

Cincinnati Recreation Commission



FAMILY HANDBOOK

Teen Adventure Camp 2025
June 2nd – August 8th

Eastside Recreation Center
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city of
CINCINNATI

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WELCOME

Welcome to **Eastside Recreation Center!** We are pleased that you have selected our program and we look forward to working with your child(ren). Please be assured that our staff will endeavor to create a positive program environment where your child(ren) will be safe, learn, and have fun.

This handbook is created to help you, as parents/guardians, to better understand our program. Please acquaint yourself and your child(ren) with our staff and this handbook. If you have questions or concerns on any of this information or our program, please feel free to ask the day camp staff. **WE ARE HERE FOR YOU!**

CRC PHILOSOPHY

Established in 1927, the Cincinnati Recreation Commission provides recreational, cultural, leisure, and educational activities for Cincinnatians of all ages and abilities. CRC's network of recreation centers, senior clubs, pools, golf courses, fields, and other facilities is vital for Cincinnati's continuing growth and leadership. The Cincinnati Recreation Commission is dedicated to providing recreational and cultural activities for all of the people in our neighborhoods and the whole community. We believe that by enhancing people's personal health and wellness, we strengthen and enrich the lives of our citizens and build a spirit of community in our City.

PROGRAM GOALS

This Teen program provides:

- A safe and inclusive environment
- Emotional support
- Responsive staff who serve as positive role models and good listeners
- Opportunities to learn confidence and problem-solving skills through games, activities, and exercise
- Encouragement to be creative and imaginative
- Opportunities to develop personal discipline including taking responsibility for one's own actions
- Setting and accepting limits
- Respect for rights and property of others

Teen Adventure Camp is designed to serve area youth from ages 12-14 years. Teens have the opportunity to make new and lasting friendships, develop new skills, and best of all – have lots of fun in a safe, caring, and healthy environment, while going on trips most days that camp is in session.

Teen Adventure Camp HOURS AND DAYS OF OPERATION

Teen Adventure Camp hours are 9:00am-4:00pm, Monday, Wednesday, and Friday. The summer session runs for 10 weeks from June 3rd – August 9th.

The following days, camp will not be in session:

Thursday, June 19th in observance of Juneteenth

Friday, July 4th in observance of Independence Day

FEES/CHARGES

All City Membership Fee – \$2.00

Every child must have a CRC All City Membership in order to attend Teen Adventure Camp. Memberships can be purchased online at www.cincyrec.org or in person at your nearest CRC recreation center.

Teen Adventure Camp Fees –

Core Camp	9:00am-4:00pm	\$2100
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FEES/CHARGES cont.

All fees are set by the Cincinnati Recreation Commission. To provide an adequate level of service and to keep fees to a minimum, it is imperative to collect all fees in advance of providing services. Fees are considered late in the following instances:

1. A participant is receiving program benefits for which no prior payment has been received.
2. A participant has not paid in a timely manner the amounts required by a scheduled payment plan.
3. A check written for services has been dishonored because of insufficient funds.

We cannot deduct days missed/absent from your fee. Your fee pays for direct operating costs, staff, and materials. When you enroll, you are reserving the time, space, staffing, and provisions for your child, whether he/she attends. In cases of hospitalization or extended illness, verified by a physician, credit may be issued after discussion with the Service Area Coordinator.

Delinquent Accounts/Returned Checks

To provide an adequate level of service and hold fees to a minimum, it is imperative that all fees be collected and processed on time. Failure to make payments by the deadline will result in forfeiting your child's spot in the program. Your child cannot attend camp and you will not be permitted to register for new programs until fees are current. There is a \$30.00 service charge for all checks returned for insufficient funds. The amount owed plus the service charge must be paid immediately by cash, credit card, money order, or certified check. We reserve the right not to accept additional personal checks.

Late Pick-up Charges

A fee of fifteen dollars (\$15.00) for every 15 minutes late will be assessed to any parent/guardian picking up a child after their camp day has ended (4:00pm for core camp). The late fee will be due at the time of pick up. Persistent failure to adhere to the pickup deadline may result in the child's dismissal from the program. If a child has not been picked up by 7:00pm and a parent, guardian, or emergency contact cannot be reached, CRC staff is required to call the Cincinnati Police and/or 241-KIDS for assistance.

