

# Z'Camp



Program Handbook\*  
**Zionsville West Middle School**

[ZCAMP@zcs.k12.in.us](mailto:ZCAMP@zcs.k12.in.us)

Website: [zcamponline.com](http://zcamponline.com)

\*Refer to COVID19 Document for ZCAMP 2023

# Z'Camp Leadership Team

Z'CAMP Main Office: 317-733-4842  
 Nurse: 317-696-9533  
 GROW office – Becca King: 317-733-4847  
 Z'CAMP cell phone: 317-524-8038

**Tina Tamburini**, Camp Director... [ttamburini@zcs.k12.in.us](mailto:ttamburini@zcs.k12.in.us) .....**317-524-8038**  
**Trever Dixon**, Asst. Camp Director [tdixon@zcs.k12.in.us](mailto:tdixon@zcs.k12.in.us)  
**Cole Tamburini** Eagle Rec Travel Coordinator [ntamburini@zcs.k12.in.us](mailto:ntamburini@zcs.k12.in.us) ...**317-524-8704**  
**Mariana Cobos** Preschool Camp Director [mcobos@zcs.k12.in.us](mailto:mcobos@zcs.k12.in.us) .....**317-605-8223**

Look for a weekly newsletter to be emailed each Friday. This information will report on the week completed and also give information on the week ahead.

## Registration Tuition & Fees

2023 Day Camp Registration	Weekly Rate Registration fee: \$35		DATES
Week 1	K-6: \$190 Preschool: \$200 CIT: \$100	W R F	Wed 5/31/23-Fri 6/2/23
Week 2	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 6/5/23-Fri 6/9/23
Week 3	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 6/12/23- Fri 6/16/23
Week 4	K-6: \$250 Preschool: \$265 CIT: \$100	T W R F	Tue 6/20/23- Fri 6/23/23 <b>***ZCamp will be closed 6/19/23***</b>
Week 5	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 6/26/23- Fri 6/30/23
Week 6	K-6: \$190 Preschool: \$200 CIT: \$100	W R F	Wed 7/5/23- Fri 7/7/23 <b>***ZCamp will be closed 7/4/23 and 7/5/23***</b>
Week 7	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 7/10/23- Fri 7/14/23
Week 8	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 7/17/23- Fri 7/21/23
Week 9	K-6: \$310 Preschool: \$330 CIT: \$125	M T W R F	Mon 7/24/23- Fri 7/28/23

Week 10	K-6: \$350 Preschool: \$330 CIT: \$125	M T W R F	Mon 7/31/23- Fri 8/4/23 <b>***K-6 will have all day field trips every day**</b>
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Register for Z'Camp on the [EZChild Track](#) website. You can only register for weekly attendance. Daily and half-day options are not available. For weekly rates the 2<sup>nd</sup> child discount is 15% and the 3<sup>rd</sup> child is 20%.

## Arrival & Departure

There will be two morning drop-off times. The first is 7:30-7:45am and the second is 8:30-8:45am. Afternoon pick-up is anytime from 4:15-5:30pm. If you need to pick-up or drop-off outside of the scheduled times, you will need to contact the nurse's office at 317-696-9533 and go to door 1. The scheduled drop-off and pick-up will both be at door 4. Parents or approved adults will park and come inside with their camper when dropping them off. They will check-in with a staff member and the camper will be taken to their POD room. When picking up, parents or approved adults will come inside and give the camper's name to a staff member who will then radio for the camper.

If we need to add an adult to your child's authorized pick-up list, please e-mail no later than 24 hours before the pick-up. The authorized person should be prepared to provide the camp staff with a photo ID. Contact Z'Camp at [zcamp@zcs.k12.in.us](mailto:zcamp@zcs.k12.in.us) or call 317-524-8038.

If your schedule cannot be changed and you need a late drop-off or early pick-up you must call or email the camp nurse office at [zcampnurse@zcs.k12.in.us](mailto:zcampnurse@zcs.k12.in.us) or phone/text at 317-696-9533 or call the office at 317-733-4842 to make a pre-arranged appointment. All late arrivals and early dismissals occur at Door 1. Call/text the nurse phone once you arrive at Door 1. A staff member will meet you at door 1.

