

# SUMMER CAMP

## 2023 Welcome Packet



International School of Indiana

# WELCOME

## TO SUMMER CAMP WITH THE INTERNATIONAL SCHOOL OF INDIANA

Summer camp at the International School of Indiana is an experience truly like no other!

Our Language Summer Camp - offered in French, Mandarin, Spanish, Arabic, and Portuguese - transports children a world away through immersive language instruction and hands-on activities directed by native experts right here in Indianapolis!

Our Enrichment camp offerings give children a chance to continue a hobby they are truly passionate about or experience a new one for the first time. Enrichment camp, hosted by local class vendors we work with throughout the school year, promises to be a unique, fun-filled experience!

Enclosed below you will find weekly example schedules, general policies and procedures, and more. Please take the time to thoroughly read and review the contents of this packet. Before the first day of camp, please be sure you have digitally completed all required forms (page 9). All forms are found at [www.isind.org/events/summercamp](http://www.isind.org/events/summercamp).

If you have any questions or concerns, please do not hesitate to contact our staff at the information listed on this page.

Best,

*AoKeefe + Liz*



**Abigail O'Keefe**

Assistant Director of Child Care  
[aokeefe@isind.org](mailto:aokeefe@isind.org)



**Elizabeth Head**

Head of School  
[headofschool@isind.org](mailto:headofschool@isind.org)

**International School of Indiana**  
**4330 N. Michigan Rd.**  
**Indianapolis, IN 46208**  
**317.923.1951**



# WEEKLY SAMPLE SCHEDULE

## LANGUAGE SUMMER CAMP

7 a.m.: Morning child care begins for those enrolled.

8 a.m.: Circle Time, focusing on hello song/check-ins, attendance, introductions, sharing about the previous day, and weather. Group games/arts and crafts related to the day's theme.

9 a.m.: Lesson #1, followed by a related group activity

10:30 a.m.: Morning snack, video

10:45 a.m.: Group games (arts and crafts, writing, and reading) related to the topic of the day

11:30 a.m.: Circle Time, focusing on alphabet songs, learning writing characters, and traditional songs/dances related to the day's theme

Noon: Lunch/recess, one hour

1 p.m.: Circle Time, focusing on numbers games

1:15 p.m.: Cultural folklore/story time in groups

2 p.m.: Short/simple grammar lesson

2:30 p.m.: Physical games, cultural video

2:45 p.m.: Lesson #2, followed by a related group activity

3:35 p.m.: Circle Time, focusing on goodbye song, review the day, classroom cleanup

4 p.m.: Dismissal. Afternoon child care begins for those enrolled.

6 p.m.: Afternoon child care ends for those enrolled.

Note: This is a sample schedule; the exact schedule for each day may vary.  
(All transitions in language, traditional music throughout the day.  
Schedule/activities subject to change)

# WEEKLY SAMPLE SCHEDULE

## ENRICHMENT CAMP

### MORNING CAMP

7:00 a.m.: Morning child care begins for those enrolled

7:55 a.m.: Arrival begins

8:15 a.m.: Instructional and activity time

9:15 a.m.: Restroom break and morning snack

9:40 a.m.: Recess

10:15: Instructional and activity time

11:15 a.m.: Learning activity

11:45 a.m.: Lunch

12:00 p.m.: Dismissal

### AFTERNOON CAMP

12:00 p.m.: Arrival begins

12:15 p.m.: Lunch and restroom break

12:40 p.m.: Instructional and activity time

1:45 p.m.: Afternoon recess

2:20 p.m.: Restroom break

2:30 p.m.: Instructional and activity time

3:55 p.m.: Dismissal. Afternoon child care begins for those enrolled.

6:00 p.m.: Afternoon child care ends for those enrolled.

Note: This is a sample schedule; the exact schedule for each day may vary.  
Schedule/activities subject to change.



# GENERAL INFORMATION

## CAMP FEES

Camp tuition is due in full at the time of registration.

## CANCELLATION POLICY

Due to the difficulty of filling canceled spots just before or during camp season, cancellations for any session or program for any reason within 30 days of camp dates will not receive a fee refund. All cancellations before the camp date must be sent in writing to the ISI Business Office at [billing@isind.org](mailto:billing@isind.org). Confirmation of the receipt of the cancellation notice will be sent to you by email. If you do not receive a confirmation of cancellation, ISI has not received your cancellation notice and no refund will be given.

Exceptions may be made on a case-by-case basis for extenuating circumstances including:

- Severe Unexpected Medical Condition
- Death in the immediate/nuclear family
- Severe Unexpected Financial Hardship

Not attending a program does not entitle a camper to a refund. When a camper claims a spot for a week, the camper is reserving the space, time, and staffing, whether or not they attend.

International School of Indiana reserves the right to cancel any program that does not meet enrollment requirements. Notification will be provided at least one week before the camp start date. Payments will be refunded in those circumstances (less credit card fees).

## COVID-19 POLICY

While ISI does not currently require masking on our campus, we have followed Marion County Public Health Department guidelines throughout the pandemic and will continue to do so as we make policy decisions moving forward.

