



Overnight Camp Parent/Camper Handbook



www.minikani.org



Dear Parents and Campers:

We are so glad that you have chosen to join us for camp this summer! Whether you are a new or returning camp family, we hope that you are as excited about the summer as we are!

At YMCA Camp Minikani, we create a place where friendships can grow and people can learn. Camp is about developing the life skills that help campers build and maintain positive relationships, learn about the difference in others, and feel confident in the person they are becoming. Our staff is selected for their maturity, character and leadership capabilities, as well as their desire to be positive role models and mentors to our campers. Most of our staff were campers at Minikani and have been through our extensive 3 years Leadership Training Program.

We hope you will partner with us this summer to be successful in providing this experience for your camper. As a start, this Parent/Camper Handbook will answer many of your questions concerning your campers' upcoming summer camp experience. Please read and save this guide, you will need it now, and as your summer camp session approaches. Please call or email us at anytime-we are here to ensure that your child has a great experience this summer!

In the Spirit of Minikani,

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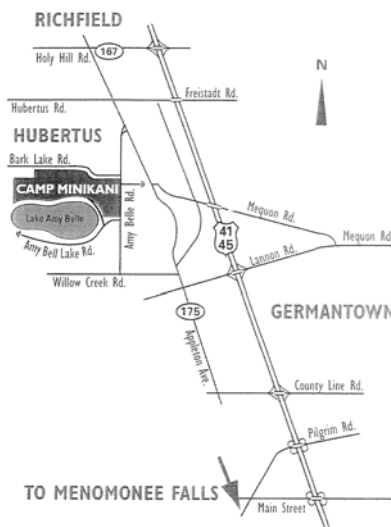
Erin Gastrau
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Tel: 262-251-9080 Fax: 262-628-4051 E-Mail: minikani@ymcamke.org

Office Hours: Monday – Friday 8:00am to 5:00pm

OPEN HOUSES- April 17, May 1 and June 5th 1pm to 4pm

HOW TO GET TO CAMP



Camp Minikani is located about 30 minutes from downtown Milwaukee, just north of the Mequon Road exit of Hwy 45. We have full directions to camp at www.minikani.org/About-Us-Directions.php.

Our street address is **875 Amy Belle Lake Road, Hubertus, WI 53033** Please note GPS units or online maps may use 860 Amy Belle Lane which is the location of our equestrian center

From Milwaukee and points South

- Take US-41/45 north from Milwaukee and exit on Lannon/Mequon Rd.
- Go LEFT on Lannon Rd. to the 2nd set of stoplights, which is Hwy. 175 (Appleton Ave.)
- Turn RIGHT on Hwy. 175 and proceed 1 block to Willow Creek Rd.
- Turn LEFT on Willow Creek Rd. drive west for about 1 mile to Amy Belle Rd. (top of 2nd hill).
- Turn RIGHT on Amy Belle Rd. go ¾ mile to Camp Entrance (Large Stone Camp Sign on LEFT just after the driveway).

From the North

- Take US-41/45 south to Hwy. 167/Holy Hill Rd.
- Turn RIGHT (west) on Hwy 167/Holy Hill Rd. to Hwy. 175. (First 4-way stop).
- Turn LEFT (south) onto Hwy. 175 (Appleton Ave.). Go about two miles (past the Piggly Wiggly store) to Amy Belle Rd. (right side of road.)
- Turn RIGHT on Amy Belle Rd.; entrance will be just after Bark Rd. on your right. A large stone sign marks the entrance of Camp.



We are proud to note that in 2010, **99% of families said they would recommend YMCA Camp Minikani.** Our camp is inspected annually by the State of Wisconsin. Additionally, we are proud to be accredited members of the American Camp Association, meeting nationally recognized standards of quality for youth camping. Thank you for helping us to continue to deliver excellence in our programming by following the camp policies and contacting us with any questions.

Behavior Expectations: Attending camp is a privilege that you have chosen for your child. It is our intention to provide positive, realistic expectations and guidelines for each camper to ensure their success at camp. Additionally, YMCA Camp Minikani has a strict policy regarding bullying. The atmosphere that is created at camp is intended to make all of our campers feel both physically and emotionally safe. If issues arise, we will work with your child to resolve them and will contact you to keep you informed of the situation. If necessary, we will contact parents and ask them to pick up their child if bullying or behavior issues are a continuous problem. Please note that refunds will not be given in such cases.