K-6 campers will put backpacks and lunches into their designated group rooms.

## Departure & Late Fees

Children should be picked up no later than 5:30 p.m. from Z'Camp. Any time after 5:30pm is considered outside of normal hours of operation and a late charge of \$1.00 per minute per child will be assessed to your account. The second time a parent is late the fee goes to \$2.00 per minute per child. You will be required to sign a late slip and the fee will be added to your account. Please be considerate of our staff schedules. A courtesy call to the camp nurse office at [zcampnurse@zcs.k12.in.us](mailto:zcampnurse@zcs.k12.in.us) or phone/text at 317-696-9533 would help us ease the minds of your child who may become concerned when you are late.

## Day Camp Program Day

Day camp begins at 9:00am with morning announcements at 9:15am. Day camp ends each day at 4:00pm. Modified BAC hours are provided before and after camp programming. **It is very important that parents have their children to camp by 9:15am so that they can hear morning announcements with their counselors and camp group.**

## K-6<sup>th</sup> Sample Daily Schedule

7:30-8:45 AM Arrival

8:00-9:00 AM Activities in pod room

9:00 – 9:15 AM – Morning Announcements

9:15-10:00 AM – Activity Period 1

10:00-10:45 AM – Activity Period 2

10:45-11:30 AM – Activity Period 3

11:30 AM – Lunch Period 1, Recess 1, Group Meeting 1

12:00 PM – Lunch Period 2, Recess 2, Group Meeting 2 12:30

PM – Lunch Period 3, Recess 3, Group Meeting 3

1:00 –1:30 PM – Activity Period 4

1:30-2:00 PM – Activity Period 5

2:00-2:30 PM – Activity Period 6

2:30-3:00 PM – Activity Period 7

3:00-3:30 PM – Activity Period 8

3:30 – 3:45 PM – Snack

3:45 - 4:00 PM – Closing Announcements (Reminders, lost/found, camp songs, contests, etc.)

4:00 – 5:00 PM Activities in pod room

4:15-5:30 Dismissal

## Preschool Sample Daily Schedule

Monday and Wednesday (AM Field Trip)

7:30-8:45 AM Arrival

9:00-9:30 Try Time and Snack

9:30-11:30 Field Trip

11:30-1:00	Campers Lunch
1:00-1:15	Transition to Rest Time
1:15-2:30	Rest Time
2:30-3:30	Try Time and Snack
3:30-5:00	Outdoor or indoor play until carline pickup
4:15-5:30	Dismissal

Tuesday and Thursday (Swim/Splash)

7:30-8:45 AM	Arrival
9:15-9:45	Try Time and Snack
9:45-10:45	Outdoor/Z-camp activities
10:45-11:45	Change for swim and water day/ Campers Lunch
12:00-1:00	Pool and splash time
1:00-1:30	Change into dry clothes-Transition to Rest Time
1:30-2:30	Rest Time
2:30-3:30	Try Time and Snack
3:30-5:00	Outdoor or indoor play until carline pickup
4:15-5:30	Dismissal

Friday

7:30-8:45 AM	Arrival
9:00-9:30	Try Time and Snack
9:30-11:30	Walk to Stonegate (playground and/or gym)
11:30-12:00	Return from Stonegate,
12:00-1:00	Campers Lunch
1:00-1:15	Transition to Rest Time
1:15-2:30	Rest Time
2:30-3:30	Try Time and Snack
3:30-5:00	Outdoor or indoor play until carline pickup
4:15-5:30	Dismissal

## Weather & Safety

ZWEST has a safety specialist on call during the summer who may lead fire drills, tornado drills, etc. The safety specialist will watch the weather and advise the staff to take shelter should inclement weather occur.

## Z'CAMP STAFF

The entire staff at the Zionsville Community Schools' Summer Z'Camp are qualified and trained to provide quality care and programming for campers. Our Leadership Team are BAC Site Leads/Asst. Leads or certified teachers who also help run the summer program. Our

group counselors, activity leaders, coordinators, nurses, etc. have been through a screening process and background checks. Our Z'Camp staff to camper ratio is 1:10 or less.

