



2026 Summer Camp Family Handbook

Welcome to Ziegler Park Summer Camp - We're So Glad You're Here!

Ziegler Park Summer Camp is a place for kids to stay active, keep learning, make friends, and have fun all summer long. Open to campers ages 7–13, our program blends outdoor play, hands-on activities, creative exploration, and community-based learning in a supportive camp environment. Whether your camper is joining us for one session or the full summer, we're excited to help make this a season full of growth, connection, and great memories.

Dates & Times

- Dates
 - o Early Summer Session - Monday, June 1- Thursday, July 2
 - o Late Summer Session – Monday July 6 – Thurs Aug 6
 - o Monday, Tuesday, Wednesday and Thursday only- **No camp on Fridays**
- Times
 - o Morning Drop Off- 9- 9:30am
 - o Afternoon Pickup 3:30-4pm

Campers may not arrive in the park before 9:00am and may not be picked up later than 4:00pm. Failure to adhere to scheduled drop-off and pickup times may result in child being removed from camp

Sample Daily Schedule

subject to change

9:00- 9:30am	Camper arrival/breakfast
9:30-9:50am	Morning meeting/Team Building
10:00-10:50am	Activity Rotation #1
11:00-11:50am	Activity Rotation #2
12:00-1:00pm	Lunch/Free play
1:00-1:50pm	Activity Rotation #3
2:00-2:50pm	Activity Rotation #4
3:00-3:30pm	Afternoon meeting/Clean up/Pack up
3:30-4:00pm	Camper pickup- Sycamore St.

What to Bring

Each camper should bring the following each day—please mark items clearly with your camper's name:

- Small backpack or daypack
- Water bottle
- Swim suit/trunks and towel
- Closed-toe shoes
- Sunscreen
- Change of clothes (recommended)



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Food

Campers will receive breakfast and lunch through the Freestore Foodbank Summer Food Service Program.

If your child prefers not to participate in the meal program, they may bring a packed lunch from home.

Lunches should:

- Be ready to eat
- Not require refrigeration or heating
- Include disposable containers when possible

Communication

We want you to feel informed and confident about your child's experience at Ziegler Park Summer Camp.

Strong communication between our team and camp families is a priority, and we use several tools to keep you updated throughout the summer.

- ULTRACAMP

- UltraCamp is our primary platform for registration and camp communication. Families should use their UltraCamp account to:
 - Review registration information and emergency contacts
 - Receive important camp announcements
 - Access program updates and reminders
 - View invoices and payment information
- We recommend checking your UltraCamp account regularly and ensuring your contact information is up to date.

- WEEKLY CAMP UPDATES

- Each week, families will receive an email update with important information about the upcoming camp week.
- These updates may include:
 - activity highlights and partner programs
 - reminders about special events or field days
 - schedule adjustments
 - other important camp information
- Please note that schedules and activities may occasionally change due to weather, instructor availability, or other program needs.

- TEXT ALERTS

- For urgent updates such as weather-related schedule changes or rain location notifications, camp staff may send text alerts to families. These messages are used only for time-sensitive information.

Our team does their best to respond to family questions within one business day during the camp season.



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A Typical Day at Ziegler Park Summer Camp

Every day at Ziegler Park Summer Camp is designed to keep campers active, engaged, and having fun while building friendships and trying new things. Campers rotate through a variety of activities including recreation, creative projects, educational programs led by community partners, and daily time at the pool. While activities vary throughout the summer, the general structure of the day remains consistent.

Sample Daily Schedule

(Activities and times may vary depending on weather, partner programming, and special events.)

9:00 – 9:30 AM - Camper Arrival & Breakfast

Campers check in, connect with their group, and enjoy breakfast.

9:30 – 9:50 AM - Morning Circle / Team Building

Campers start the day together with announcements, group activities, and team-building games.

10:00 – 10:50 AM – Activity Rotation 1

11:00– 11:50 AM - Activity Rotation 2

12:00 – 1:00 PM Lunch / Free Play

1:00 – 1:50 PM - Activity Rotation 3

2:00 – 2:50 PM - Activity Rotation 4

3:00 – 3:30 PM – Afternoon Meeting / Clean Up & Pack Up

3:30 – 4:00 PM – Camper Pick up – Sycamore St

Activities at Camp

Campers experience a mix of recreational, creative, and educational programming throughout the summer.