Payment and Camp Store Information

Fees and Cancellation Policy: At the time of registration, a \$100 deposit per week/per child must accompany your camper's registration and will be applied to the total camp fee. ***The balance of the camp fee is due by June 1.*** We understand that circumstances change and should you not be able to attend camp we will refund your fees in full up until March 1. You may also change your camper's session at no additional charge as long as there is availability in the desired session. A physician authorized medical excuse is required for a refund of camp fees after March 1. In case of dismissal due to poor behavior or voluntary withdrawal (including homesickness), there is no refund of fees.

All late payments will be assessed a \$25.00 late fee. All registrations made after June 1 need to be paid in full at time of registration. There will be a \$30 charge for all returned (NSF) checks.

Camperships: YMCA Camp Minikani is committed to making camp available to as many children as possible. Through the generosity of many donors, the YMCA Camp Minikani Strong Kids Scholarship Fund provides funds to families that would otherwise not be able to send their child to camp. For [financial assistance information](#), please contact our office at (262)251-9080. You may also contact us for details on donating to Strong Kids.

Payment Plans: If you are interested in setting up a [payment plan](#) for your camp fees, please contact the camp office. We can set up a flexible payment plans that fit your schedule as long as fees are paid before the session starts.

Camp Store: A typical store deposit is \$20-40. We have a wide selection of T-shirts, sweatshirts, souvenir items, ice cream and popsicles that campers can purchase. During the week, we do not accept cash at the store. We ask parents to deposit money in the camper's store account prior to camp by calling the office or going online. The camper then charges items against their balance.

Unused store money can be picked up in the camp store at the end of the session, or you may choose to donate the remainder to the YMCA Camp Minikani Strong Kids Scholarship Fund. The store is open during arrival and check out days for parents to view the selections or make purchases.

Cabin Requests: We understand that often campers may come to camp with a friend that they would like to bunk with. We strongly believe that camp is an opportunity for children to meet new people, and have new experiences. As such, we limit requests to one per camper. There is space on the registration form to complete this request or you can call or email our camp office. Requests will only be honored for campers of the same gender that are within one year of each other in age. Both families must also mutually request the campers to be in the same cabin group.

Arrival and Departure Information

We are looking forward to welcoming your family to camp this summer and that process begins even before you arrive! All families will receive a call from the child's counselor or Unit Director to touch base with parents and introduce themselves to the camper. We encourage you to use this time to ask any questions or share any concerns you have—we are here to help!

On the Sunday of your session, families should arrive at camp between 1:30 & 2:30 p.m. Upon arrival, an administrative staff member will welcome you in your vehicle and ensure all of your paperwork and payments are complete. Check in goes more smoothly if we already have the necessary information on file. The bugle sounds promptly at 2:00 p.m. indicating that campers, accompanied by a parent, may move into cabins.

On Saturday's, check out begins at 9:30 a.m. Those arriving early may be asked to wait in their car, outside of the main camp area, as it is our priority to ensure that all campers return to their cabins safely after breakfast. Once all campers have returned, parents will be directed to park in the designated area and meet their child at their cabin. **All parents must present a valid photo ID at the cabin, prior to departure.** Please check that your child has all of their belongings before leaving camp. We ask that you pack your car before touring camp or visiting the Camp Store.

If your child will be arriving or departing at a time other than those indicated above, please contact our camp office as soon as possible to make arrangements.

Bus transportation is available for an additional fee from the West Suburban YMCA, 2420 N. 124th Street, Wauwatosa. Pick up is Sunday at **Noon** and drop off is Saturday at **10:15 a.m.** Contact the camp office to make reservations.

What to Bring to Camp with You

First, things first: bring a positive attitude! Going away to camp can be a challenging experience for a child of any age. Short-term separation from parents and learning independence are important parts of growing up. Some children have difficulty with the challenges that come with going away to camp. This anxiety is perfectly normal and is common, even counselors get a little homesick from time to time! Talking with your camper prior to camp lets them know you have confidence in their ability to cope with the new camp lifestyle. Focus on the positive aspects of camp: Making new friends, trying exciting activities, and how proud you will be when they succeed. Once at camp, our staff applies the best homesick cure known: We keep campers busy having fun and building amazing friendships! For more information on helping to prepare your child for camp, check out the [Why Choose Summer Camp](#) area of our website.

