

CAMP MINNEHAHA: PARENT & CAREGIVER HANDBOOK

SUMMER 2024



CAMP MINNEHAHA WELCOME



Dear Camp Families,

We are pleased that you and your children have chosen to take part in our Camp Minnehaha Program this year! We look forward to working with you, together as partners. This is essential to the success and quality of our program.

The staff here at Camp Minnehaha believes that each child is a unique individual with their own rate of development. Our goal is to introduce children to as many new experiences as possible and help each child feel confident and secure in a fun environment. We are dedicated to building up kids to be a part of a strong community.

The Parent & Caregiver Handbook was developed to provide you with information on our policies and programs. Please take the time to read through this handbook and keep it for future reference. If you have any questions, concerns, or suggestions, please feel free to contact me or our Camp Coordinators at any time.

Sincerely,

Samantha Morrison

Recreation Programs Supervisor
City of New Braunfels
830-221-4372
smorrison@newbraunfels.gov

Erin Bryant

Assistant Recreation Programs Supervisor
830-221-4642
ebryant@newbraunfels.gov





ABOUT OUR DEPARTMENT

MISSION STATEMENT:

Our Mission is to afford diverse opportunities and access for all residents and visitors through innovative programs and facilities, open space preservation, and economic enhancement.

CITY OF NEW BRAUNFELS PARKS AND RECREATION VISION STATEMENT:

Our Vision is to enhance the well-being of our community through laughter, play, conservation, and discovery.

GOALS OF CAMP MINNEHAHA:

Camp Minnehaha strives to provide safe and quality recreation experiences that develop a camper's sense of identity through the positive development of self-esteem, confidence, and respect.

CONTACT INFORMATION

LANDA RECREATION CENTER
FRONT DESK PHONE: 830-221-4370

LANDA RECREATION CENTER
CAMP PHONE: ~~830-481-8458~~

SEELE ELEMENTARY & LANDA HAUS
CAMP PHONE: ~~830-481-8447~~

RECREATION PROGRAMS SUPERVISOR:

Samantha Morrison email: smorrison@newbraunfels.gov
830-221-4372

Assistant Programs Supervisor:

Erin Bryant email: ebryant@newbraunfels.gov
830-221-4642

CAMP COORDINATORS:

- Landa Recreation Center
Taylor Koutz- tkoutz@newbraunfels.gov

Sarah Johnston - Landa Haus & Seele Elementary
sjohnston@newbraunfels.gov

ASSISTANT CAMP COORDINATORS:

- Landa Recreation Center
Heather Knodel- hknodel@newbraunfels.gov

Catherine White - Landa Haus & Seele Elementary
cwhite@newbraunfels.gov

If you need to be in touch with your camper or their counselor, please contact the Camp Phone and they will relay the message in a timely manner. Camp Staff operates on a two-way radio system. The Front Desk of the Recreation Center is able to radio and communicate with all Camp Staff throughout the day.

Any Concerns regarding camp may be directed to the Camp Coordinators or the Recreation Programs Supervisor.


Camp Minnehaha is not licensed by the state of Texas in accordance with Chapter 42.041(b)(14) of the Human Resources Code.

ABOUT OUR FACILITIES


LANDA PARK


Camp Minnehaha is located throughout Landa Park. Many activities will take place outside and it is important that you know where key points in the park are.

Important Features:


 Landa Rec Center


 Mini Golf


 Volleyball Courts


 Seele Elementary


 Crawfishing

 Landa Park Aquatic Center (LPAC)