Activities may include:

- Sports and group games
- Arts and creative projects
- STEM and hands-on learning
- Music and movement
- Nature exploration
- Educational workshops led by community partners
- Daily swimming at Ziegler Pool

Community partners may include organizations such as:

- Cincinnati Public Library
- ProScan Chess
- Cincinnati Tennis Foundation
- Brandi Bee Yoga
- Dino Buddies
- Cincinnati Museum Center

These partnerships allow campers to explore new interests and learn from experts in a fun and engaging environment.



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Summer Camp Policies & Procedures

Drop-Off & Pick-Up Procedures

To ensure a safe and smooth experience for all campers, families must follow the drop-off and pick-up procedures outlined below.

Drop-Off - Drop-off takes place between 9:00 AM and 9:30 AM each camp day.

During drop-off:

- Campers must be checked in with camp staff before joining their group.
- A parent or guardian should remain with the camper until staff confirm check-in.
- Campers should arrive dressed and ready for camp activities.

We ask families to arrive during the scheduled drop-off window so campers can start the day with their group and participate in morning activities.

Pick-Up -Pick-up takes place between 3:30 PM and 4:00 PM.

For safety reasons:

- Campers will only be released to **authorized adults listed in the camper's UltraCamp account**.
- Staff may request identification if they do not recognize the person picking up the camper.
- Parents/guardians should notify camp staff in advance if someone new will be picking up their child.

Early Pick-Up

If your child needs to leave camp early:

- Please notify camp staff **in advance whenever possible**.
- A staff member will bring your camper to the designated pick-up area.
- The authorized adult picking up the camper must sign them out.

Early pick-ups may take a few minutes depending on where the camper's group is located in the park.

Late Pick-Up

Camp ends at **4:00 PM** each day.

If a parent or guardian is running late:

- Please notify camp staff as soon as possible.
- Staff will attempt to contact the parent/guardian or emergency contacts listed in UltraCamp.

Repeated late pick-ups may result in additional fees or further discussion with camp administration to ensure reliable pickup arrangements.

Changes to Pickup Plans

If pickup plans change during the day, please notify camp staff **by email or phone** so we can ensure a safe and smooth dismissal process.

Drop-off and pick-up take place at the **Ziegler Park Camp Check-In Area**.

Staff will be present to greet families and assist with camper check-in.



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If campers/parents are tardy for pick up or drop off 3 or more times, campers will be dismissed from camp.

Attendance

If your child will be absent from camp, please notify camp staff as soon as possible.

Families can report an absence by emailing zieglerparkcamp@gmail.com or by calling/texting the camp phone at (513) 360-8351.

If a camper does not arrive and camp staff have not received notice of an absence, a staff member may contact the parent or guardian to confirm the camper's safety.

Because camp enrollment is limited and many families are on our waitlist, regular attendance is important. Campers who accumulate three unreported absences (not including planned vacations or illness) may lose their spot so that another child has the opportunity to attend.

Rain Plan

Ziegler Park Summer Camp operates primarily outdoors. In the event of inclement weather, camp will relocate to an indoor location so that campers can continue participating in activities safely.

Indoor Location

SITE1212
1212 Jackson St
Cincinnati, Ohio 45202

Camp Schedule

When camp moves indoors due to weather:

- Camp hours remain 9:00 AM – 4:00 PM
- Drop-off and pick-up locations will move to SITE1212
- Camp programming will continue indoors with adjusted activities.

Weather Notifications

If weather requires a change in location, families will be notified by 7:00 AM on camp days through camp communication channels (email and/or text alerts).

During the Camp Day

If weather changes during camp hours:

- Camp staff will safely transition campers to the indoor location.
- All campers will remain supervised by staff at all times.

Pool time may be adjusted or cancelled on days when weather conditions make swimming unsafe.



Camper Dress Guidelines

Ziegler Park Summer Camp is an active, outdoor program. Campers participate in sports, games, creative activities, and daily time at the pool, so clothing should be comfortable and appropriate for movement and outdoor play.

