

# 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)

# Z'Camp Contacts

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) .....**317-524-8083**  
**Myra Katterhenry**, Preschool Camp Director.. [mkatterhenry@zcs.k12.in.us](mailto:mkatterhenry@zcs.k12.in.us) ..**317-605-8223**

Look for a weekly newsletter to be emailed each Friday from [zcampnews@zcs.k12.in.us](mailto:zcampnews@zcs.k12.in.us). These will report on the week completed and give information about the week ahead!

# Registration Tuition & Fees

2025 Day Camp Registration	Weekly Rate Registration Fee: \$35		DATES
Week 1	K-6: \$190 Preschool: \$200 CIT: \$100	W Th F	Wed 6/4/25-Fri 6/6/25
Week 2	K-6: \$310 Preschool: \$330 CIT: \$125	M T W Th F	Mon 6/9/25-Fri 6/13/25
Week 3	K-6: \$250 Preschool: \$265 CIT: \$100	M T W F	Mon 6/16/25-Wed 6/18/25 Fri 6/20/25 <b>***Z'Camp will be closed on 6/19/25***</b>
Week 4	K-6: \$310 Preschool: \$330 CIT: \$125	M T W Th F	Mon 6/23/25-Fri 6/27/25
Week 5	K-6: \$250 Preschool: \$265 CIT: \$100	M T W Th	Mon 6/30/25-Thur 7/3/25 <b>***Z'Camp will be closed 7/4/25***</b>
Week 6	K-6: \$310 Preschool: \$330 CIT: \$125	M T W Th F	Mon 7/7/25-Fri 7/11/25
Week 7	K-6: \$310 Preschool: \$330 CIT: \$125	M T W Th F	Mon 7/14/25-Fri 7/18/25

Week 8	K-6: \$350 Preschool: \$330 CIT: \$150	M T W Th F	Mon 7/21/25-Fri 7/25/25
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Register for Z'Camp on the [EZChild Track website](#). 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%. If you register for a week and later choose to drop or swap that week, you will be charged \$25. Registration for week 8 will open later in the summer. Your camper must attend 3 or more weeks of camp in order to qualify to attend week 8. Payment for each week is due the Friday **before** the week begins. For example, if your camper is attending week 2, payment is due by June 6<sup>th</sup>.

## Arrival & Departure

Morning drop-off is from 7:30-8:45am. Afternoon pick-up is any time from 4:00-5:30pm. 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 camper'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 email the camp nurse at [zcampnurse@zcs.k12.in.us](mailto:zcampnurse@zcs.k12.in.us) or call/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's phone once you arrive at door 1. A staff member will meet you at door 1.

## Late Fees

Campers should be picked up no later than 5:30pm 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 added 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's schedules. A courtesy call/text to camp at 317-524-8038 would help us ease the mind(s) of your camper(s) who may become concerned when you are late.

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

Day camp begins at 9am with our morning meeting. Day camp ends each day at 4pm. Modified BAC hours are provided before and after camp programming. It is very important that campers are at camp by 9am so that they can attend morning meeting with their counselors and camp group. Campers will swim with their group twice a week in the afternoon.

7:30-8:45am – Arrival/activities in POD room

8:45-9:00am – Transition from POD room to morning meeting

9:00-9:15am – Morning Meeting with Mr. Alex

9:15-10:00am – Activity 1

10:00-10:45am – Activity 2

10:45-11:30am – Activity 3

11:30am-1:00pm – Lunch Rotation

1:00-1:45pm – Activity 4

1:45-2:30pm – Activity 5

2:30-3:15pm – Activity 6

3:15-4:00pm – Snack Rotation

4:00-5:30pm – Dismissal/activities in POD room

## **Preschool Sample Daily Schedule**

Park Day

7:30-8:45am – Arrival/BAC  
8:30-9:00am – Try time/snack  
9:30-11:30am – Park  
11:30am-12:30pm – Lunch (at park)  
12:30-1:00pm – Try time/transition to rest time  
1:00-2:30pm – Rest time  
2:30-3:30pm – Try time/snack  
3:30-4:00 – Outdoor or indoor play  
4:00-5:30 – Dismissal/BAC

