

## Thank you for supporting Cincinnati Nature Center!

Please note program and cancellation policies vary. By completing registration for CincyNature Camp, you agree to the following program policies.

### Drop Off & Pick Up:

- Please stop at the gatehouse every time you arrive to let our staff know you are here for camp.
- After stopping at the gatehouse at Rowe Woods or Long Branch, please drive with caution; the speed limit is 15 mph!
- At drop off, campers may arrive no more than 15 minutes before the published start time of camp.
- Children are dropped off via a carline.
- Adults dropping off children will stay in their car and sign in each camper at the time of drop-off.
- For your safety and that of your camper, we do not allow walk-ups for drop-off or pickup. We'll ask that you return to your car and join the end of the car line.
- If you need pick-up or drop-off accommodations, please reach out to Kelly Steyer, Camp Director, to discuss options.
- At pick up, campers are required to be picked up promptly at the end time of camp each day.
- Please bring a picture ID to pick up every day; proof of identification is required to pick up a child.
- Only adults listed under Pickup Authorization in your UltraCamp account will be permitted to pick up.
- Please finalize any authorized pick up individuals in your CincyNature Camp (**UltraCamp**) account the Wednesday before your camp begins.
- Changes after this date can be communicated to camp staff at drop-off or pick-up for camp. If another adult is to pick up your child or carpool, indicate that person's name on the sign-in sheet.

### Grouping Policy and Procedure:

Children will be divided into small groups for all camps except Early Childhood Camps at our Nature Preschool.

- If your child has a friend or relative registered in their camp and you wish to place them in the same trail group, please indicate this on your online health form in your CincyNature Camp (**UltraCamp**) account under the "Additional Information" section; we will do our best to accommodate as long as you indicate this two weeks prior to the start of camp.
- If you wish for your child to be placed with a friend or a family member whose ages are not within one year of one another, our policy is to place the older camper with the younger camper's trail group.
- Groups will be preassigned according to age and registration.
- An email will be sent with your child's group assignment three days before camp starts.
- Children will be separated into preassigned groups on the first day of camp.
- The group that your child is assigned to will be your camper's trail group for the week.

**Please note:** Our policies are subject to change based on conditions at the time of the program.

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### General Policies:

- All children must be potty-trained.
- Campers are not permitted to use cell phones while at camp. It's best to leave all electronics at home. If a camper is seen using a phone, the Site Coordinator will put it in a safe space until pick-up time. If your child needs a phone for a health or safety reason, please indicate it on their health form and contact the Camp Director before the start of camp.
- If you need to reach your child while they're at camp, please call the camp cell phone at (513) 200-5549.
- Staff are not permitted to administer or carry medication for campers, except for EpiPens, Benadryl, and inhalers. EpiPens, Benadryl, or inhalers may be administered by specific staff members according to their first aid training.
- Campers and staff members are not permitted to attend camp until they are fever-free for 24 hours without the use of fever-reducing medication.

### Cancellation & Transfer Policy:

All cancellation requests must be completed online by logging into your camp registration account (**UltraCamp**) and canceling your camp reservation. In order to receive a refund, the cancellation must be received online by 9 am two weeks prior to the start of camp.

- All cancellations are subject to a \$50 administrative fee per camp per camper.
- Cancellations made with less than two weeks' notice will not be refunded.
- Transfers are not permitted; transfers are considered a cancellation. It is the registrant's responsibility to re-register the camper online.

If you have questions about this policy, please email [registrar@cincynature.org](mailto:registrar@cincynature.org).

**Non-Discrimination Policy:** Cincinnati Nature Center does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, income, ethnicity, sexual orientation, marital, or family status.

**Accessibility Policy:** We're happy to make reasonable accommodations for special needs. Parents and guardians with questions regarding the ability of camp staff to meet a child's needs should contact Camp Director Kelly Steyer before registering for camp at (513) 831-1711 ext. 137.