Recommended Camp Attire

Campers should arrive each day wearing:

- Closed-toe shoes (athletic shoes are recommended)
- Comfortable clothing suitable for active play
- Clothing that can get a little messy during crafts, games, and outdoor activities
- Items Not Permitted at Camp

For safety and participation reasons, the following items should not be worn to camp:

- Sandals or slippers (Crocs are acceptable)
- Clothing with offensive language or graphics
- Clothing that restricts movement or is not suitable for active play

If a camper arrives in clothing that is not appropriate for camp activities, staff will work with the camper and family to ensure they are able to participate safely.



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Camper Code of Conduct

At Ziegler Park Summer Camp, we work together to create a safe, respectful, and fun environment for all campers and staff. Campers are expected to make safe choices, follow directions from camp staff, and treat others with kindness and respect.

Camper Expectations

Campers are expected to:

- Remain with their assigned counselor and stay with their camp group at all times
- Follow directions given by camp staff and guest instructors
- Use park spaces and equipment safely
- Treat fellow campers, staff, and guests with respect
- Conduct themselves in a way that reflects positively on their families, Ziegler Park Summer Camp, and 3CDC

If a camper does not meet these expectations, staff will work with the camper and family to address the behavior. This may include:

1. A conversation with camp staff
2. Notification and discussion with a parent/guardian
3. Removal from camp if behavior continues to disrupt the safety or experience of others

Behaviors That May Result in Immediate Dismissal

The following behaviors may result in immediate removal from camp:

- Fighting or physical aggression
- Profanity directed toward camp staff or guests
- Theft
- Bringing prohibited items to camp
- Leaving Ziegler Park grounds without a counselor or authorized adult

Items to Leave at Home

To help campers stay focused on activities and prevent items from being lost or damaged, the following items should be left at home:

- Money
- Toys or trading cards
- Personal sports equipment

Electronics:

Cell phones are permitted but must remain powered off and stored in a backpack during camp activities. If a phone is used during activity time, it will be held by the Camp Director and returned to the camper at pickup. If prohibited items are brought to camp, staff may hold the item and return it to the parent/guardian at the end of the day.



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Camper Safety & Health

The safety and well-being of campers is our highest priority. Camp staff are trained to respond to injuries, illness, and emergency situations while ensuring that campers remain supervised at all times.

Emergency Preparedness

Camp staff follow established safety procedures for emergencies such as severe weather, environmental hazards, or other situations that may threaten the safety of campers or staff.

Safety procedures include:

- Staff access to telephones for emergency communication
- First aid kits available at the camp site and carried by activity groups
- Emergency contact and medical authorization forms available for all campers
- Staff supervision of campers at all times

Camp personnel do not transport children in personal vehicles, even in emergency situations.

If evacuation or relocation is required, campers will remain with staff at all times and families will be notified as soon as possible with updates and instructions.

Emergency Medical Authorization

During registration, families must complete emergency medical authorization forms. These forms allow camp staff to seek medical treatment if a parent or guardian cannot be reached in an emergency.

Camp enrollment cannot be completed without this authorization.

Injuries & Medical Emergencies

If a camper becomes injured or ill during camp:

- Camp staff will immediately provide first aid and assess the situation.
- Parents/guardians will be contacted when appropriate.
- If emergency medical care is required, staff will call 911 and emergency services will transport the camper to the appropriate medical facility.

A staff member will remain with the camper until a parent or guardian arrives and will provide emergency responders with the camper's medical authorization and health information.

Incident Reports

If a camper experiences an injury, illness, or unexpected incident during camp, staff will complete an Incident/Accident Report.

Parents or guardians will receive written communication documenting the incident.

Reports may be completed for situations including:

- injuries requiring first aid
- bumps or blows to the head
- illness during camp hours



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- unexpected incidents affecting camper safety

Illness Policy

Camp staff are trained to recognize signs of illness and communicable disease. Campers should remain at home if they are sick or unable to participate in camp activities.

If a camper develops symptoms during the camp day, they will be supervised in a designated area away from other campers until they can be picked up by a parent or guardian.

Symptoms Requiring Immediate Pickup

A child will be isolated and sent home if they experience symptoms including:

- Fever of 100°F or higher
- Severe or persistent coughing
- Difficulty breathing
- Vomiting more than once
- Yellowing of skin or eyes
- Red or irritated eyes with discharge
- Stiff neck with fever
- Other symptoms indicating possible illness

Symptoms Requiring Temporary Exclusion

Campers may also be sent home for:

- Diarrhea (three or more loose stools in 24 hours)
- Untreated lice or parasitic infestations
- Unexplained rashes or infected skin patches
- Sore throat with difficulty swallowing

Campers may return to camp after being symptom-free for 24 hours, unless otherwise directed by a healthcare provider.