 Landa Park Train Station

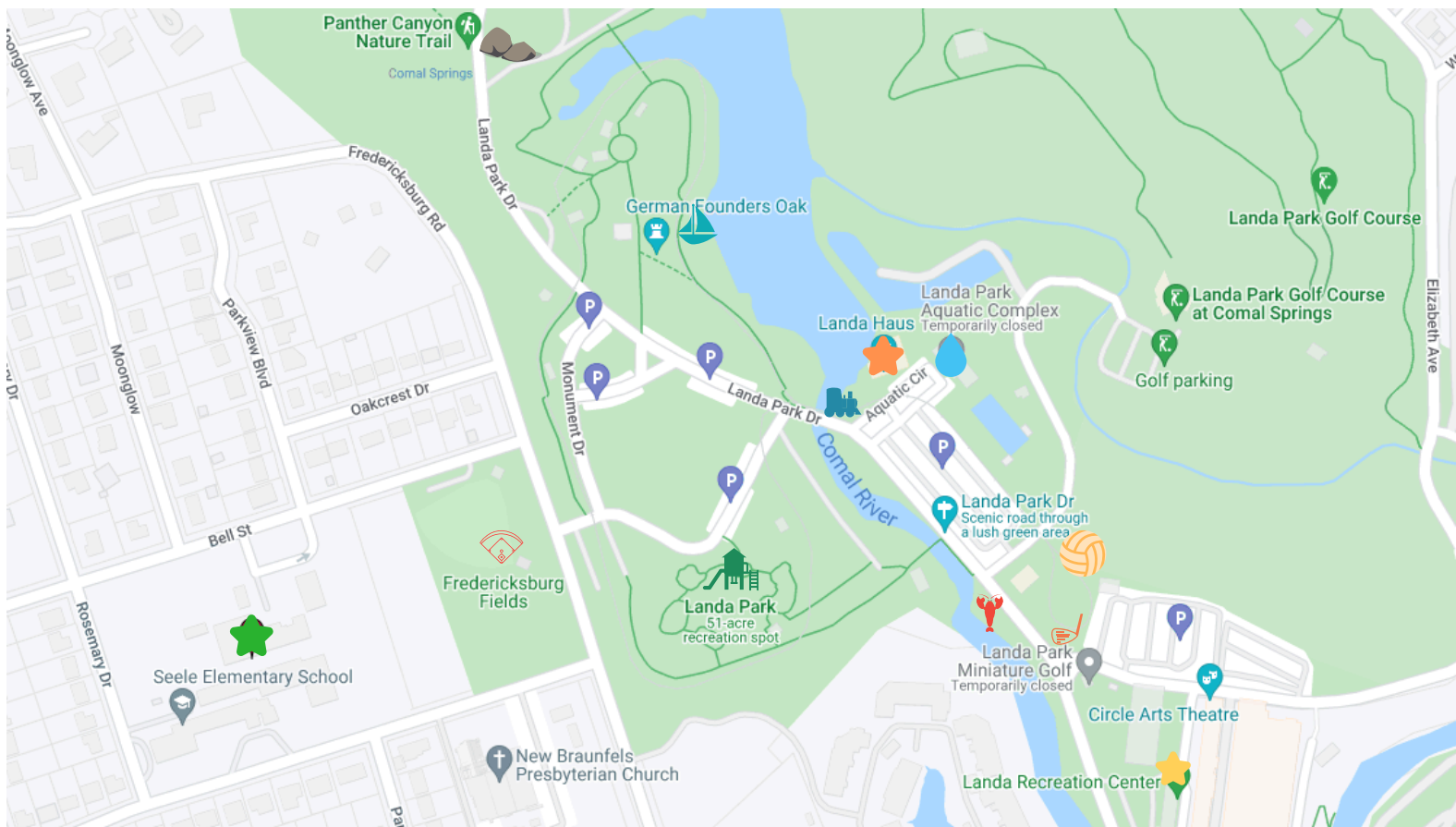
 Landa Park Train Playgrounds

 Panther Canyon

 Landa Park Boat House

 Fred Fields

 Landa Haus



PAYMENT POLICY & CHECKING IN/OUT

PAYMENT POLICY

For Summer 2024, participants could have paid for camp in full or put a \$25 deposit down per week to reserve the spot. Payment for camp is due two weeks before the start of that week in order to secure the camper's spot in camp. Failure to make these payments may result in the forfeiture of the spot and deposit.

