Dear Day Camp Families,

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

The staff here at Camp Minnehaha believes that each child is a unique individual with his or her 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 strong kids to be a part of a strong community.

The Parent 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 myself or our Camp Staff at any time.

Sincerely,

Cassie Paddock
Recreation Programs Supervisor
City of New Braunfels
830-221-4372
cpaddock@nbtexas.org
About Our Department

Mission Statement:
Our Mission is to create innovative and inclusive opportunities that promote health, conservation, play and community growth.

City of New Braunfels Parks and Recreation Vision Statement:
Our Vision is to enrich the lives of those who live, work and play in New Braunfels.

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

Contact Information

Landa Recreation Center Front Desk:
830-221-4370

Recreation Programs Supervisor:
Cassandra Paddock
cpaddock@nbtexas.org
830-221-4372

Camp Coordinators:
Alex Hartman
ahartman@nbtexas.org
Taylor Koutz
tkoutz@nbtexas.org

Assistant Camp Coordinators:
Jenny Schaeffer
jschaeffer@nbtexas.org
Jarett Apperson
japperson@nbtexas.org

Camp Phones:
Landa Rec Camp: 830-481-8459
Landa Haus Camp: 830-481-8447
Seele Location: TBD

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. 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.
STANDARDS OF CARE

Standards of care established by the City of New Braunfels will be monitored and enforced by City departments responsible for their respective areas as identified.

- Health and safety standards will be monitored and enforced by the City’s Police, Fire, Health and Code Enforcement Departments.
- Staff and program issues will be monitored and enforced by the New Braunfels Parks and Recreation Department. Each supervisor is responsible for visually checking the camp activities on a daily basis.
- Criminal background checks and drug tests will be conducted on prospective day camp employees and volunteers.
- Staffing Ratios: The number of children may not exceed staff by a minimum ratio of 1 staff per 15 children, ages 5-12.
- Program employees will inspect sites frequently for any sanitation or safety concerns. These concerns should be passed on to the Athletic Supervisor, Recreation Programs Supervisor, or the Recreation Manager.
- Each program must have a fully stocked first aid kit.
- In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
- Program sites will be inspected by the Fire Marshall annually. Each Supervisor is responsible for compliance with Fire Marshall’s directives.
- Emergency phone numbers are kept at the front desk and staff communicates between one another, the front desk and the Supervisor with two-way radios.
- Staff shall notify parents or authorized persons of children in the facility when there is an outbreak of a communicable disease required to be reported to the County Department of Health. Staff must notify Parents/Caregivers of children in a group when there is an outbreak of lice or other infestation in the group.

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 of our activities will take place outside and it is important that you know where key points in the park are.

**Important Features:**

- Rec Center
- Mini Golf
- Volleyball Courts
- Fredericksburg Fields
- Landa Haus
- Aquatic Complex (LPAC)
- Train Station
- Seele Elementary
- Playground
- Boathouse
- Panther Canyon
Payment Policy:
For Summer 2022, 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 campers spot in camp. Failure to make these payments may result in the forfeiture of spot and deposit.

Refunds:
Cancellations of weeks of camp made one week (seven 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.

Participant Information Forms:
Parents/Caregivers are required to complete a Personal Information Form (PI Form) for each camper. Parents/Caregivers will list on the PI Form each person they give permission to drop-off and pick-up their camper. Only those listed on the PI form will be allowed to sign a camper in or out of the Camp Minnehaha Program. We do require a Driver's License, Photo ID or camp issued camper sign at check-out. Additions or subtractions to the PI form can only be made by a legal guardian.

We require Parents/Caregivers or approved individuals on the PI form to sign their camper into and out of the program with a camp staff member at curbside check-in.

Please be sure to add any allergies, medications or other information that we should know about your camper on the PI form.

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 and emergency contacts cannot be contacted for 30 minutes, New Braunfels PD may be called.
What to bring to Camp Each Day:

- Sack lunch (refrigeration 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
- Bring clothes/shoes that can get dirty

Items brought to camp can be stored in their designated group area.

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

Thursday Dress Up Days:
Each Thursday of Camp, we have a dress up day where everyone dresses up to the theme of the week. Participation is highly encouraged!

Dress Code:

- Be comfortable and dress appropriate for 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
Campers will be divided into Camp Groups according to age (please check the sign in sheet to find out your camper’s group assignment) and will rotate through the daily schedule with their group. Campers will generally remain in the same group per each session.

Campers are required to provide their own lunch each day. We do not offer refrigeration or microwaves for lunches.

Camp Minnehaha will provide a daily snack. Please inform us of any food allergies.