## TAX INFORMATION

International School of Indiana's tax ID number is: 35-1887161.





## DROP OFF AND PICK UP

Families will park at the Chen Family Lower School parking lot and walk their campers to the front door to check in daily. Families are also welcome in the building to walk their camper to the classroom door.

Campers will be dropped off at their classroom door between 8:00 a.m. and 8:15 a.m. If participating in a.m. child care, campers may be dropped off between 7:00-8:00 a.m.

Campers must be picked up between 3:45 p.m. and 4:00 p.m. If participating in p.m. child care, campers may be picked up between 4:00-6:00 p.m. Campers will only be released to the adults listed on the Pick Up Form. Be sure to bring a picture ID to show at the front desk.

If a camper is not picked up by 4:00 p.m. and is not registered in p.m. child care, a late fee of \$10 for every 5 minutes will be charged. A form acknowledging the late arrival must be signed before picking up your camper at that time.

## CAMPUS MAP





# WHAT TO BRING

## SNACKS AND LUNCHES

Campers should bring two snacks, lunch, and a water bottle daily. Parents/guardians are advised to pack food in a self-cooling lunch box as refrigeration will not be provided. Lunches will be stored in the classrooms.

## OUTDOOR SUPPLIES

Campers will spend time outdoors each day and are suggested to bring a hat and apply sunscreen prior to drop off.

## ATTIRE

Campers will be both indoors and outdoors. Comfortable clothing and footwear is encouraged.

## PLEASE DO NOT BRING

Students should not bring electronic devices such as cell phones, tablets, cameras, etc. unless told to do so by camp staff. The International School of Indiana will not be responsible for lost electronic devices. If campers need to contact a parent/guardian, they may use the School's telephone.



# DISCIPLINE POLICY

The teaching staff is equipped to handle minor behavioral issues. Should a minor event occur, the Contracted Instructor will notify the parent/guardian during pick up of the issue. Parents/guardians will be informed immediately if any major problems occur during camp. Behavioral challenges will be handled in a positive manner that is child-centered.

Campers shall agree to:

- Follow all instructions from camp staff to ensure the safety of all campers.
- Show respect to all campers, staff, equipment, and property. No put-downs, insults, or teasing are allowed.
- Keep hands, feet, head and other body parts to yourself unless part of an activity led by the camp staff.

## **Staff Discipline Response**

Should a camper fail to follow the above rules, camp teachers will use the following guidelines to handle the situation:

- Step 1: Verbal warning and explanation of the rule that was broken; parent notified at pick-up.
- Step 2: Time out or time away from camp activities and explanation of the rule that was broken; parent notified at pick-up.
- Step 3: Written notice in the form of an Incident Report sent home with parent or guardian.
- Step 4: Conference with camp leadership, teachers, camper, and parents. At this time dismissal from camp will be discussed. No refunds will be given.

Please note that behavior that is consistently disruptive, harmful to other students or the teaching staff, or causes property damage may result in immediate dismissal, at the discretion of the camp leadership.



# REGISTRATION FORMS

REGISTER FOR CAMP BY COMPLETING 3 ONLINE FORMS

1

Make your camp selection and complete either the Language Summer Camp Registration Form or the Enrichment Camp Registration Form

2

Complete the Approved Pick Up Form. If your child(ren) are attending more than one week of camp, you are only required to complete this form once.

3

Complete the Consent and Release Form. If your child(ren) are attending more than one week of camp, you are only required to complete this form once.

Access all required forms by going to [www.isind.org/events/summercamp](http://www.isind.org/events/summercamp) camp or by scanning the QR Code.



A group of children are playing on a grassy field. In the foreground, a large yellow tarp is spread out on the grass, with several colorful balls (red, blue, yellow) scattered on it. A child is sitting on the tarp, reaching for one of the balls. Other children are standing around the tarp, some holding its edges. In the background, more children are playing on the grass, and a banner for "BU... ER TRACK & FIELD" is visible. The scene is outdoors, likely at a school or community event.

# CULTURES, LANGUAGES, LOVE OF LEARNING

## ABOUT THE INTERNATIONAL SCHOOL OF INDIANA

Founded in 1994 by state leaders, International School of Indiana is the only school in central Indiana offering all enrolled students, age three to grade 12, access to certified full-continuum International Baccalaureate (IB) programming and language immersion opportunities in three languages. ISI has nearly 525 students and is known for its distinctive education. Over the school's 27-year history, 16 graduating classes totaling more than 400 graduates have left the school prepared to be responsible citizens and effective leaders in a rapidly growing globalizing and interdependent world.

## ABOUT THE HAMILTON LUGAR SCHOOL

The Hamilton Lugar School of Global and International Studies at Indiana University is a global leader in the study of international affairs and the strategic languages and cultures that shape the world. Named for revered Hoosier statesmen and foreign policy voices, former Rep. Lee H. Hamilton and the late former Sen. Richard G. Lugar, the school is committed to educating global leaders who celebrate differences and seek shared understanding.

[isind.org/events/summercamp](https://isind.org/events/summercamp)