



YMCA Camp Minikani Overnight Camp Handbook



Dear Families,

We look forward to working with you in order to ensure a fun and enriching experience for your child this summer. This guide will help prepare your child for Overnight Camp at YMCA Camp Minikani. **Please read and save this guide**, as it will be a useful resource when questions arise in the coming months.

Your reason for sending your child to Minikani may change summer-to-summer. Perhaps, your hope is that they will enjoy a week or two of canoeing and swimming; building fires and friendships; or trying archery and exploring the arts. For children like yours, Camp Minikani becomes more than a beautiful place with fun activities.

The heart of Camp Minikani is a strong sense of community—dedicated to helping your child realize that *their best self already exists*. Your child will have an incredible amount of fun. Those fun experiences—like meeting a new friend or scaling the climbing wall—will expand your child’s comfort zone. However, they will come out of the experience with a sense of accomplishment that builds their confidence and resilience for years to come.

All of this is possible because of the intentionality of Minikani’s program. Every element—from the daily order of events to the dynamic of your child’s group—is thoughtfully designed in order to produce all types of social and emotional growth. Staff members are selected for their maturity, character and leadership capabilities, as well as their desire to be positive a role model for your child. More than 97 percent of staff—all but a handful of seasoned international counselors—were once campers at Minikani and have been trained through our extensive three-year Leadership Training program.

We are excited to share these aspects of Minikani with your family this summer. If you have any questions that are unanswered in this guide, please feel free to call or email the office at 262-251-9080 or minikani@ymcamke.org.

In the Spirit of Minikani,

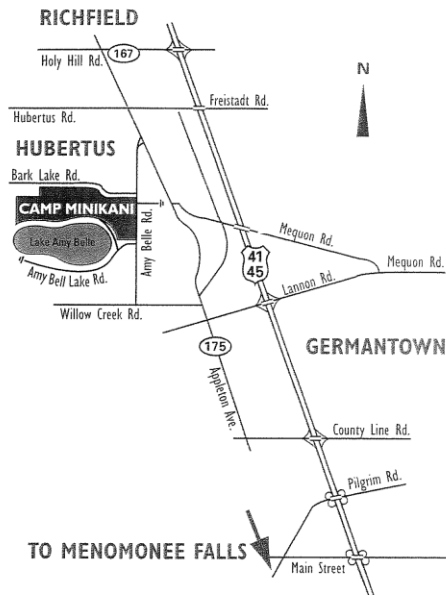
Jon Fleming McLaren
Operations Executive
jmclaren@ymcamke.org

Peter Drews
Summer Camp Director
pdrews@ymcamke.org



Table of Contents

Directions	4
From Milwaukee	4
From the North	4
Camp Policies and Information	5
Behavior Expectations	5
Cabin Mate Requests	6
Sample Daily Schedule	6
Payment and Camp Store Information	8
Fees and Cancellation Policy	8
Financial Aid	8
Payment Plans	8
Camp Store	8
Healthcare Information	8
Insurance	9
Health Forms	9
Medications	9
Meals/Dietary Restrictions	10
Lice Policy	10
Packing for Camp	10
Arrival and Departure Information	11
Lost and Found	13
Staying in Touch with Your Camper	13
Letters, Emails and Faxes	14
Care Packages	14
Birthdays	15



Directions

YMCA Camp Minikani is located about 30 minutes from downtown Milwaukee at **875 Amy Belle Road in Hubertus, Wisconsin**. Please note that many GPS units and online maps may direct you to our Equestrian Center located at 860 Amy Belle Lane, which is on the **opposite side** of the grounds from the main entrance. Here are detailed directions to Minikani's main entrance:

From Milwaukee

- Take US-41/45 north from Milwaukee and exit on Lannon / Mequon Road.
- Go **LEFT** on Lannon Road to the second set of stoplights, which is Hwy 175 (Appleton Avenue).
- Turn **RIGHT** on Hwy 175 and proceed one block to Willow Creek Road.
- Turn **LEFT** on Willow Creek Road and drive west for about one mile to Amy Belle Road.
- Turn **RIGHT** on Amy Belle Road and go one mile to the camp entrance, which will be on your left (there is a large camp sign just after the driveway).