REFUNDS

Cancellations of weeks of camp made two weeks (fourteen days) prior to the start of the week will receive full credit to their account or a refund will be issued. Refunds are not issued for partial attendance.

EPACT

ePact is the cornerstone software that streamlines our registration process, ensuring a smooth and secure experience for both campers and their families. By using ePact, we're able to collect vital information about each camper efficiently, such as emergency contacts, medical history, and consent forms, all in one centralized platform. To ensure the safety and well-being of all campers, it's mandatory for parents to register their child through ePact before the start of camp. This not only expedites the check-in process but also enables us to provide the best possible care tailored to each camper's needs.

CHECK-IN & CHECK-OUT

Check-In Time: 7:30 - 8:45 a.m.

Check-Out Time: 4:30 - 6:00 p.m.

These times are guidelines and campers may be dropped off at any time during the day and picked up early as well. We encourage campers to participate in a full day of camp!

LATE FEES

Parents/Caregivers who arrive after 6:00 p.m. for pick-up will be charged a fee of \$1.00 per minute they are late. Fees are due at the time of pick-up. Notices of being late are greatly appreciated, but fees will still apply. If parents/caregivers and emergency contacts cannot be contacted for 30 minutes, New Braunfels PD will be called.

PREPARING FOR CAMP

WHAT TO BRING TO CAMP EACH DAY

- Sack lunch (refrigeration and/or microwave is not provided)
- Water bottle (it's hot and we want you to stay hydrated!)
- Sunscreen (sunburned campers are NOT happy campers)
- Swimsuit & towel for swimming days (see weekly schedule)
- Smile and enthusiasm
- Clothes/shoes that can get dirty

Items brought to camp can be stored in the camper's designated group area.

THURSDAY DRESS-UP DAYS

Every Thursday campers and Camp Staff dress up based on the theme of the week. Participation is highly encouraged!

WHAT NOT TO BRING TO CAMP

- Cell phones
- Toys (Stuffed animals/dolls, etc)
- Electronics
- Cards (Pokemon, Magic, Collections, etc)
- Water toys
- Sports Equipment (Life-jackets are an exception)
- Gum or Candy
- Sandals/flip flops or any shoes without a back or heel strap



Camp Minnehaha, The Landa Recreation Center, Landa Haus, and Seele Elementary are not responsible for lost, stolen, or damaged items.

DRESS CODE

- Be comfortable and dress for the weather
- Please wear tennis shoes for running around and playing
- At camp we play hard, so please know campers do get dirty (we don't recommend wearing your Sunday best!)
- Clothing that promotes substances, poor language, or anything inappropriate will not be tolerated



CELL PHONE/ ELECTRONICS POLICY

We are invested in the Camp Minnehaha program and hope that you are as well. We believe our program is beneficial to our campers and the more they are engaged in the program, the greater the benefit. To ensure that our campers are getting the full benefit of our camp program, we strongly discourage the use of electronic devices; in fact, we don't even allow them at camp. This policy is not only for your child's benefit but for your benefit as well, as we are not responsible for any lost, stolen, or damaged items.

ELECTRONIC DEVICES ARE DEFINED AS

- Cellular Phones
- Computers
- Video Game Systems (i.e. Game Boys, Nintendo DS, PSPs, etc.)
- iPads
- iPod/MP3 Players
- Smart Watches

Camp Minnehaha does not permit the use of Electronic Devices during the hours of operation of Camp.

(7:30 a.m. - 6:00 p.m., Monday - Friday)

If a camper brings any electronic device to Camp, they will be asked to turn in the device to camp staff for the duration of the camp day. Confiscated devices may be picked up at the end of the day.

Camp Minnehaha, The Landa Recreation Center, Landa Haus, and Seele Elementary are not responsible for lost, stolen, or damaged electronic devices.

Parents needing to get in touch with camp staff or their camper may contact the Camp Phones. Staff will contact the counselor via our two-way radio system to give them any necessary information.

We greatly appreciate your support in the implementation of this policy as it helps us to ensure the success of our program.