#### Swim Days (Tuesdays and Thursdays)

7:30-8:45am – Arrival/BAC  
8:30-9:00am – Try time/snack  
9:00-10:30am – Outdoor/Z'Camp activities  
10:30-11:30am – Lunch  
11:30am-12:00pm – Try time/change for swim  
12:00-1:00pm – Pool/splash time (4-year-olds only)  
1:00-1:30pm – Change into dry clothes/try time  
1:30-1:45pm – Transition to rest time  
1:45-2:30pm – Rest time  
2:30-3:30pm – Try time/snack  
3:30-4:00pm – Outdoor or indoor play  
4:00-5:30pm – Dismissal/BAC

#### Field Trip Day

7:30-8:45am – Arrival/BAC  
8:30-9:00am – Try time/snack  
9:00am-12:30pm – Field trip/lunch  
12:30-1:00pm – Try time  
1:00-1:15 – Transition to rest time  
1:15-2:30pm – Rest time  
2:30-3:30pm – Try time/snack  
3:30-4:00pm – Outdoor or indoor play  
4:00-5:30pm – Dismissal/BAC

## **Weather & Safety**

Z'West 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 Z'Camp are qualified and trained to provide quality care and programming for campers. Our Leadership Team consists of BAC site leads and assistant leads or certified teachers who also help run the summer program. Our group counselors, activity leaders, nurses, etc. have been through a screening process and background checks. Our Z'Camp staff to camper ratios 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 who work at ZCS schools during the school year. In the event of an incident, accident, or illness the Z'Camp nurse will:

1. Contact the camper's parent(s) or an individual on the camper's contact sheet by telephone, outlining the nature of the incident, accident, or illness involving the camper and whether the camper can stay at camp or needs to be picked up.
2. If the camper is in a medical crisis, the camper 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 or Ms. Tina will ride with the camper to the hospital of your choice

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

1. If they have a fever or have had a fever of more than 100.4 degrees during the previous 24-hour period
2. If they have diarrhea or vomiting
3. If they break out in a rash
4. If they have symptoms of a possible communicable disease

The camp medical authorization form must be signed if medication is to be dispensed to a child. You can find the authorization form [here](#).

## Sunscreen & Bug Spray Policy

Please apply sunblock and bug spray before your child arrives. Z'Camp will apply sunscreen throughout the day. Please only send sunscreen with your camper if they have a sunscreen allergy as we will provide the counselors with sunscreen for their campers.

## Eagle Recreation & Enrichment

K-6 campers who are registered in Eagle Recreation and Enrichment (Eagle Rec/ERE) courses will be transported for FREE via a ZCS yellow school bus! Click [here](#) to pursue the summer programs and register. Parents must communicate transportation needs via the [Eagle Rec transportation form](#) by the Friday before the week that the Eagle Rec course begins. For changes, please contact Ms. Hannah on the ERE cell at 317-524-8704. **This service operates from 9:30am to 4:00pm on Monday-Friday.** If your camper needs to be dropped off or picked up outside of that window it will be the parent's responsibility to transport. **It is very important to fill out a transportation form because the programs are not linked in the registration processes.** We do not transport preschool campers to any ERE programs.

## Lunch & Snacks

Continuing from summer 2024, we will have the option for your camper to buy lunch at camp! There's no need to sign up in advance. The lunch will include an entrée, fruit, vegetable, treat, and beverage for \$3.50. If your camper attends a ZCS school, they will use their lunch code. If your camper does not attend a ZCS school, your camper can still purchase lunch and Jan Swander will reach out to a parent or guardian about balance and payment. Sack lunches will not be available to campers going on field trips. The summer menu as well as additional information will be located on the [ZCS Food Service Department webpage](#). For any questions regarding the summer lunch service, please reach

out to Jan at [jswander@zcs.k12.in.us](mailto:jswander@zcs.k12.in.us). Campers still have the option to bring their own lunch/drink in a temperature-controlled lunch box/sack. Lunches will remain in an air-conditioned space except for on field trip days. K-6 campers will be offered a snack once per day in the afternoon. Pre-K campers will be offered a snack twice a day. An allergy-free table will be available to campers upon request. All campers will eat in the cafeteria. **Please remember to provide a clean water bottle for your camper(s) every day. Campers will be able fill water bottles at the water bottle filling stations throughout Z'West.**

## **Photography**

To promote ZCS GROW and its programs, we will often photograph the campers while they are active at Z'Camp. As a parent, during EZChild Track registration, you will give consent to have your camper be 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, ZCS or GROW website, ZCS social media, local media outlets, or in the Z'Camp weekly newsletter.