From the North

- Take US-41/45 south and exit on Lannon / Mequon Road.
- Go **RIGHT** on Lannon Road to the stoplights, which is Hwy 175 (Appleton Avenue).
- Turn **RIGHT** on Hwy 175 and proceed one block to Willow Creek Road.
- Turn **LEFT** on Willow Creek Road and drive west for about one mile to Amy Belle Road.
- Turn **RIGHT** on Amy Belle Road and go one mile to the camp entrance, which will be on your left (there is a large camp sign just after the driveway)..

Camp Policies and Information



YMCA Camp Minikani is accredited by American Camp Association by meeting more than 300 individual health, safety and program quality standards. These standards establish criteria for program, personnel, transportation, administrative procedures, health care, food service, program activities and emergency procedures. Accreditation assures parents and campers that Minikani has been measured against national standards in the camping industry. We are proud to be among the 25 percent of accredited camps in the United States.

Behavior Expectations

In order to promote a positive experience for everyone, campers are expected to behave appropriately while at Minikani. YMCA Camp Minikani has a strict policy against bullying and harmful behavior in order to ensure the physical and emotional safety of all campers. If behavioral issues arise, a director will work on a resolution with the camper and their parents or guardians. If bullying or behavioral issues persist, parents may be asked to pick up their camper early. Please note that refunds are unavailable in such cases.



Cabin Mate Requests

Great camp experiences often occur when campers try new things. While at Minikani, campers are encouraged to expand their friendship circles—most often by meeting new friends in their cabin. That being said, sometimes, campers feel more comfortable trying new things when they have a buddy by their side. With this in mind, new and returning campers are able to request **one (1) friend** to be in their cabin. **Requests are honored if the campers are the same gender, within one year of age and reciprocate the request.** Please place your request by calling the office at 262-251-9080. **Requests written on a form or sent by email are not accepted.**

Requests among three or more friends are **not** honored. When three or more friends are placed in a cabin together, this can upset the cabin dynamic in that existing friendships tend to outshine campers who attend independently. Directors strive to balance cabin assignments so that all campers feel comfortable being an equal participant in the cabin.

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 visit www.minikani.org.

7:15 a.m.	Wake up and cabin cleanup	2:30 p.m.	Cabin activity time
8 a.m.	Assembly, flag raising	5:20 p.m.	Dinner

8:10 a.m.	Breakfast	6:10 p.m.	Camper choice time
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	9:00 p.m.	Shower, prepare for bed
12:20 p.m.	Lunch	9:15 p.m.	Cabin vespers
1:15 p.m.	Rest period	10:00 p.m.	Lights out

Payment and Camp Store Information

Fees and Cancellation Policy

At the time of registration, a \$100 deposit per week, per child must accompany a camper's registration and will be applied to the total camp fee. **The remaining balance is due by May 1.** We understand that circumstances change and should a camper be unable to attend camp, we will refund in full up until **March 1.** Camper's sessions may also be changed 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 full camp fees (including the deposit) after May 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 late fee. All registrations made after May 1 need to be paid in full at time of registration. There will be a \$30 charge for all returned (NSF) checks.

Financial Aid

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 Annual Campaign 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 regarding donating to the Annual Campaign.

Payment Plans

You may set scheduled payments before your balance is due by May 1. If you are interested in a payment plan, please contact the office at 262-251-9080.

Camp Store

The Minikani Camp Store is fully stocked with tons of great apparel and souvenirs for our campers. The store is open at check-in and check-out so that parents and campers may make purchase decisions together.

Healthcare Information

We have a well-equipped Health Center with a nurse onsite 24 hours per day. Counseling staff is also trained in emergency First Aid and CPR. Parents and guardians are contacted if the camper has any physical injury that is apparent or at all severe, such as scrapes or bruises. In case of sickness, campers may stay in the Health Center for no more than 24 hours. If deemed necessary, we will make arrangements to send sick campers home. If campers are ill; have been exposed to a contagious disease such as chicken pox, strep

throat or whooping cough in the last 24 hours; or have a temperature, we ask that they not be sent 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 the parent for instructions, calling local EMS providers or transporting to a doctor or emergency care facility. Parents must provide **complete emergency contact information and health history** on their online family account, located at www.minikani.campbrainregistration.com. If parents will be travelling while their campers are at camp, please list an itinerary and phone numbers where they may be reached. In the event of an injury requiring medical attention, we will make every attempt to contact the parents prior to treatment. In the event that parents are unable to be reached, we will have the health form on file, with parents' written authorization to treat the injury. Health forms are completed through the online family portal at www.minikani.campbrainregistration.com.

