



PARKS AND RECREATION DEPARTMENT



2019 PARENT & CAMPER HANDBOOK

**LANDA RECREATION CENTER
164 LANDA PARK DRIVE
NEW BRAUNFELS, TX 78130**

PHONE: (830) 221-4370

HOURS OF OPERATION: 7:30AM-6:00PM, MON-FRI

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Contact Information

Landa Recreation Center Front Desk: (830) 221-4370

Recreation Programs Coordinator, Cassandra Paddock

Camp Coordinator, Sydney Paredes

Assistant Camp Coordinator, Laura Ochoa

If you need to be in touch with your camper or their counselor, please contact the Front Desk and they will relay the message in a timely manner. Camp Staff operates on a 2-way radio system. The Front Desk of the Recreation Center can radio and communicate with all camp staff throughout the day.

Any concerns regarding camp may be directed to the Camp Coordinator or the Recreation Programs Coordinator.

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

City of New Braunfels Parks and Recreation 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 wellbeing 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 camper's sense of self through the positive development of self-identity, self-esteem, self-confidence and self-respect.

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

The following are policies, procedures and standards to be followed by staff, participants and parents to provide for the care and enjoyment of program participants enrolled in City of New Braunfels Parks and Recreation camp programs.

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 daily.
- 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. Those concerns should be passed on to Athletic Coordinator, Recreation Programs Coordinator, or 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 of children in a group when there is an outbreak of lice or other infestation in the group.

Payment Policy & Checking In/Out

Payment Policy

Payment must be taken at the time of registration. A spot in the Camp Minnehaha program cannot be held without payment in full, this includes upcoming weeks after a camper is enrolled in the program. Camp Minnehaha does not offer scholarships or payment assistance for enrollment in the program.

Parents/Caregivers not able to pay for the entire summer up front, are encouraged to stay 2-3 weeks ahead in the enrollment process.

Check-in/out Policy

Check-in Time: 7:30-8:00am

Check-out Time: 5:00-6:00pm

We encourage campers to participate in a FULL DAY of camp!

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 or Photo ID at check-out.

Additions or subtractions to the PI form can only be made by a legal guardian and must be made in person at the Landa Recreation Center.

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 in either the lobby or at curbside check-in (7:30-8:15am).

A table for check-in & check-out will be set-up in the front lobby of the Landa Recreation Center.

Please check the table for any important information or forms.

Late Fees

Parents/Caregivers who arrive after 6:00pm for pick-up will be charge a fee of a \$1.00 per minute they are late. Fees are due at time of pick-up. Notices of being late are greatly appreciated, but fees will still apply.

If parents and emergency contacts cannot be contacted after 30 minutes, New Braunfels PD may be called.

Preparing for Camp

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!*)
- Sun screen (*sunburned campers are NOT happy campers*)
- Swimsuit & towel for swimming days (*see weekly schedule*)
- Smile & Enthusiasm ☺
- Bring Clothes/ Shoes that can get dirty.

Items brought to camp can be stored in the upstairs meeting room in their designated Tribe area.

What NOT to bring to camp

- Cell Phones
- Toys (fidget spinners)
- Electronics
- Cards (Pokémon, Magic, collections, Yu-gi-oh, etc.)
- Water Toys
- Sports Equipment (Lifejackets are an exception)
- Gum or Candy
- Sandals/ flip flops/crocs or any shoes without a back or heel strap

Dress Code

- Be comfortable and dress appropriate for weather
- **Please wear tennis shoes** for running around and playing
- Sandals/ flip flops/crocs or any shoes without a back or heel strap **not** allowed
- 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
- Shorts must be an appropriate length, and shirts may not be revealing

It is recommended that all items brought to camp have the camper's names or initials on them.

Daily Camp Schedule

We think our camp program is fun enough, exciting enough, and important enough that campers should participate in a full day! Please make every effort to arrive to camp by 8am and depart after 5pm.