Withdrawals

Parent/Guardians wishing to withdraw their child(ren) may do so at any time, however, we ask that be communicated in writing to the Teen Camp Coordinator as soon as possible so that a child on the waitlist may be enrolled. If a parent/guardian withdraws before camp starts (June 3, 2024) they may receive a refund for any payments made (please note the \$200 registration deposit is non-refundable). After July 5, 2024, there will be no refunds for withdrawals from the program.

INCLEMENT WEATHER

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to contact parents/guardians via email or phone. Please assure that we have your most current phone number and email address. Additionally, you can check the CRC website at www.cincyrec.org or look on our Facebook and Twitter pages

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

CRC staff to participant ratio	
1:15	Children ages 5 – 15 (School age)
1:12	Children ages 3 – 5 (Pre-school age)

SUPERVISION POLICY

A major responsibility of the CRC staff is to ensure the health and safety of each child entrusted to our care. CRC staff, individually and collectively, will work to maintain a safe and healthy program environment, including (but not limited to) anticipating possible hazards, and taking necessary appropriate precautionary and preventative measures. Also, adequate staff levels will be maintained in accordance with the City of Cincinnati's requirement of a 1:15 staff/participant ratio (for School-agers).

PROGRAM PARTICIPATION

Programs are planned to be developmentally appropriate to the age and ability level for each group and children are encouraged to participate.

If your child will not/cannot participate in a scheduled trip, you must find alternate childcare for that day. Unfortunately, we do not have extra staff who can stay back at the center to watch your child.

PROGRAM ACCESSIBILITY

It is the intent of the Cincinnati Recreation Commission to make all programs and services accessible to individuals with disabilities. If an accommodation is necessary for your child's participation, we ask that you advise us in advance of the needed services. Parents/guardians can request an accommodation for their child(ren) by completing an Accommodation Request Form. The CRC Division of Therapeutic Recreation will require 7 to 14 days to ensure adequate time for staff to assess the request and to decide on the accommodation. You can call the Division of Therapeutic Recreation directly at 513-352-4013. TDD #513-513-352-4058. See Addendum for the Accommodation Request Form.

APPROPRIATE CLOTHING

Please dress your child(ren) appropriately each day for running, jumping, playing, and having fun. We strongly encourage gym shoes and socks due to the nature of planned activities. If your child(ren) does not have appropriate footwear, they may not be able to participate in some activities.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information outdoor play will be included in our program daily. We will limit the amount of time outside when the temperatures are very warm or very cold. Additionally, we will adjust outdoor time due to inclement weather and/or poor air quality. On days that outdoor play is not provided due to the weather conditions, we will include plenty of time indoors for gross motor activities.

ARRIVAL/DEPARTURE

Parents/Guardians are required to sign their child(ren) in at the front desk upon arrival. Any special messages, special pickup notes, etc. are to be given to front desk staff. Staff must be made aware of each child's

presence before the parent departs. At the end of the day, parents/guardians must come in and sign their child(ren) out. Please be sure to speak to a camp staff to ensure that they are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out.

Release of a Child

The parents/guardians and authorized escorts (documented on the application) are the only people to whom we will release your child. If at any time you have someone not previously authorized to pick up your child, advanced notice must be given via email or phone call. The new escort must show a photo ID before the child(ren) will be release to them. Staff will check ID's of anyone they do not recognize. If advanced notice of a new escort is not received, staff will call you to gain your authorization before the child(ren) will be released. If you cannot be reached, your child will not be released.

Please provide a list of any unauthorized escorts. Your child will not be release to these persons. Non-custodial parents are permitted access to their child(ren) unless a court order is on file with the center limiting access.

Please Note: No child will be released to a parent/guardian or escort who appears to be under the influence of mind-altering drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation. Unauthorized individuals may not be permitted to engage with a child during camp hours, regardless of the location.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

DAILY SCHEDULE

Due to the nature of our program, our schedule is flexible in order to provide different experiences for the participants, both at and away from the center. However, in order to provide an idea of what each week looks like, we have included a sample schedule for our program.