## Camp Nurse

Z'Camp has made a commitment to have a camp nurse on duty during camp hours. These are St. Vincent Health Care Assistants work in ZCS schools during the school year. In the event of an incident, accident or illness, the Z'Camp Nurse will:

1. Contact the child's parent(s) or an individual on the child's contact sheet by telephone, outlining the nature of the incident, accident or illness involving the child and whether the child can stay at camp or needs to be picked up.
2. If the child is in a medical crisis, the child will be taken to the nearest medical facility, by emergency transport, for treatment by a licensed physician. If the parent cannot ride in the ambulance then the Camp Nurse will ride with the camper to the hospital of your choice.

In the interest of every child's well-being, only healthy children will be permitted to attend camp. These are the conditions under which you are requested to keep your child at home:

1. If he/she has a fever or has had a fever of more than 100.4 degrees during the previous 24-hour period.
2. If he/she has diarrhea or vomiting.
3. If he/she breaks out in a rash.
4. If he/she has symptoms or a possible communicable disease.

The camp medical form must be signed if medication is to be dispensed to a child.

## Sunscreen and Bug Spray Policy

Please apply sun block and bug spray before your child arrives. ZCAMP will apply sunscreen in the mid-day. Do not send sunscreen with your camper as ZCAMP is providing sunscreen for the Preschool – 6<sup>th</sup> grade camps this summer.

## Eagle Recreation And Enrichment

Campers who are registered in Eagle Recreation and Enrichment courses will be transported for FREE via ZCS yellow school bus! Parents, your children do not have to miss out on a thing this summer!! [Click here](#) to peruse the summer programs and register. Parents must communicate transportation needs via e-mail with Cole Tamburini the Eagle Rec Travel Coordinator by the Friday before the week that the Eagle Rec course begins. His email is [ntamburini@zcs.k12.in.us](mailto:ntamburini@zcs.k12.in.us). If you need to contact him for a last minute change he can be

reached on a site cell – 317-524-8704. This service operates from 8:00am to 4:00pm Monday – Friday. If your child needs to be picked up outside of that window it will be the parent's responsibility to transport. **It is very important to communicate ERE courses to camp personnel because the programs are not linked in the registration processes.**

## Lunch & Snacks

All campers must bring their own lunch/drink in a temperature controlled lunch box/sack, as no refrigeration is available. Lunches will remain in air-conditioned space except on field trip days. ZCS food service does not operate in the summer. K-6 campers will be offered a healthy snack once per day in the afternoon. Pre-K campers may receive two snacks. An allergy free table will be available to campers upon request. All campers will eat with their assigned group classroom instead of the cafeteria. **Please remember to provide a clean water bottle for each camper every day. Campers will fill water bottles at the water bottle filling stations. Currently, no drinking fountains are available to campers due to Covid 19 protocols.**

## Photography

To promote ZCS-GROW and its programs, we will often photograph the children while they are active at Z'Camp. As a parent, during EZChild Track registration you will give consent to have your child photographed and relinquish all rights, title and interest in the finished photographs. Student names will never be published. These photos may be posted on the Z'Camp website, Z'Camp weekly newsletter, ZCS or GROW website or ZCS social media and local media outlets.

## Grow (ZCamp) Code Of Conduct

The philosophy of the GROW program is to ensure that each participant is provided a safe environment where children are well supervised and enriched in creative programming by our professional staff. In order to meet our mission, we feel that collectively as a team the GROW program staff, parents and students will agree to maintain an atmosphere that is positive, safe and welcoming.

These policies remain in effect while in the care of the Z'Camp or GROW program staff.

Expectations:

- Use words instead of physical actions to solve disagreements
- Speak respectfully to other participants and GROW staff
- Show self-control
- Use appropriate language
- Show respect for facilities, equipment and others' personal property
- Never use "put downs"
- Follow the program rules

In order to encourage positive behaviors while participating in a GROW program we have a discipline contract for parents, students and staff to sign.

1st Offense:	Verbal discussion
2nd Offense:	Timeout
3rd Offense:	Staff member will contact the parent at pick up or in a telephone conversation or in a written letter.
4th Offense:	A parent/caregiver will be asked to pick up the student immediately.
5th Offense:*	The student can be dismissed from the GROW program.

\*Only the GROW or BAC Director can alter the discipline contract or reinstate students into GROW. Some serious incidents will result in immediate expulsion from Z'Camp and/or GROW programming.

