



PARKS AND RECREATION DEPARTMENT

2017 PARENT & CAMPER HANDBOOK

HOLIDAY CAMPS (THANKSGIVING & WINTER BREAK)

SPRING VENTURE CAMP (SPRING BREAK)

HOLIDAY CAMP (SINGLE SCHOOL HOLIDAYS)

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 Supervisor, Constance Favaro

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 is able to radio and communicate with all camp staff throughout the day.

Any concerns regarding camp may be directed to the front desk staff or the Recreation Supervisor.

City of New Braunfels 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 well being of our community through laughter, play, conservation and discovery

Goals of City of New Braunfels

City of New Braunfels 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.

City of New Braunfels 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 are conducted on all 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 Supervisor, Recreation Supervisor, 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.

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.

Payment Policy & Checking In/Out

Payment Policy

Payment must be taken at the time of registration. A spot in the City of New Braunfels program cannot be held without payment in full, this includes upcoming weeks after a camper is enrolled in the program.

City of New Braunfels does not offer scholarships or payment assistance for enrollment in the program.

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 City of New Braunfels Program. We do require a Drivers 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.

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*)
- Smile & Enthusiasm ☺
- Bring Clothes/ Shoes that can get dirty
- Weather appropriate clothes – we go inside and outside all day and the weather changes all the time.

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
- Electronics
- Sunday's Best

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
- Shorts must be an appropriate length, and shirts may not be revealing

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	Period One
9:00-10:00am	Period Two
10:00-11:00am	Period Three
12:00-1:00pm	Lunch
12:00-1:00pm	Period Four
1:00-2:00pm	Period Five
2:00-3:00pm	Period Six
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 Ages according to age and will rotate through the daily schedule with their group. Campers will remain in the same group per each session and have the same counselor.
- Campers are required to provide their own lunch each day. We do not offer refrigeration for lunches.
- City of New Braunfels will provide a daily snack. **Please inform us of any food allergies.**

Water Activity Policy

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

Water Activities May Include:

- Paddle Boats at the Landa Park Boat House
- Fishing in Landa Park
- Nature & Science activities involving water retrieval in Landa Park

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 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.

Behavior Action Plan

Step One: Recognize the Behavior and Re-direct

- * Recognize what the behavior is and the reason behind it
- * Re-direct/Correct the behavior and inform the camper of the positive choice

(If behavior falls under a "serious concern" please jump to that section)

Example

Behavior: Johnny is talking out of turn and interrupting the counselor trying to give instructions

Step One: Counselor: *"Johnny, I know you have something important to tell us, just wait a few minutes until I am finished talking and then I will call on you."*

Step Two: Reminder & Reason

- * Recognize what the behavior is and the reason behind it
- * Re-direct/Correct the behavior a second time and give the camper a reason why the behavior is not a good choice (cite a camp rule whenever possible)

Example

Behavior: Johnny continues to talk out of turn and interrupt the counselor after the first re-direction

Step Two: Counselor: *"Johnny, it's not polite to interrupt others when they are talking, I will be finished giving instructions in a few minutes and then call on you to talk"*

Step Three: Remove from Situation

- * Recognize what the behavior is and the reason behind it
- * Remove Camper (discreetly so not to cause embarrassment) from the situation/group to a quiet space (but within eye-sight) to think about the choices he/she is making.

Example

Behavior: Johnny has continued to interrupt and talk out of turn following Steps One & Two

Step Three: Remove camper from situation (but within eye-sight) to think about the choices he has

made for **NO MORE** than **5 MINUTES**. Inform the camper they need to sit quietly for 5 minutes and think about the choices they have made. If they do not sit quietly for their 5 minutes, their time stops each time they are disruptive, and it may begin again once they are sitting quietly.

Step Four: Process the Situation

- * Inform Camper their 5 minutes is up and thank them for sitting quietly for their 5 minutes.
- * Ask the Camper why they were asked to sit out for 5 minutes
- * Ask the Camper what alternative choice(s) they could have made and talk to them about why it is important to follow the camp rules.
- * Ask the Camper to make apologies when necessary
- * Allow the Camper to re-join the group

Example

Counselor: “Johnny, your 5 minutes are up, thank-you for sitting quietly during your 5 minutes”

Counselor: “Do you know why you were asked to sit out for 5 minutes?”

Camper: “Because I was talking out of turn, even when you asked me not to”

Counselor: “That’s right, and why is it important not to talk out of turn and to listen to the counselors?”

Camper: “So we can hear the instructions”

Counselor: “That’s right, sometimes the counselors have important things to tell the campers and we want to make sure you have the right instructions. It’s also not polite to interrupt people. When you talk to the counselors or other campers, how do you feel if they don’t listen to you?”

Campers: “Not happy”

Counselor: “That’s right, and the counselors feel upset when you don’t listen to us to, because we want you to hear the instructions or information we need to give you”

Counselor: “So next time what are you going to do instead of interrupt the counselor when you have something to say?”