Time	Activity
7:30-8:00am	Arrival/Check-in
8:00-8:30am	"WAKE-UP"
8:30-9:00am	Tribal Calls, Awards & Announcements
9:00-10:00am	Period One
10:00-11:00am	Period Two
11:00-12:00pm	Jr. Campers: LUNCH Sr. Campers: Period Three
12:00-1:00pm	Sr. Campers: LUNCH Jr. Campers: Period Three
1:00-2:00pm	Period Four
2:00-3:00pm	Period Five- A.B.C.'s
3:00-3:30pm	SNACK
3:30-5:00pm	ALL CAMP EVENT
5:00-6:00pm	Open Gym/Check-Out

- Campers will be divided into Camp Tribes according to age (please check the sign in sheet to find out your camper's tribe assignment) and will rotate through the daily schedule with their tribe. Campers will generally remain in the same tribe each session. We do not accept tribe requests as we have 120 campers and it would not be fair to everyone.
- 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.**
- An activity schedule providing the specific activities camp tribes will participate in will be posted for parents/caregivers daily at the Rec. Center Front Desk.
- Campers will participate daily in "specials" which will either be swimming, mini golf, or paddle boats.

Water Activity Policy

We recognize that while water activities are fun and contribute to the overall Camp Minnehaha program, we also recognize that 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
- Fishing in Landa Park
- Nature & Science activities involving water retrieval in Landa Park

All Campers who wish to swim without a life jacket 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 tribe 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 a swim test will be restricted to shallower waters during all water activities and will be required to wear a life-jacket at all times.

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 all activities. 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 lifejackets.

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 swim wear, towel, and sun-screen with their camper on days that involve water activities.

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

Your First Day of Camp

To Drop Off:

- You will bring your camper inside to check in. It is very busy on day 1 and may take a few minutes to get your camper signed in.
- Staff will check your Participant Information Form and ask for any medication.
- You will sign your camper in, on your sign-in sheet you will see which tribe your camper has been assigned to. Please be prepared to write down who will be picking up your camper.
- Your camper will receive a Camp Minnehaha bag with their name on it. They do not have to use these bags, but it is encouraged.
- Once they have checked in they will go upstairs and put their belongings on their tribe shelf. If you would like to go with them you may but there is a staff member present to help them.
- After placing their belongings, they will go to the gym down the back stairwell and start their amazing fun filled day!
- Tribe Schedules will be posted daily, and the swim schedule is posted every week.

To Pick Up:

- You will need to bring a photo ID and show it to the staff member at the front desk.
- Please sign out your camper and look for any paperwork, letters or any other information that is on the table for you. If your campers name is highlighted please make sure to ask the staff, it means they need to talk to you.
- Staff will radio for your camper to get their belongings; please be patient your campers are sometimes involved in fantastic games and it takes us a few minutes to convince them they want to leave.
- Please ask your camper if they have all of their belongings, most campers will have at least one craft to take home per day.
- Please take home any medication that you have dropped off, staff are not available after hours.

Special Circumstances:

- It takes longer to pick up when your camper is not at the Rec Center, please check their schedule. If you plan on picking up when they will be away, calling beforehand is greatly appreciated.
- Please see lice section.

Behavior Modification Policy

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 that campers require guidance in making the right, positive choice. This is where our behavior plan is put into place. Our behavior plan is designed to provide positive guidance to campers and help teach them how to make positive choices.

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. This form is for problems with: following camp rules, being respectful, being safe, listening, making good decisions, following directions, being cooperative, being responsible and keeping hands/feet to themselves. This form is for staff to document behavior and relay information about issues to parents.

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 Camp Minnehaha property or damage to the property of others, and 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 or talk to them upon pickup that day.
- 2nd Write Up- Parent meeting with Recreation Coordinator and Camp Coordinator.
- 3rd Write Up- 3 day suspension from Camp Minnehaha
- 4th Write Up- Dismissal from Camp Minnehaha

In cases of serious and/or ongoing behavior concerns behavior contracts may be written, parents will be given copy of the behavior contract. The terms of the contract will be agreed upon by the camper and the camp management. The Camp Coordinator or Assistant Coordinator will explain what is expected of the camper and what circumstances have led to the contract.

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

Serious Behavior Concerns

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

FYI's or For Your Information sheets will be placed on the checkout table; they are folded in half with your camper's name on them. 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.

Cell Phone/Electronics Policy

We are invested in the Camp Minnehaha program and hope that you are as well. We believe that 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 your benefit as well, as we are not responsible for lost, stolen or damaged items.