Insurance

Parents or guardians are responsible for all medical costs incurred because of injury or illness while children are at camp. Please upload a copy of your most recent insurance card to your online account.

Health Forms

All campers MUST have a completed health form. Campers are unable to attend camp without this form. Parents complete health paperwork through their existing online portal at www.minikani.campbrainregistration.com. A physician must complete and sign the examination form indicating the camper has had a health exam less than 12 months prior to their session. Please call our office at 262-251-9080 if you have questions accessing or completing these forms.

Medications

Do not pack any medication in your camper's luggage. All prescription and over the counter medications, vitamins and creams must be submitted to the health care staff in the original container with the licensed physician's instructions. Please place packaged medications in a clearly labeled bag (zip-lock bags work well), with camper's name, dosage and directions for administering on the Authorization to Administer Medications form, which is completed and printed through [the online family portal](#). All medications are administered by the camp health staff per the physician's instructions. All medications must be listed on the Authorization to Administer Medication form. Unused medications will be returned with the camper at check-out. Please note, unless taken on a daily basis,

over the counter medications should not be brought to camp. The health care staff keeps 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 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. Please include information about food allergies or special dietary restrictions (including if the camper is a vegetarian) on the electronic health form on the family portal. Peanuts are not used in any of our meals or desserts due the high number of peanut allergies. Please contact the camp office to discuss further dietary concerns or accommodations.

Lice Policy

Camp Minikani maintains a strict lice- and nit-free policy for our campers and staff. All campers are checked for lice and nits within 4 hours of their arrival at Minikani. If lice or nits are found, staff will contact the parent or guardian and ask that they pick up their camper to be treated. Campers may return to camp 24 hours after being treated, if they are 100 percent lice and nit free. Camp Minikani recommends treatment by a lice specialist or through your family physician. We do not recommend over-the-counter lice treatment products as they are not always effective. Upon their return, the camp nurse will clear the camper before they may return to their group.

For a more detailed description of our policy or if you have any questions call the main office at 262-251-9080.

Packing for Camp

Consider a few non-material things to give your child before they attend Minikani. Prior to their arrival, discuss the positive aspects of overnight camp with your child. Share your enthusiasm for the new friends that they will meet or the new activities they will try.

Since the majority of camp play time is outdoors, please do not pack clothing that is too valuable to be dirty or stained. **Please mark all clothing and equipment with the camper's name to ensure that lost items have better chance at being returned.** The list below is for a one-week session. Please double this list if your child is attending a two-week session. Laundry facilities are only available in special cases.

- Sleeping Bag & Pillow
- Toiletries
- Flashlight
- Pajamas
- Sweatshirt (two)
- T-Shirts (six)
- Shorts (four pairs)
- Swimming Suit (two)

- Underwear (six pairs)
- Socks (six pairs)
- Sneakers
- Raingear/Poncho
- Sandals (optional, but NO flip-flops, must be athletic sandals with a heel strap)
- Hat or Cap with Brim
- Warm Sweater or Jacket
- Towels (one bath & one beach)
- One Fitted Twin Bed Sheet
- Water Bottle
- Insect Repellant
- Sunscreen & Lip Balm (SPF 15 or higher)
- Backpack

Returning Campers: don't forget to bring your rag, bearclaw, Indian Unit Accolade, or BU spirit necklace!

Campers do not return to cabins between activities, so they need a bag/backpack to carry their swimsuit, water bottle, etc.

Additional items needed for Equestrian Camp: closed-toe shoes or boots with heel, long-sleeved shirt, two pairs of pants, 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. These items will be confiscated.



Arrival & Departure Information

We are looking forward to welcoming your family to camp this summer, and that process begins even before you arrive! By Thursday evening the week before camp, 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!