GROW/BAC reserves the right to sever customer relationships with 48 hours' notice when it is clear that our services are not a match for a family as evidenced by repeat issues of concern for care, late or insufficient payment, or consistently negative or abusive communications with site or other GROW/BAC staff. Contact BAC Director, Sue Gregerson [sgregerson@zcs.k12.in.us](mailto:sgregerson@zcs.k12.in.us) with concerns.

## Personal Items and Camp Clothes

Washable play clothes are most suitable for the Camp Programs. Play clothes and shorts are recommended. Children must bring their own comb/brush, towel and swimsuit in their camp issued carrying bag on swimming days. Flip flops are only permitted to wear to and from the aquatic center. The child's name must be labeled on all personal items. Z'Camp cannot be responsible for unmarked or lost items. Z'Camp inherits a lot of lost personal items throughout the summer. Z'Camp provides a wide variety of appropriate toys and games for each age group; therefore, campers should not bring toys/trading cards or electronic devices from home. Please provide a **hat in your child's backpack** for them to wear during fishing. This adds another layer of safety from hooks and the sun. Clearly mark your campers name on all items.

## Swim Lessons

Campers will receive weekly swim lessons as part of the Z'Camp program schedule. Swimmers will be placed in the Red group, (STOP at the instructional pool only) Yellow group (Caution/progressing to the dive well) or the Green group (green mean GO to any pool). On the morning of a swim day all campers will check in with the swim coordinator to make sure they receive the red/yellow/green dot and have all of their swim gear. The camper's swim abilities will be continually assessed all summer long and will be placed in higher swim groups once they accomplish all tasks in their current swim group.

All children will swim unless they have a note from a physician.

Pre-K swimming occurs on Tuesday and Thursday mornings from 11:00am-12:00pm. More information will come from summer Leads.



## Program Activities

Each week at Z'Camp will be a little different, but many of the popular program activities will remain the same. We will always have swim lessons or plan a swim outing. We will always participate in a field trip. There will be a rotation of daily activities for campers to enjoy. Some activities will be repeated weekly and some new ones will be added to the rotation. Some of the activities planned are:

Arts & crafts  
Fishing  
Lacrosse  
Nature  
Archery  
Group Games  
Digitarium  
Yoga  
Track and Field  
Fitness  
Camp Songs  
Campfire  
Gaga ball  
Tennis  
Kickball  
Swimming  
Music  
Basketball  
STEM  
Bowling  
Summer reading  
Clue/Scavenger hunts  
Golf  
Floor hockey  
Flag football  
Soccer  
9 square  
Golf  
Pickleball  
Cooking  
Tee ball  
Strong in Every Way Social/Emotional Learning

## Camp Closure Days

Z'Camp will be closed on June 19<sup>th</sup>, July 3<sup>rd</sup>, and July 4<sup>th</sup>. The last day of Z'Camp is Friday, August 4<sup>th</sup> so that BAC Site Leads and Preschool Leads can work back in their sites/classrooms in order to get ready for the first day of school. There is no Z'Camp or Access Days on August 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> before school starts on Monday, August 14<sup>th</sup>.

**Reminder: All 10 weeks of camp will be held at Zionsville West Middle School. Week 10 will consist of 5 all day field trips.**

## Counselor in Training (CIT's)

The CIT program is available to all students who are entering the 7th-8th grade and will consist of leadership training where students will gain experience working with children in grades K – 6. Students must apply, be interviewed and accepted into the CIT program before being permitted to register. They will learn the skills needed to be a leader, a successful citizen, and a good friend. Students will gain experience in working with children that will prepare them for babysitting, potential courses at ZCHS and the possibility of working in any of the ZCS-GROW programs in the future. Students will receive a participation letter from the program director. Students are able to attend all field trips and swimming and act as counselors in training assigned to groups with adult counselors. CIT's will assist in swimming activities. Daily activities also include sports crafts, drama, games and creative play. CIT's will also enjoy leadership time together with the Program Director. CIT's must commit to camp for the entire week from 9am - 4:00pm. Price per week: \$125. Application can be found on the camp website at [zcamponline.com](http://zcamponline.com).