Camp is all about having fun outdoors. As such, we strongly recommend that you do not pack clothing items that you would mind if it got dirty or stained! *Please mark all clothing and equipment with the camper's name.* Items listed are for a 1-week session. Additional items for Explorer campers can be found on our website.

Sleeping Bag and Pillow	Underwear— 6 pair	Water Bottle
Toiletries	Socks— 6 pair	Raingear/Poncho
Pajamas	Sneakers— 1 or 2 pair	Insect Repellant (non-aerosol)
Sweatshirt— 2	Hat or Cap with Brim	Sunscreen (SPF 15 or higher)
T-Shirts— 5	Warm Sweater/Jacket	*Day pack/backpack *campers do not return to cabins between activities and need a bag to carry swimsuit, water bottle, etc.
Shorts— 5 pair	Towels— 1 bath, 1 beach	
Swimming Suit— 2	Lip balm with sunscreen	

Please pack enough items for the length of your campers stay. Laundry facilities are generally not available for campers.

Additional Items Required for Equestrian Camps: Closed toe shoe with heel, long sleeved shirt, long pants— 2 pair, ASTM certified riding helmet (if you wish to use your own).

Absolutely NO cell phones, video cameras, personal music or video game devices, laptops or other electronics, pets, fireworks, aerosol spray cans, alcohol, tobacco products, illegal substances or weapons of any kind should be brought to camp as they will be confiscated. It is also not recommended to bring personal sports equipment to camp.

Lost and Found: The camp experience is an opportunity for a child to learn responsibility for their personal items. Please discuss with your camper the importance of caring for and keeping track of their gear, as the YMCA is not responsible for lost or missing items. . If your child has lost an item, please check the Lost & Found during check out. Every effort is made to return clearly marked items; however, due to the large volume of items we accumulate, long-term storage is not possible. Unclaimed items are held for two weeks before they are donated to local charities.

Staying in Touch with Your Camper

We encourage letters from you as the best way of communicating with your camper. Positive, supportive letters let your camper hear from you in an encouraging way. You may want to send a letter a few days prior to the session to insure that it is received while your camper is at camp. Parents, grandparents, etc can also email their child through our website during their time at camp. Please note that we receive hundreds of emails daily and ask that you limit your emails to no more than one per day so that we can deliver them in a timely fashion. We print out all the emails at lunchtime and deliver them during the afternoon.

Campers are encouraged to reply by writing letters as they are generally* not allowed to use the phone, fax or computers. We suggest that campers bring paper and pre-addressed stamped envelopes.

**Of course, in the case of an emergency, arrangements will be made to have the camper contact the family immediately.*

Letters, Emails and Faxes: Please include Camper Name, Session # & Cabin Name on all correspondence.

Mailing Address: 875 Amy Belle Rd, Hubertus, WI 53033 *Fax:* (262) 628-4051

Email: Emails can be sent through our website, just click on the [camper parent](#) link at the bottom of the home page. Please note you will need a special code, provided to you at check in, in order to email your child.

Care Packages: Although all campers enjoy receiving packages from home, we discourage care packages containing food items as other campers have food allergies.

Camp will be contacting you via email on several occasions. The email will come from minikani@ymcamke.org. Please make sure this address is not blocked as Spam. Contact our camp office immediately if your email address changes. You can also stay in touch with what is happening at camp through our [blog](#) or facebook page. In addition, we will upload a selection of [photo's each day of camp](#), which you can also access online. While we do our best to make sure we take photos of all campers during the week, we only upload a limited number to show what happened at camp that day.

Birthdays: We love to celebrate birthdays! If your child has a birthday while they are at camp, please feel free to drop off a special card, care package or balloons in the Camp Office, located at the Halquist Family Lodge. We will provide a special birthday song and a camp treat for your camper at dinner!