Camper: “Raise my hand and wait my turn”

Counselor: “That sounds like a great plan! Let’s go back and re-join the group, we have some fun activities coming up we don’t want to miss”

Step Five: Meet with Coordinator & Behavior Note

- * If behavior continues after the completion of Steps One thru Four, the camper will be referred to the Camp Coordinator
- * Coordinator will remove camper from their group and meet with the camper to discuss behavior more in depth
- * If a serious behavior concern, Coordinator will call parent/caregiver of the camper to inform them of the behavior and the action that will follow

* Coordinator will write a behavior note to document the behavior and a copy will be sent home to parent/caregiver

Please Note that City of New Braunfels 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.

In cases of Serious Behavior Concerns, camp staff will skip steps one thru four in the Behavior Action Plan and immediately refer the camper to the Camp Coordinator. Parents will be contacted via phone and the behavior will be documented in a behavior note.

F.Y.I.

FYI's or For Your Information sheets will be placed on the check out table; they are folded in half with your campers 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 City of New Braunfels 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.)
- Pagers
- I-Pads
- IPODS/MP3 Players

City of New Braunfels 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.

City of New Braunfels/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

City of New Braunfels is not designed to support any major medical needs. All Camp staff are 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 front desk staff 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 front desk staff, 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 front desk staff will log the medications including how they are administered, the dosage, and the time of administration in the Medical Administration Log Book.

Medications will be dispersed by 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 City of New Braunfels 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 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 **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!

Parent's ABC guide to City of New Braunfels Camp

A. Arrangements

All campers must have a Participant Information (PI) form completed. Every person who is authorized to pick up your child is on the form. Those who are not on the form will not be able to pick up your child. Photo identification may be required when picking up your child.

B. Behavior

Behavior FYI's

First Offense – Child will be given a warning & a Behavior FYI sent home/email

Second Offense- Child will be given time out & a Behavior FYI sent home/email

Third Offense – Child will be given time out & final Behavior FYI **after three FYI's children will receive Behavior Reports:*

Behavior Reports

First Report- Child will be given time out & Behavior Report will be sent home to the parents/emailed

Second Report- Mandatory meeting with Program Coordinator, Notification the next report (3rd Incident) will result in 1 week suspension.

Third Report- Notification of effective dates of suspension, Notification the next report (4th Incident) will result in termination

Forth Incident- Termination from program/site

C. Camp Safety

Our top priority is to provide a safe and fun environment for your child.

D. Drop Off

Parents should be punctual when dropping off campers. **Campers should not be dropped off earlier than 7:30am.**

E. Emergencies

Be sure to completely fill out the Personal Information (PI) Form. The more phone numbers we have to get in touch with you the better.

F. Food

Make sure to have your kids eat a healthy breakfast before they come to camp because they will not be able to eat until lunch time. Lunches are not provided so make sure your child brings a sack lunch. Campers will be given a complimentary snack towards the end of each day.

G. Games

Campers will participate in an assortment of indoor and outdoor games while at camp. Some of these games include soccer, tennis, basketball, kickball and dodge ball.

H. Hydration

We will be outdoors a lot throughout the day. Make sure that your camper brings a water bottle each and everyday, **drinking a lot of water is very important.**

I. Inclement Weather

The day camp will be held everyday rain or shine. If there is inclement weather we are prepared to move our activities indoors.

J. Jokes

Jokes can be fun, but please consider the feelings of others.

K. Kindness

Every camper needs to be kind to the environment, as well as other campers.

L. Lunches

Sack lunches should be brought everyday. There is no refrigeration provided, we will have special events where we will provide lunch, in these cases we will notify the campers.

M. Medicine

If your child requires medicine while at camp, the Medicine Treatment form needs to be filled out completely. Children are not allowed to keep medicine while at camp. **Only our staff are allowed to dispense medicine.**

N. News

It is very important to have your child fill you in on our activities and schedules. We have copies of our weekly schedule provided for you at our sign in/out table. Any other permission slips or other information will be passed out to you when you sign your camper in/out for the day.

O. Other Information

No sandals or open toed shoes are allowed. Campers must wear tennis shoes at all times while at camp.

P. Pick-Up

Campers must be picked up by 6:00pm, we do not run an aftercare program and parents will be charged a fee of \$1.00 for every minute they are late.

Q. Questions

If you have any questions please feel free to ask!

R. Running

Campers will be running and playing all day long so make sure your kid wears tennis shoes. If a child comes to camp in sandals we will call the parents to bring up appropriate footwear.

S. Sign

Please sign all of your

T. Transportation

Parents must provide transportation to and from camp.

U. Uniform

There are no uniforms. Please make sure your child is dressed for the weather.

V. Valuables

V. We do not allow campers to bring any valuables to camp. Valuables include: cell phones, money, toys, videogames, headphones, purses, balls, cards, etc.

W. Water

Campers should bring water bottles. **Please remember to mark your child's name on his/her bottle.**

X. Xposure to sunlight

Remember your child will be outdoors for most of the day, make sure that you lather on the sunscreen and provide your camper with additional sunscreen to reapply while at camp.

Y. You

You, the parents, are very important to us. Your questions and concerns are always welcome!

Z. ZZZZZ's

A goodnight sleep is a necessary ingredient for your child to fully participate in the daily activities!