Sample schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 - 9:30	Arrival		Arrival		Arrival
9:30 - 9:45	Depart (to Lunken)		Depart (to Lunken)		Depart (to Lunken)
9:45 - 10:30					
10:30 - 11:00	Depart [9 minute Drive]		Depart [37 minute Drive]		Depart [11 minute Drive]
11:00 - 11:30	Breakout Escape Rooms (11AM - ?)		Jungle Jim's Tour and Scavenger Hunt (11AM - ?) [Fairfield Location]		Madison Bowl (11AM - ?)
11:30 - 12:00					
12:00 - 12:30					
12:30 - 1:00					
1:00 - 1:30					
1:30 - 2:00					
2:00 - 2:30	Depart				Depart
2:30 - 3:00	Oakley Pool		Depart		Oakley Pool
3:00 - 3:30			Oakley Pool		
3:30 - 3:45			Oakley Pool		
3:45 - 4:00	Dismissal		Dismissal		Dismissal
2024 TEEN CAMP WEEK 1					
<u>Notes:</u>					
Oakley Center Lunken Trip Travel Time Programming Time					

SWIMMING INFORMATION

If your child attends a camp that has access to a pool, swimming and water activities may be included in your camper's day. When at any CRC pool, a lifeguard will always be present and camp staff will be actively supervising the children. Your child(ren) will be tested by the pool staff on the first day to determine their swimming level. Children 7 and under will not be permitted to use diving boards, slides, or climbing walls at CRC pools.

Please remember to send a bathing suit, towel, and sunscreen for your camper every day even if a pool isn't readily accessible as there will be plenty of opportunity for water games. If your child burns easily, please include a lightweight swim shirt or rash guard that they can wear over their swimsuit.

FIELD TRIPS

We will be taking regular field trips, during which we will be either walking, riding a school bus, or utilizing a city van. During these trips, staff with CPR, first aid, and communicable disease trainings will be present. Before departing the center, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of every trip, each staff member will be assigned specific children for whom they are responsible. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

EMERGENCY TRANSPORTATION Center

The center will not transport children in emergency situations. If a child requires emergency transportation to the hospital, a child will only be released to EMS or a parent/guardian.

The majority of first aid cases at camp will be minor in nature; however, each case will be given prompt attention. Day camp staff will administer emergency first aid, as required, within the limits of their training.

Procedures to be followed in the event of an accident include:

- Calming the injured child.
- Administering first aid, within the limits of staff training.
- Contacting the parents immediately if warranted.
- Calling "911" when necessary (they will transport to the hospital).
- Completing an accident report (copy is available to the parent/guardian).

BEHAVIOR EXPECTATIONS

CRC works to cultivate self-discipline, a sense of responsibility, a respect for authority, and a consideration for the rights of others. The object of all imposed discipline is to promote clear, ordered thinking and acting which must be present for this growth to take place. All campers are expected to comply with the following rules:

CENTER RULES

- Walk throughout the building, running is for outside and gym play times
- Keep their hands and feet to themselves
- Use inside voices at all times, screaming is only for emergencies
- Ask and wait for permission before leaving a room
- Keep track of all personal belongings
- Clean up after one's self
- Have food and drinks in designated areas only
- Foul language is prohibited
- Respect others and their property
- Wear shoes at all times, except during swim time
- Treat the center with respect
- Follow the rules of the center
- Fighting or engaging in rough play is prohibited

VAN RULES

- Wear a seat belt at all times
- Keep body parts inside
- Children in front seat is prohibited
- Food or drink in the van is prohibited
- Have camp leaders only operate the side door
- Yelling and screaming is prohibited
- Keep their hands and feet to themselves
- Face forward

WALKING TRIP RULES

- Walk safely on the designated path, sidewalk, trail, or crosswalk
- Follow the directions of the adults leading the group
- Be aware of surroundings and follow safety precautions
- Maintain a close distance with the group
- Yelling or screaming is prohibited
- Keep their hands and feet to themselves
- Face forward while walking

BUS RULES

- Sit no more than 3 to a seat
- Face forward
- Keep body parts inside
- Yelling or screaming is prohibited
- Standing on the bus is prohibited
- Food or drink on bus is prohibited
- Be aware of the emergency exits
- Board and exit in an orderly fashion

GUIDANCE POLICY

The Cincinnati Recreation Commission strives to maintain a safe, positive atmosphere in all programs and facilities. Participants are expected to treat others with respect and to abide by all Recreation Center and Recreation Commission rules of conduct. Recreation Commission staff members will promote positive behavior and implement various strategies designed to minimize the need for disciplinary action. This includes clarifying behavioral expectations and reinforcing positive behavior. When disciplinary action is necessary, it will be applied in a consistent manner with consequences appropriate to the level of behavior (see addendum).