Electronic Devices are defined as:

- Cellular Phones
- Computers
- Video game systems (i.e. Game boys, Nintendo DS, PSP's, etc.)
- I-Pads
- IPODS/MP3 Players
- Smart Watches

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

(7:30am-6:00pm, 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 electronic devices may be picked up from the front desk of the Landa Recreation Center by a parent/caregiver at the time of pick-up from the program.

Camp Minnehaha/Landa Recreation Center is not responsible for lost, stolen or damaged electronic device items.

Parents needing to get in touch with camp staff or their camper may contact the Front Desk of the Landa Recreation Center at **(830) 221-4370**. Front Desk staff will then contact the counselor via our 2-way Radio system to give them the necessary information.

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

Medical Needs/Medications

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 staff.

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

All medications brought to camp MUST be checked in to the Camp Coordinator and will be locked up in the office. The only exception to this rule is emergency medications, such as rescue inhalers or EPI-Pens. Emergency medications still need to be checked in to the Camp Coordinator, so we are aware 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.

When sending medications to camp, please only send the dosage amount for the current day.

The Camp Coordinator 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.

Please do not send any campers to camp who are ill or contagious.

Sudden Illness/Injury

While we make every effort to keep kids injury free and healthy while at camp, kids do fall down 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 or injured.

All Camp Minnehaha Staff are certified in American Red Cross First Aid/CPR and AED

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 Coordinator 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 Parents of injury- if serious/severe via phone, if not serious via incident report at pick-up.
6. A serious injury requiring medical attention, (but not severe; 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. One copy will be kept for our records and one copy will be sent home with the camper to parent/caregivers attention.

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 Recreation Center and ask Coordinator/Administration relocate camper to front office if necessary (if illness is severe front desk 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 Parents 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. One copy will be kept for our records and one copy will be sent home with the camper to parent/caregivers attention.

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.

If there is an incident of lice in camp as a precaution Camp Minnehaha **staff will check each camper BEFORE they may be admitted into camp. Please give yourself extra time to drop off your child to allow the check.** Keeping your child's safety and privacy as our utmost priority, we will do our best to be discrete and quick with these head lice checks. If we do have any lice incidents we will inform all camp families with a letter home or clearly posted sign. Please do not have the campers come with wet hair; it makes it hard to see them. Campers with long hair will be required to have their hair tied back until we have not had any cases for several days.

Campers with lice will be sent home until the lice have been treated and are no longer a risk to other campers.

Common signs and symptoms of head lice may include:

- **Intense itching.** An allergic reaction to the saliva that lice inject during feeding may result in itchy red bumps on your scalp, neck and shoulders. Some people, particularly if this is their first infestation, don't experience itching.
- **Adult lice on scalp.** The most common spots to find adult lice are behind your ears and along the back of your neck. Lice are tiny, about the size of a strawberry seed, but they can be up to 1/8 inch (3 millimeters) in size.
- **Lice eggs (nits) on hair shafts.** Nits resemble tiny pussy willow buds. Nits can be mistaken for dandruff, but unlike dandruff, they can't be easily brushed out of hair.

If your camper shows any of these symptoms, please consult your health care professional and seek treatment! As always, we are committed to the health and well-being of our campers at Camp Minnehaha! We also would appreciate notification so that we may be able to inform the other camp families; we will always be discrete on sensitive issues.

2019 Camp Minnehaha Swim Schedule

Monday

Time: 10:30-12:00pm

Camp Tribes: ALL CAMP (120 campers)

Pool: Springfed

Special Info: Swim tests will be given at this time and campers will be given wristbands identifying who has passed swim tests and who hasn't

Tuesday

No Swimming ☹

Wednesday

Time: 10:00-11:30am

Camp Tribes: Jr. Campers (*Eskimo, Hopi, Choctaw, Zuni, Kiowa*)

Pool: Springfed

Thursday

Time: 10:00-11:30am

Camp Tribes: Sr. Campers (*Apache, Shawnee, Mohawk, Arapaho, Hiawatha*)

Pool: Springfed

Friday

Time: 10:00-11:30am

Camp Tribes: Jr. Campers (*Eskimo, Hopi, Choctaw, Zuni, Kiowa*)

Pool: Springfed

Time: 1:00-2:30pm

Camp Tribes: Sr. Campers (*Apache, Shawnee, Mohawk, Arapaho, Hiawatha*)

Pool: Springfed

This schedule is subject to change on pool staff availability