WATER ACTIVITIES

We recognize that while water activities are fun and contribute to the overall Camp Minnehaha program, we also recognize they involve risk. Camp Minnehaha takes every effort to minimize this risk and ensure the safety of both campers and staff.

WATER ACTIVITIES MAY INCLUDE

- Swimming at the Landa Park Aquatics Complex (LPAC)
- Paddle Boats at the Landa Park Boat House
- Crawfishing in Landa Park
- Nature and Science activities involving water retrieval in Landa Park.

All campers (over the age of 5) who wish to swim without a life jacket at the pool will be required to take a swim test on the first day of the week prior to the start of swim time. Staff will ask their group Monday morning who will be taking the swim test that day. 5 year old's will be required to wear a lifejacket.

SWIM TEST REQUIREMENTS

- Swim tests will be administered in small groups by a certified lifeguard
- Campers are required to jump into the Spring Fed pool at the Aquatics Complex with water going over their head, resurface, and tread water before swimming to the platform and back. Campers may use any swim stroke they desire to complete the swim test as long as they display good flotation and ability. Once they reach the wall, they must be able to get themselves out of the pool without aid.

Campers who do not pass the swim test will be restricted to shallower waters during all water activities and will be required to wear a life jacket at all times. They will be allowed to retake the swim test the next week they return to camp.

Parents/Caregivers may exempt their camper from participating in the swim test. In doing so, the Parent/Caregiver is requiring their camper to wear a life jacket and be restricted to shallower waters.

Camp Minnehaha requests that campers requiring a life jacket during water activities provide a life jacket for the camper. Please label the life jacket with the camper's name. Life jackets may be left at camp for use during the week. Camp Minnehaha will provide life jackets for camper families that cannot afford to purchase one. Please note that inner tubes, arm floaties, and other flotation devices are not a substitute for life jackets.

All camper groups participating in water activities will be supervised by a certified lifeguard and staff trained in water emergency procedures.

Parents/Caregivers shall be notified of water activities at the beginning of the week via the weekly camp schedule. Parents/Caregivers are asked to send appropriate swimwear, towel, and sunscreen with their camper on days that involve water activities.

SWIM SCHEDULE

MONDAY

Time: 10:00 a.m. - 11:30 a.m.

Special Info: Swim Test!

Camp Groups: Younger Groups
(Landa Rec Center Site)

TUESDAY

No Swimming

WEDNESDAY

Time: 10:00 a.m. - 11:30 a.m.

Special Info: Swim Test!

Camp Groups: Older Groups (Landa Haus/ Seele Site)

THURSDAY

Time: 10:00 a.m. - 11:30 a.m.

Camp Groups: Younger Groups (Landa Rec Center Site)

FRIDAY

Time: 10:00 a.m. - 11:30 a.m.

Camp Groups: Older Groups (Landa Haus/ Seele Site)

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CAMP RULES

The rules of camp are designed to help create a positive and safe environment for both campers and staff. The rules are presented to campers in a positive way and focus on what campers should do rather than what they should not do. We use the rules of camp to help teach our campers to make good and positive choices.

- 1) Be Respectful
- 2) Be a Good Friend
- 3) Be Polite
- 4) Be a Good Listener
- 5) Be Kind
- 6) Be a Good Follower of Directions
- 7) Be Helpful
- 8) Be Responsible



BEHAVIOR MODIFICATION POLICY

We strive to create a safe and positive environment for all campers. We also encourage our campers to make positive choices that contribute to our safe environment.

We recognize that it's not always easy for campers to make positive choices and sometimes they don't know the right choice. It is in these instances campers require guidance in making the right, positive choice. This is where our behavior plan is put into place.

For small behavior issues, campers will be given reminders and have talks with their counselor about appropriate behavior. If these behavior issues continue to reoccur, or if the behavior warrants more than a chat, a "Minor" form will be filled out.