If campers or staff are exposed to a communicable disease during camp, families will be notified.

Medication at Camp

Camp staff may administer medication only after receiving the appropriate authorization forms from a parent or guardian.

- Prescription medications require a completed Medication Administration Form.
- Parents/guardians may be required to sign authorization forms daily depending on the medication.

All medication administration is documented in a confidential log.

Camp staff cannot administer over-the-counter medication or topical treatments unless proper authorization has been provided.



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Sunscreen is welcome at camp, but parents must authorize its use during registration.

Isolation Procedures

If a camper shows signs of illness during camp:

- The camper will remain within sight and hearing of a staff member at all times
- The camper will be separated from other campers until pickup
- The area will be cleaned and disinfected after use if necessary

Aquatics & Pool Safety

Swimming is an important and exciting part of the Ziegler Park Summer Camp experience. Campers may have the opportunity to visit Ziegler Pool during the camp day for supervised swim time.

Supervision

All swimming activities take place at Ziegler Pool and are supervised by:

- Certified lifeguards assigned to the pool
- Camp counselors who accompany and supervise campers during swim time

Lifeguards are responsible for water safety and emergency response, while camp staff supervise campers before, during, and after pool activities.

Camper Expectations at the Pool

To ensure a safe experience for everyone, campers must:

- Follow all instructions from lifeguards and camp staff
- Stay within designated swimming areas
- Enter and exit the pool only when instructed
- Demonstrate safe behavior in and around the pool area

Campers who do not follow pool safety rules may be asked to sit out of swim time.

Swim Participation

Participation in swimming activities may vary depending on:

- weather conditions
- pool operations
- camper comfort and ability

Camp staff will work to ensure all campers feel comfortable and safe during aquatics time.

What Campers Should Bring

Campers should bring the following items for swim time:

- Swimsuit
- Towel
- Change of clothes

Sunscreen is strongly encouraged and should be applied before outdoor activities.



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Parent & Guardian Code of Conduct

Ziegler Park Summer Camp is committed to providing a safe, positive, and supportive environment for all campers and staff. Creating this environment is a shared responsibility between camp staff and families.

Parents, guardians, and other adults interacting with the program are expected to behave in a manner that reflects the values of respect, responsibility, and community.

Adults who do not follow these expectations may be asked to leave the camp site, and continued violations may result in a camper being dismissed from the program.

Expectations for Adults

Respectful Communication

Parents and guardians are expected to communicate with camp staff in a respectful and constructive manner at all times, including in person, by phone, email, or text. Offensive language, yelling, or aggressive communication toward staff, campers, or other families will not be tolerated.

Threats or Intimidation

Threats or intimidating behavior toward staff, campers, or other adults are strictly prohibited and may result in immediate removal from camp property and possible dismissal from the program.

Addressing Other Campers

Adults may not discipline, correct, or physically interact with a child who is not their own. If you observe behavior that concerns you, please bring it to the attention of camp staff so it can be addressed appropriately.

Handling Concerns

We understand that questions or concerns may arise during the summer. Families are encouraged to speak with camp staff so concerns can be addressed promptly and respectfully.

Privacy & Confidentiality

To protect the privacy of all campers, camp staff cannot discuss the behavior or circumstances of another child with families. If a concern involves another camper, staff will address the situation directly.

Photography & Social Media:

Adults should not photograph or record campers other than their own child while at camp events or during pickup.

Following Camp Safety Procedures

All adults are expected to follow camp safety procedures, including drop-off and pick-up protocols. These policies are in place to protect the safety and well-being of all campers.



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We're Looking Forward to a Great Summer

Thank you for taking the time to review the Ziegler Park Summer Camp Handbook. Our goal is to create a safe, welcoming, and engaging environment where campers can stay active, build friendships, and try new things throughout the summer.

We believe the best camp experiences happen when families and staff work together. If you ever have questions, concerns, or ideas during the summer, please don't hesitate to reach out to our team. We are excited to welcome your camper to Ziegler Park and look forward to a summer filled with learning, laughter, and lasting memories.