Certain disciplinary techniques are considered inappropriate and are **strictly prohibited**. These include:

- Corporal (physical) punishment
- Locking or confining participant in an enclosed area
- Deliberately humiliating, intimidating, or verbally abusing participant
- Withholding food, drink, or bathroom usage (special food/treats may be used as rewards or withheld as discipline)
- Having another participant apply the discipline
- The use of physical restraints (manual or other)*

* Note: If a participant becomes physically aggressive, becoming a threat to themselves or others, staff who have been trained and are currently certified in Nonviolent Crisis Intervention may use these non-harmful control and restraint techniques. Nonviolent Physical Crisis Intervention is used when verbal interventions have been exhausted and the individual presents an immediate danger to themselves or others. Physical controls/restraints are used as a last resort when all other means of de-escalation have failed and action is needed to prevent injury.

Participant Behavior / Discipline Guidelines

Behavior Level	Violations Include:	Recommended Disciplinary Action
Category One	Program/activity disruption, defiance, disrespect, dishonesty, profanity, other center/program rule violations, physical acts towards others (Level 1) *	Center based consequence, may include parent notification. Multiple/repeat incidents or more severe incidents may warrant brief suspension (1 – 3 days)** <i>(May require an Incident Report)</i>
Category Two	Verbal threatening, harassment, intimidation, racial slurs, possession of banned items/substance, gambling, false alarms, vandalism (minor), theft (minor) other safety violations, physical acts towards others (Level 2)*	Parent notification, possible suspension (1 – 6 weeks). Multiple/repeat incidents or more severe incidents may warrant lengthier suspension. <i>(Incident Report is required)</i>
Category Three	Vandalism (major), theft (major), extortion, weapons possession, breaking/entry, serious safety violations, physical acts towards others (Level 3)*	Suspension (3 months – 1 year), possible expulsion. May include police action, payment of repair/replace costs. Multiple/repeat incidents or more severe incidents may warrant immediate and permanent expulsion (CRC-wide). <i>(Incident Report is required)</i>

* Physical acts towards others (categorized as Level 1, 2, or 3) will be evaluated based on several factors, including degree of provocation, intent to injure, and severity of act.

** Suspensions beyond one day/program must be approved in advance by the Service Area Coordinator. Suspensions of three days or longer require a parent/participant/staff meeting prior to reinstatement. This meeting may include the development of a behavior contract.

NOTE: Additional behavioral expectations may be established for specific programs. Violations of these program specific rules will be enforced as directed in supplemental parent/participant guidelines.

Review Process: If a participant (or parent/guardian of participant) believes the disciplinary action is unfair or unjust, a meeting to discuss the action may be requested. This meeting would include the CRC Staff member(s) observing the behavior/violation and the site Admin.

NOTE: These behavioral guidelines may not apply to participants with disabilities (those having submitted an Accommodation Request Form) as the Americans with Disabilities Act requires us to develop specific, individualized strategies (behavioral support plan) to address negative behaviors.

PARENT RESPONSIBILITIES:

Letters Home: All letters sent home due to behavior must be signed and returned before the child may return to camp.

Parent Called: Parent has 1 hour after initial call to pick up their child.

- Consistent discipline problems will not be tolerated. If a change in behavior is not made, the result could be the dismissal from camp.
- With a cooperative effort by the child, these actions by staff and parent can be avoided.
- **All employees will adhere to the same guidelines as the participants.**

ACCIDENTS/EMERGENCIES

The center has devised several procedures to follow if an emergency occurs while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each day camp room, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center will conduct monthly fire drills, and periodic tornado drills.