"Minor" Form examples include issues with the following items:

- Following camp rules
- Being respectful
- Being safe
- Listening
- Making good decisions
- Keeping hands/feet to themselves

For large behavior issues, a "Major" form will be filled out. This form is for:

- Verbal abuse towards self, other campers, or staff
- Behavior requiring constant one-on-one intervention
- Damage to program location/building or property
- Damage to the property of others
- Physical abuse towards self, other students or staff

The following is the case for "Major" behavior incident reports:

- 1st write up - Camp Coordinator will call Parent/Caregiver or talk to them upon pickup that day
- 2nd write up - Camp Coordinator will discuss behavior modifications with Parent/Caregiver
- 3rd write up - Three-day suspension from Camp
- 4th write up - Dismissal from Camp for one year.

Serious Behavior Concerns:

Serious Behavior Concerns are defined as any action that causes physical harm to oneself or another person, extreme harm to another person, property destruction or puts the safety of oneself or another person in jeopardy.

Please note that Camp Minnehaha reserves the right to deny continued services to any camper who displays serious behavior concerns within our program.

Behavior incident reports are current for one year and span across all City of New Braunfels Parks and Recreation Department programs, including but not limited to the Landa Recreation Center (Camp Minnehaha) and Fischer Park Nature Center.

ILLNESS/ INJURY

While we make every effort to keep campers injury free and healthy while at camp, kids do fall and do get sick. To avoid the spread of illness and to ensure that kids are at their best to participate in camp programs, please do not send your child to camp if they are sick.

SICKNESS

When your child is ill, please contact the camp to let us know they won't be attending that day. If your child has a fever over 100 degrees, he or she must stay out of camp until fever-free for 24 hours without fever-reducing medications.

If a camper becomes ill during the camp day, staff will contact Parents/Caregivers via telephone.

SUDDEN ILLNESS

Should a sudden illness occur during camp, staff will follow the following steps:

- 1.) Assess the situation
- 2.) Radio illness to Front Desk at the Recreation Center and ask Coordinators/Administration to relocate the camper to the front if necessary (if the illness is severe, front desk staff will call 911, and Camp Staff will accompany them to the hospital until released by Parent/Caregiver arrival.
- 3.) Administer first aid and care as needed & monitor camper
- 4.) Notify Parent/Caregiver of illness via phone
- 5.) If the illness is serious, notify Parent/Caregiver they must pick up their child from camp.
- 6.) An Incident Report will be completed by Camp Staff.

In the case of a serious or severe injury or illness, a doctor's release may be required for the camper to rejoin the camp program.

INJURY

Should an injury occur during camp, staff will follow the following steps:

- 1.) Assess the situation/remove other individuals from immediate danger-ensure the safety of campers.
- 2.) Radio injury to Front Desk at Recreation Center (if the injury is severe, Front Desk will call 911).
- 3.) Camp Coordinators and Administration will assist with injury/camper group if necessary.
- 4.) Administer First Aid/CPR as required (Camp Staff are equipped with basic first aid kits)
- 5.) Notify Parent/Caregiver of injury - if serious/severe via phone, if not serious via an incident report at pick-up.
- 6.) If A serious injury requires medical attention, (i.e. stitches, sprain, broken bone), the camper will be transported to Christus Santa Rosa Hospital in New Braunfels via a City vehicle and Camp Staff personnel.
- 7.) If the injury is severe and requires EMS transport, a Camp Staff will accompany the camper to the hospital and stay until released by the arrival of a Parent/Caregiver.
- 8.) An Incident Report will be completed by Camp Staff.

F.Y.I

FYIs, or For Your Information, sheets will be given to you upon pickup. These are to inform you of anything out of the ordinary that may have happened in your camper's day. You may or may not have been informed previously of the information on the form. Our staff will try to keep you as informed on your campers as possible.

MEDICAL NEEDS / MEDICINE

Camp Minnehaha is not designed to support any major medical needs. All Camp Staff is certified through the American Red Cross in First Aid/CPR/AED, but we do not staff any medical or nursing professionals. If any major accommodations are needed, please fill out a Program Modification Request Form. These forms can be found on campminnehaha.com or at a City of New Braunfels Parks facility.