Healthcare information

We have a well-equipped Health Center with an onsite Nurse as well as counselors who are trained in emergency First Aid and CPR. In case of illness, campers will be housed in the Health Center for no more than 24 hours. If deemed necessary, arrangements to send home sick campers will be made. If your child is ill, has been exposed to a contagious disease such as chicken pox, strep throat or whooping cough in the last 24 hours, or has a temperature, please do not send them to camp.

In case of injury, Health Care Staff will take necessary steps to ensure proper emergency care, which may include treatment by staff for minor injuries, phoning you as the parent for your instructions, calling local EMS providers or transporting to a doctor or emergency care facility. It is very important that you provide us with complete emergency contact information. If you are traveling on vacation, please list an itinerary and phone numbers where you can be reached. In the case of any injury that requires medical attention, we will make every attempt to contact you prior to treatment. In the event you cannot be reached, we will have on file (on the Health Form) your written authorization to treat an injury. Health forms can be found online at www.minikani.org in the summer camp paper work section.

Insurance: You, as the parent or guardian, are responsible for all medical costs incurred because of injury or illness while your child is at camp. Please attach a copy of your insurance card to the health form.

Health Forms: All campers MUST have a completed health form on file. We cannot accept campers without this form. The State of Wisconsin and our ACA Accreditation require it.

1. All parents must complete every question as thoroughly as possible. You must sign the authorization to administer emergency medical treatment.
2. A physician must complete and sign the appropriate sections.
3. For returning summer campers, last year's health exam may be acceptable if it occurred less than 24 months prior to this year's camp attendance. Please call our office to confirm if this is the case for your child.

Medications: Do not pack any medications in your camper's luggage. Prescription drugs must be submitted to the Health Care Staff in the original container with the licensed physician's instructions. Please place your packaged medications in a clearly labeled bag, (zip-lock bags work well), with camper's name, dosage and directions for administering. All medications are administered by the camp health staff per the physician's instructions. Medications you wish your child to receive must be listed on the [Authorization to Administer Medication form](#). Unused medications will be returned to your camper at check out. Please note, over the counter medications should not be brought to camp. The Health Care staff keep a supply of common non-prescription medications on hand and will administer as necessary.

Meals/Dietary Restrictions: Balanced meals are planned and served by the Food Service Staff. Campers eat family style meals in cabin groups in the dining hall. Cereal is available as an alternative to the hot breakfast and a salad bar is available for lunch and dinner each day. In addition, vegetarian meals are prepared for our vegetarian staff and campers. Note: To help ensure that we are able to meet your child's needs, if your camper is a vegetarian, has food allergies or has special dietary restrictions please include this information on their health form. Peanuts are not used in any of our meals or desserts due to the high number of peanut allergies.

Special note on Explorer Programs: Offsite trips are led by experienced staff trained in leading wilderness experiences; this includes Wilderness First Aid and/or Wilderness First Responder certification. We also utilize the services of local hospitals for any health emergency or illness. If there is an injury or illness, you will be notified immediately by the Camp Nurse or Director.

Sample Daily Schedule

Each day at camp is packed full of fun activities where campers focus on learning new skills and making new friends.

For more information on our schedule and skill choices, please go to www.minikani.org/Summer-Camp-Overnight-Camps.php

7:15 a.m.	Wake Up & Cabin Cleanup	2:15 p.m.	Cabin activity time
7:55 a.m.	Assembly, Flag rising	5:30 p.m.	<i>Dinner</i>
8:05 a.m.	<i>Breakfast</i>	6:10 p.m.	Camper Choice Time/Camp Store open
9:15 a.m.	Skill Session 1	7:20 p.m.	Flag lowering
10:15 a.m.	Skill Session 2	7:30 p.m.	Evening activity time
11:15 a.m.	Skill Session 3	9:15 p.m.	Cabin vespers
12:30 p.m.	<i>Lunch</i>	10:00 p.m.	Lights out
1:15 p.m.	Rest period		

We hope that this information helps you and your camper prepare for camp.

Please *do not hesitate* to call or email us with any further questions you may have between now and your child's arrival at camp.

Tel: 262-251-9080 Fax: 262-628-4051 E-Mail: minikani@ymcamke.org

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Or call us anytime to arrange your personal tour!