Campers will participate in daily "specials" which will either be swimming, mini golf, paddle boats or the Landa Park Playground.

Example Schedule Below

<table>
<thead>
<tr>
<th>Group 1 &amp; 2</th>
</tr>
</thead>
</table>

**Tuesday**

<table>
<thead>
<tr>
<th>Time/Period</th>
<th>Activity area</th>
<th>Specific Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30-8:30am</td>
<td>Check-In</td>
<td>Open Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>8:30-8:45am</td>
<td>WAKE-UP!!!</td>
<td>Attendance, Daily Overview &amp; Rules and Expectations</td>
<td>Gym</td>
</tr>
<tr>
<td>8:45-9:00am</td>
<td>Daily Expectations &amp; Reminders</td>
<td>Announcements/Sign-up for ABCs</td>
<td>Gym</td>
</tr>
<tr>
<td>9:00-10:00am</td>
<td>Specials</td>
<td>Activity #1</td>
<td>Outside</td>
</tr>
<tr>
<td>10:00-11:00am</td>
<td>Arts &amp; Crafts</td>
<td>Activity #2</td>
<td>Upstairs</td>
</tr>
<tr>
<td>11:00-11:30pm</td>
<td>Lunch</td>
<td>Eating Yummy Food</td>
<td>Upstairs</td>
</tr>
<tr>
<td>11:30-12:00pm</td>
<td>Rest Period</td>
<td>Open Gym</td>
<td>Gym</td>
</tr>
<tr>
<td>12:00-1:00pm</td>
<td>Get Outside</td>
<td>Activity #3</td>
<td>Outside</td>
</tr>
<tr>
<td>1:00-2:00pm</td>
<td>Games</td>
<td>Activity #4</td>
<td>Gym</td>
</tr>
<tr>
<td>2:00-3:30pm</td>
<td>ABCs</td>
<td>Your Adventure by Choice</td>
<td>Upstairs</td>
</tr>
<tr>
<td>3:30-4:00pm</td>
<td>Snack</td>
<td>Campers Choice</td>
<td>Upstairs</td>
</tr>
<tr>
<td>3:30-4:30pm</td>
<td>Board Games</td>
<td>Activity #5</td>
<td>Game Room/Patio/Outside</td>
</tr>
<tr>
<td>4:00-5:00pm</td>
<td>All Camp Event</td>
<td>Movie</td>
<td>Gym</td>
</tr>
<tr>
<td>5:00-6:00pm</td>
<td>Check-Out</td>
<td>Open Gym</td>
<td>Gym</td>
</tr>
</tbody>
</table>
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 Aquatics Complex
- Paddle Boats at the Landa Park Boat House
- Crawfishing in Landa Park
- Nature and Science activities involving water retrieval in Landa Park.

All campers 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.

**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 group 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 swim wear, towel and sunscreen with their camper on days that involve water activities.
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
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/Landa Recreation Center is 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.**
We strive to create a safe and positive environment for all campers. We also encourage and promote 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, children 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
- Following directions
- Being cooperative
- 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 students 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.
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 to 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 to 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. Staff is not available after hours if medication is left when campers are picked up.

Medications will be dispersed by a Camp Staff certified in First Aid/CPR/AED, and it will be documented in a Medical Administration Log Book.
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 he or she 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 illness is severe, front desk staff will call 911, Camp Staff will accompany to 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 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 safety of campers.
2.) Radio injury to Front Desk at Recreation Center (if injury is severe, Front Desk will call 911).
3.) Camp Coordinators and Administration will be sent to 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 incident report at pick-up.
6.) A serious injury requiring 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 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.
**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 5-7 year olds.

Seele Elementary will tentatively house the 8-9 year olds.

Landa Haus will tentatively house the 10-12 year olds.

**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.

**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 Aquatic Complex. We will use these facilities before they open to the public.

**Cohorts:**
Groups will have a Cohort group that they will be staying with throughout the day, this includes lunch time.

**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. (Phone numbers are on page three)
Curbside Drop Off/Pick Up

• Drop Off:
  o 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 and when you are here if there is not a staff person
    out front.
  o Please give staff any special instructions for the day - such as an early pick up time
    or if they have swim lessons.

• Upon Entry:
  o Campers will take their belongings to their group shelf and join their group.

• Medicine:
  o If your camper has medicine, you will need to check it in with a staff person and
    sign it in to our medical binder.
  o We will only be keeping medicine with us for one week increments, you will need to
    take your container home on Friday.

• Pick Up:
  o 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 persons first and last name, as well as the campers first and last name.
  o 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.
    Please have your ID with you to pick your child up.