Campers who require the administration of medication during the camp day will need to have a Medical Authorization Form completed by a Parent/Caregiver and on file.

All medications brought to camp MUST be checked in with the Camp Coordinators and will be locked up in the office. The only exception to this rule is emergency medications, such as rescue inhalers or EpiPens. Emergency medications still need to be checked in with the Camp Coordinators, so we are aware that campers have them.

All medications must be brought to camp in the original pharmaceutical container, including the campers' name, medication name, dosage amount, and times of administration.

The Camp Coordinators will log the medications including how they are administered, the dosage, and the time of administration in the Medical Administration Log Book.

Picking up medication is the responsibility of the parent/caregiver. Staff is not available after hours if medication is left when campers are picked up.

Medications will be dispersed by a Camp Staff member certified in First Aid/CPR/AED, and it will be documented in a Medical Administration Log Book.



DROP-OFF/PICK UP PROCEDURES

CURBSIDE DROP-OFF/PICK UP

• DROP OFF

- We encourage all campers to get dropped off between 7:30 - 8:45 a.m.
- Outside of these hours, please call or text the Camp Phone to let us know what time you will be dropping off your camper. Let us know when you arrive if there is not a staff member out front.
 - o Please give staff any special instructions for the day - such as an early pickup time or if your camper has swim lessons.

• UPON ENTRY

- Campers will take their belongings to their group shelf and join their group.

• MEDICATION

- If your camper needs to take medication, you will need to check it in with a Camp Coordinator and sign it into our medical binder.
- We will only be keeping medicine with us Monday through Friday, you will need to take the medication container home on Friday.

• PICK UP

- We encourage all campers to be picked up from 4:30 - 6:00 p.m.
- Outside of these hours, please call or text the Camp Phone to let us know you are on your way so that we can get your camper ready. (They are not always at the building, and it may take some time for them to get back)
 - If you are sending a text to let us know you are on your way, please include the pickup person's first and last name, as well as the camper's first and last name.
- When you drive up to the pick-up location, please have your camper sign on your driver's side dashboard or hold it up to show the staff member outside.

You **MUST** have a photo ID with you to pick your child up.



IMPORTANT INFO FOR 2024

THREE LOCATIONS

This year we will be utilizing three locations to expand camp: Landa Recreation Center, Landa Haus, and Seele Elementary.

- The Landa Recreation Center will tentatively house the 5-8 year-olds for Weeks 1-12.
- Landa Haus will tentatively house the 8-12 year-olds for Weeks 1, 11, and 12.
- Seele Elementary will tentatively house the 8-12 year-olds for Weeks 2-10.

SWIMMING

Younger Groups and Older Groups will not swim together this year. Younger Groups will swim on Mondays and Thursdays, and Older Groups will swim on Wednesdays and Fridays.

There will also be no swimming with the public this year for the older groups.

Campers are highly encouraged to bring their own life jacket from home if they need to wear one. Life jackets will be provided for campers who do not have one but need one.

ABCS, ALL CAMP EVENTS, AND SPECIALS

We will be doing Activities by Choice (ABCs), All Camp Events, and specials this summer.

ABCs are a time for campers to choose what they want to do in the afternoon. Activities differ each day, and it's the only time a camper does not have to stay with their original designated group.

All Camp Events can include guest speakers/entertainment, group games, or special snacks.

Specials include Mini Golf, Paddle Boats, and the Landa Park Aquatic Complex (LPAC). We will use these facilities before they open to the public.

COHORTS

Two groups close in age will be combined to create a Cohort that will be staying together throughout the day, this includes lunch time. Each Cohort will be assigned two counselors.

CAMP PHONES

Each location will have a Camp Cell Phone this year. Please save these numbers in your phone and you can call or text it to let us know if a camper will be absent or if you come to drop off or pick up outside our designated times.

Landa Haus/Seele Elementary Camp Phone: 830-481-8447

Landa Recreation Center Camp Phone: 830-481-8459

Landa Recreation Center Front Desk: 830-221-4370