Should we need to evacuate the building due to emergency, we are to meet

Oakley Pool Shelter

If the immediate area must be evacuated, a sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to inform of the need to retrieve your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents. There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If a participant receives a severe bump or blow to the head, or for any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

On the same day an accident or injury occurs, an incident/injury report will be completed, and given to the person picking up the injured child. A form will be completed if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

MANAGEMENT OF ILLNESS

One of the goals of CRC is to provide children with a clean and healthy environment. However, we realize that children become ill from time to time. We ask that you not bring a sick child to the center. They will be sent home! Please also plan ahead and have a back-up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Any symptoms associated with Covid19
- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stools within a 24-hour period)
- severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- Untreated skin patches, unusual spots, or rashes
- unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation

Lice: Severe itching and presence of lice and nits (eggs). When warranted, head checks will be done. An infected child can return to our program when all three conditions are met: 1) a head inspection is scheduled with our day camp director; 2) there are no nits and all evidence of lice is gone. We encourage parents to talk to their child about the spreading of lice, i.e., sharing combs, towels, and hats etc.

- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Any evidence of contagious diseases such as Covid19, chicken pox, ring worm, and lice

Ring Worm: Common symptoms are itching, redness on the skin and a circular patchy lesion clearing at the center. Campers must have written medical clearance that ring worm is being treated and is no longer communicable prior to returning to camp.

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever without fever reducing medication or in the case of Covid19, with written confirmation of a negative test. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

All employees will adhere to the same guidelines as the participants.

MEDICATIONS

No medication or vitamins may be administered unless the proper medication administration form has been completed and signed by parent/guardian, signed by the child's physician, and returned to the Teen Camp Coordinator for review. The Teen Camp Coordinator and staff will need to be trained on proper administration and the parent/guardian and Teen Camp Coordinator will need to sign off on the document before medication can be stored on site and administered. Authorization forms are available in the addendum and at the Recreation Center. Parents must submit a new authorization form every ninety (90) days.

Only prescription medication will be administered. The medication must be in pill, capsule, or liquid form. Prescriptions must be in a clearly marked container from the pharmacy. The label must show the child's name, the dosage directions, doctor's name and prescription number. Prescription medications will be administered in accordance to instructions on the label. If parents request any different dosages or uses, a physician must provide written instructions on the medication administration form. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's locker or book bag.

The only exception to this requirement is for school-age children that require the immediate use of an inhaler for a medical condition. Schoolagers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must always keep the inhaler on his person, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

MEALS AND SNACKS

Parents must provide their child with a healthy lunch every day. We do not have refrigeration or a microwave accessible. No pop or energy drinks are allowed. Please send your child with a snack for the afternoon. Also, please provide your child with a water bottle every day.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, please let the Teen Camp Coordinator know.

Cell Phone Policy

Teens are welcome to bring cell phones into the Teen Adventure Camp program, with the purpose of contacting parents/guardians or group leaders. Prior to the first day of camp, all teens should download the GroupMe app and ask the Teen Camp Coordinator for an invite to the Teen Camp group, to be able to contact staff and other campers in a monitored group chat. Cell phones are not permitted during times when programs are taking place, meaning during planned activities or trips. Teens and parents will be asked to review and sign the Cell Phone Usage Agreement, given in the enrollment packet. An adult may revoke cell phone usage for inappropriate usage at any time.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the center. Parents may have access to all areas of the building used for childcare during hours of operation*. We require that any parent or guardian or wishes to stay with their child during the day, complete a volunteer background check with the City of Cincinnati. Center staff is always available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Community Center Director (CCD)/Day Camp Coordinator
2. Service Area Coordinator (SAC)
3. Supervising Recreation Coordinator (SRC)

Employees with concerns are asked to follow the same chain of command, starting with the CCD. Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones, and we want our relationship to be a good one.

Center Contacts

Camp Coordinator: Isaiah Adams
Number: (513)-581-7805
Email: Isaiah.Adams@cincinnati-oh.gov

2nd CCD: Nic Clark
Number: (513)-709-6580
Email: Nic.Clark@cincinnati-oh.gov

SAC: Joseph Berta
Number:(513)-260-8751
Email: Joseph.Berta@cincinnati-oh.gov

SRC: Blake Williams
Number: (513)-817-8662
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Center Number: (513)-321-9320