Arrival on Sunday is between 1:30 to 2 p.m. Upon arrival, an administrative staff member will welcome you in your vehicle and to ensure your forms and payment are complete. Check-in goes smoothly if all the necessary information on file. Please note that if you are arriving with medication, please keep the Authorization to Administer Medication form with the medication when you're dropping it off at the Health Lodge. The bugle sounds promptly at 2 p.m., indicating that campers, accompanied by a parent, may move into cabins.

While the official check-out for camp begins at 9:30 a.m. on Saturday, you may join us earlier, if you would like. Parents may arrive as early as 8:40 a.m. to watch the closing password at Council Bluff prior to camper dismissal. Please note that pets are not permitted on the grounds.

For the safety of our campers, all parents must present a valid photo ID at the cabin, prior to departure. Please check that your camper has all belongings before leaving camp. We ask that you pack your car before touring camp or visiting the camp store. If a camper will be arriving or departing at a time other than those indicated above, please contact our office as soon as possible to make those arrangements.

Free bus transportation is available from the Northside YMCA, located at 1350 W North Avenue in Milwaukee. The bus departs at 1:00 p.m. on Sunday and returns to the Northside Y at 10:15 a.m. on Saturday. Please call the office at 262-251-9080 to make bus reservations. Your **photo ID is needed** to drop off and pick up your camper from the bus. You will receive a phone call from a camp staff person if there are any changes or emergencies that would affect your child's pick-up or drop-off time or location.



Lost and Found

The camp experience is an opportunity for a child to learn responsibility for their personal items. As a family, please discuss the importance of caring and keeping track of gear as Camp Minikani is not responsible for lost or missing items. If an item is lost, please check the lost and found table 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 parents as the best way to communicate with campers. Positive, supportive letters let campers hear from home in an encouraging way. Letters should be sent a few days prior to the session start date to ensure that they are received while campers are at camp. Parents (and guardians, grandparents, etc.) may also e-mail their campers through our website during their time at camp. Please note that we receive hundreds of e-mails daily and family members are limited to no more than one email per day so that we can deliver them in a timely fashion. E-mails are printed at lunchtime and delivered with mail in the afternoon. Emails received after **10 a.m. on Friday** will not be delivered.

Camp staff will be contacting you via e-mail prior to, during and after your child's stay. The e-mail will come from minikani@ymcamke.org. Please ensure this address is not blocked as spam. Contact our office immediately if your e-mail address changes. You may also stay updated on daily events on Minikani's Facebook page. Daily photos are taken and uploaded to the album of your session at www.minikani.smugmug.com. While we do our

best to make sure that we take photos of all campers during the week, we only upload a limited number to show what happened at camp that day.



Letters, Emails and Faxes

Mail **must** include the following to be delivered: 1) Camper name 2) Session number and 3) Cabin name or number. Letters may be sent to:

Camp Minikani c/o Child's name, session, cabin
875 Amy Belle Rd
Hubertus, WI 53033

Family and friends may email campers a message. These emails will be printed and hand-delivered to campers with the daily mail. Emails may be sent by completing the form here: www.minikani.org/camp_email.

Campers may reply to emails by sending hand-written letters. Campers are unable to access the internet during session*. We suggest that parents and guardians help campers pack paper and pre-addressed and stamped envelopes.

*In the event of an emergency or emerging issue, campers may absolutely speak with their parents and/or guardians by the phone.

Care Packages

In an effort to create an environment of equality across socio-economic statuses, we strongly discourage parents from sending care packages to your campers. Care packages may trigger feelings of missing home and may lead to inequality in the cabin, however if you deem it necessary to send a care package, we will accept one package per week, preferentially in a flat 9x12 envelope.

Due to the prevalence of food allergies (and to avoid unwanted critters), **care packages cannot contain food or beverages.** Camp staff will screen all packages prior to delivery and will confiscate all food, which will be available on the last day. Baked goods and items with nuts will be discarded and undelivered.

Birthdays

We love to celebrate birthdays at camp. If your child has a birthday while they are at camp, please feel free to drop off a card, present or balloons at the office in Halquist Family Lodge. We will also sing a special birthday song for your camper at dinner!



We hope that this information helps you and your camper prepare for camp. Please feel free to call or email the office if you have any questions.

YMCA Camp Minikani

875 Amy Belle Rd

Hubertus, WI 53033

262-251-9080 • minikani@ymcamke.org