost \$12 each.
11. Select the t-shirt size for your camper.
12. Click "Save".
13. The program will be added to your shopping cart and is ready for payment. At this point, you can continue adding other programs to your cart or complete the registration process by clicking "Go to Checkout".
14. You will be prompted to read the waiver and click the blue "I Accept Waiver" button.
15. You will be directed to the "Required Forms" page and must complete each form before moving forward. Once all forms are completed, click the "I Have Completed All Forms" button.
16. You will then see the Checkout page.
 - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
 - b. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".
 - i. **Note:** Be sure to enter the correct billing address for your credit card.
17. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
18. If you click "OK", your credit card will be processed, and the registration process will be complete.

Registering Multiple Campers for Camp Brigantine

1. Log in using the username and password you created.
2. Click "Programs" and click "All".
3. Find the program you are interested in registering for.
4. Click the green "Register Now" button. This button will only appear when registration is open. Be sure to look at the registration dates.
5. Select the member of your household you are looking to register.
6. Select the weeks your camper is going to attend. The minimum requirement is 3 weeks.
 - a. We offer discounted rates for additional children going to camp at the same time.
 - b. For the first camper, select the full price for the number of weeks selected.
7. You have the option to only pay the required \$100 deposit or pay the full balance. If you want to pay only the deposit, check the "Pay only security deposit" box under the "Fee Type".
8. Each camper receives one Camp Brigantine t-shirt. If you are interested in purchasing another t-shirt, please select the number of **additional t-shirts** you would like for your camper. Additional t-shirts cost \$12 each.
9. Select the t-shirt size for your camper.
10. Click "Save".
11. The program will be added to your shopping cart. To register an additional camper, click "Register another household member for this program". You can choose the same weeks or different weeks for your camper.
12. Select the member of your household you are looking to register.
13. Select the weeks your camper is going to attend. The minimum requirement is 3 weeks.
 - a. For each additional camper, select the discounted rate for the number of weeks selected.
14. You have the option to only pay the required \$100 deposit or pay the full balance. If you want to only pay the deposit, check the "Pay only security deposit" box under the "Fee Type".
15. Each camper receives one Camp Brigantine t-shirt. If you are interested in purchasing another t-shirt, please select the number of **additional t-shirts** you would like for your camper. Additional t-shirts cost \$12 each.
16. Select the t-shirt size for your camper.
17. Click "Save".

18. The program will be added to your shopping cart. You will then be prompted to read the waiver and click the blue "I Accept Waiver" button.
19. You will be directed to the "Required Forms" page and must complete each form for each camper before moving forward. Once all forms are completed, click the "I Have Completed All Forms" button.
20. You will then see the Checkout page
 - a. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
 - b. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".
 - i. **Note:** Be sure to enter the correct billing address for your credit card.
21. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
22. If you click "OK", your credit card will be processed, and the registration process will be complete.

Checking Out and Payments

1. Registrations are NOT complete until you go through the checkout process. If there are pending registrations in your cart, click the shopping cart icon in the top right corner and click "Go to Checkout".
2. You will then be prompted to read the waiver and click the blue "I Accept Waiver" button.
3. You will be directed to the "Required Forms" page and must complete each form before moving forward. Once all forms are completed, click the "I Have Completed All Forms" button.
4. You will then see the Checkout page
 1. If you have a stored payment method on your account, ensure the correct card number is selected in the drop-down menu and click "Submit".
 2. If you do not have a stored payment method on your account, fill in your credit card information and click "Continue".
 1. **Note:** Be sure to enter the correct billing address for your credit card.
5. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
6. If you click "OK", your credit card will be processed, and the registration process will be complete.

Viewing Your Household Calendar

1. Log in using the username and password you created.
2. On your profile page, click Calendar in the top right.
3. You can scroll the days, weeks, and months to view the programs you are registered for.

Viewing Your Household Balance

1. Log in using the username and password you created.
2. On your profile page, you will see a "Balance Due" amount on the left side.
3. Just above the "Balance Due" you will see "View Invoices".
4. Click "View Invoices" and "View/Pay" with the associated invoice to see your outstanding balance and to make a payment.
5. To pay in full, click the green "Pay in Full Now" button. You will be prompted to enter your credit card information. Please ensure the address matches your billing address for the card. Click "Continue" to move forward.
6. You will then be presented with a summary of the transaction (including processing fees). Click "OK" to complete the transaction or "Cancel" to go back.
7. If you click "OK", your credit card will be processed, and the registration process will be complete.

Viewing the Community Center Website

1. Open a new web browser.
2. Type brigantinebeach.org into the web address bar.
 - a. **Note:** there is no “www.” needed.
3. Hit “enter” on your keyboard.
4. This will take you to the City of Brigantine website.
5. Click on “Municipal” and click on “Community Education & Recreation”.
6. This will take you to the CER website with links at the bottom for open recreation, facility hours, upcoming events, and more!

**All questions about the online registration process can be directed to the CER by calling
(609) 264-7350 ext. 1.**

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