## **GROW (Z'Camp) Code of Conduct**

The philosophy of the GROW program is to ensure that each participant is provided with 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.

Please note that due to the unique nature of Z'Camp - characterized by frequent transitions, higher noise levels, wide open spaces, group-based activities, and limited downtime – the camp environment may not be a good fit for every child. We are committed to doing our best to support each participant, but there may be instances where, after collaboration and communication, we determine that a different arrangement is in the best interest of the child and/or group. In such cases, we reserve the right to meet with families and request alternative care arrangements be made.



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

To support and reinforce positive behaviors during participation in a GROW program, we follow a consistent and respectful discipline procedure. This approach helps staff respond to standard behavior issues in a fair and constructive manner, ensuring a safe and supportive environment for all participants.

1<sup>st</sup> Offense: Verbal discussion

2<sup>nd</sup> Offense: Thinking break (timeout)

3<sup>rd</sup> Offense: Staff member will contact the parent at pick-up or in a telephone conversation or in a written letter

4<sup>th</sup> Offense: A parent/caregiver will be asked to pick-up the student immediately

5<sup>th</sup> Offense: The student may be dismissed from the GROW program\*

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

GROW/BAC also reserves the right to end the care relationship with a family with 48 hours' notice after addressing repeated concerns that may arise, including issues related to care, payment, or communication.

If you have questions or concerns, please contact Martha Farley, GROW Director, at [mfarley@zcs.k12.in.us](mailto:mfarley@zcs.k12.in.us)

## **Personal Items**

We want to provide all entertainment and activities for your camper(s) this summer! Please leave personal toys or games at home. Z'Camp is not responsible for possessions that are lost or stolen, and the best way to prevent this is to leave valuables at home. Please leave the following items at home:

- Handheld video games, electronics, and cell phones
- Smart watches and jewelry
- New and/or expensive clothing
- Personal toys (Pokémon or other trading cards, fidgets, stuffed animals, keychains, etc.)

Lost and Found is located at door 4.

Please note: remaining items are donated throughout the summer. If your camper has lost an item, please check the lost and found quickly.

In addition, the following items are not allowed at Z'Camp: alcohol or drugs, dab pens, juuls, other vaping devices, personal sports equipment (unless required by a program), animals, or weapons.

## **Camp Clothes**

Washable play clothes are most suitable for the camp programs. Play clothes and shorts are recommended. Campers must bring their own towel, swimsuit, flip-flops/sandals, and comb/brush in their camp issued carrying bag on swimming days. Many of our activities require close-toed shoes to participate, therefore, flip-flops are only permitted to wear to and from the aquatic center or on waterpark field trip days. The camper's name must be labeled on all personal items. Z'Camp inherits a lot of lost personal items throughout the summer. Please provide a hat in your camper's bag for them to wear during fishing. This adds another layer of safety from hooks and the sun. Clearly mark your camper's 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 (go to any pool). On their swim day, campers will check in with the swim coordinator to make sure they have swim tested and know their swim level. 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 Thursdays from 12:00-1:00pm. 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 participate in a field trip and most weeks we will have swim lessons. 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

Camping

Lacrosse

Archery

Cooking

Digitarium

Group games

Track and field

Gaga ball

Tennis

Kickball

STEM

Summer reading

Soccer

9-Square

Cooking

T-ball

Strong in Every Way (social/emotional learning)

# Camp Closure Days

Z'Camp will be closed on June 19<sup>th</sup> and July 4<sup>th</sup>. The last day of Z'Camp is Friday, July 25<sup>th</sup> so that BAC Site Leads and Preschool Leads can work in their sites/classrooms in order to get ready for the first day of school. There is no Z'Camp or Access Days on July 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>, or August 1<sup>st</sup> and 4<sup>th</sup> before school starts on August 5<sup>th</sup>.

**Reminder: All 8 weeks of camp will be held at Zionsville West Middle School.**

**Week 8 will consist of 5 all day field trips.**

# Counselor in Training (CITs)

The CIT program is available to all students who are entering the 7<sup>th</sup>-8<sup>th</sup> 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 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 are able to attend all field trips and swimming and act as counselors in training assigned to groups with adult counselors. CITs will assist in daily activities such as sports, crafts, games, and creative play. CITs will also enjoy leadership time with the CIT program director. CITs must commit to camp for the entire week from 9am-4pm. Application and more information can be found [here](#).