



Dear Caregiver:

We are looking forward to having your child join us for our 2022 Summer Camp! We have many fun-filled activities that will let your camper explore and discover. There are a few things to know to make sure your child has an amazing summer.

- **Camp Forms:** Complete the Indiana State Museum Participant Agreement and Medical Information forms before camp. You can either drop them off during the open house or first day of camp or email them to shcooper@indianamuseum.org before the first day of camp.
- **Camp Open House:** There is an Open House on Monday, May 23rd from 4:00pm-6:00pm. This will be your opportunity to explore the camp rooms, talk to our staff, and familiarize your child with their camp space. This is also a time for you to fill out the needed camp forms. Please park in the circle drive off the Washington Street entrance.
- **Dress Appropriately:** We will be inside and outside so be prepared and dress for the weather. Campers **must** wear shoes that completely cover their feet. This means no open toe or open heeled shoes. This is for their safety for recess and experiments.
- **Snacks and Lunch:** Campers should bring a lunch, a water bottle and 2 snacks for each day of the camp. The museum **does not** have refrigerators or microwave for lunches or snacks. Please pack a lunch that does not need refrigeration (coolers with ice packs are fine). If your camper has special diet restrictions and needs refrigerated food, arrangements can be made.
- **Drop Off & Pick-up:**
 - Campers can be dropped off between 8:00am-9:00am.
 - Campers can be picked up between 3:45pm-5:00pm.
 - Park in the circle drive off the Washington Street entrance and walk into the building. Do not park in the parking garage as we are unable to validate parking.
 - Head inside to the 2nd floor information desk where museum camp staff will greet you
 - **Drop-off** – Camp forms can be turned in. Campers and adults will say good-bye at the check-in desk and camp staff will direct the campers to their camp room.
 - **Pick-up** - We will ask the name of the camper you are picking up, and ask to see your photo ID. Once confirmed that the adult is approved for pick up, we will bring the camper to you.
 - **REMINDER:** Any adult picking up your child at the end of the day, **MUST** be listed on the participant agreement and present a photo ID before the child can be released. This is true for parents, guardians, grandparents, siblings, caregivers, etc.
 - **ATTENTION:** We will be enforcing a late pick-up fee. This fee is \$5 per five (5) minutes, or part thereof, for each camper picked up after the end of pick-up. An ISM staff member will call the following day to take payment of the fee.
 - If you arrive outside the camp drop off or pick-up windows, please call/text our camp cell phone at 463-203-8802 or 317-658-4833 and we will come out to meet you at the 2nd floor information desk.
- **Personal Items:** We ask that you limit what they bring. **Electronics (laptops, ipads, gaming systems, etc) will not be permitted.** Cell phones are only allowed for emergencies or to take photos of projects. If campers bring electronics to camp, they will be asked to put cell phones in their backpacks or with their personal belongings.
- **Emergency Contact:** If you need to reach camp staff during the camp day, call or text our camp cell phone at 463-203-8802 or 317-658-4833. As we may not be at a stopping point in an activity, we may have to return your call. You can also email me at shcooper@indianamuseum.org. If you need to make changes to your reservation, call our call center at 317-232-1637.
- **Camp Staff:** Our camp leads include Sheree Cooper and Nicole Rife. If you have any questions before camp, please call or email Sheree at shcooper@indianamuseum.org or call 317-658-4833.



Frequently Asked Questions

What does the camp room look like? Visiting during the Open House is a great way to see the space where your camper will spend their days! Each camp room will have 5 tables spread throughout the room with 4 campers at each table. The tables will have a bin of shared art supplies, including tape, colored pencils, markers, scissors, and paper. Campers will store their personal belongings in assigned baskets along the wall. There is a book cart with a wide variety of age-appropriate fiction and nonfiction books that will rotate throughout the summer. It also includes STEAM bins which include materials for campers to build and create.

What should my camper wear? We will be inside and outside so be prepared and dress for the weather. Campers **must** wear shoes that completely cover their feet. This means no open toe or open heeled shoes. This is for their safety for recess and experiments. At times, the camp classroom can be cold. Campers are encouraged to bring a sweatshirt or jacket to wear. We will go outside for recess unless it is raining or the temperature is below 40°F.

Will there be access to restrooms and water? Absolutely! Typically, our 1st-3rd grade campers will be in the Education Center. There are two single stall restrooms and sinks in this space that campers can use as needed. Our 4th-8th grade campers will be in our Museum Conference Room. There are public restrooms right outside the conference room and during transitions between activities, we will visit the restrooms. If a camper asks to use the restroom, we will take them to the restroom immediately. Water bottles can be refilled using the sink or water fountains.

When will campers visit the museum galleries? Before the museum opens to the public, we visit a different area of the museum every morning for 20-40 minutes.

What type of activities will campers experience? They will explore the camp theme through a variety of hands-on activities. Some activities will be structured such as cooking or science experiments. Most activities allow for the camper to be creative and create their solution for the challenge they are solving. There is a balance of individual, partner, and group activities. Campers can choose not to participate in any activity; when this happens, they are asked to use a STEAM bin, draw, or read while they wait for other campers to finish.

What will campers do during recess? We have a variety of portable recess equipment that includes balls, hoops, cones, jump ropes, and more. This variety allows campers to create their own games or join in organized camp games lead by other campers or camp staff. Campers can also bring out a book to read or paper and pencils to draw. Our camp spaces have grass, sidewalk and shade. We will spend 25-40 minutes outside depending on the schedule and campers needs. If your child needs sunscreen, it can be sent with them. Museum staff members are not permitted to apply sunscreen to campers.

I see “Quiet Time” on the schedule; what is that? “Quiet Time” is an intentional transition from recess back to the classroom. Campers can read, draw, or rest quietly. The lights are dimmed, and instrumental music is played quietly. This time allows campers to cool down from playing and reset for the afternoon. We’ve learned that moving straight from recess to activities results in very hot and unhappy campers. This 10-minute transition makes a positive impact on the camper’s experience.

What steps are taken to clean materials and keep campers healthy? We keep our camp experience consistent with CDC and local camp recommendations to provide a safe experience while still allowing our campers to learn from hands-on activities and interact with other campers. Face masks are optional for campers and staff. We continue to limit our contact with museum guests. Tables, chairs, and all materials are cleaned at the end of each camp day. Campers and staff are required to wash their hands after using the restroom and before eating. Hand sanitizer is available in all camp rooms and throughout the museum galleries. All campers should be fever-free for 24-hours before returning to camp and should not attend camp if they have had contact with any individual with COVID-19 within the previous two weeks.



Our summer schedule changed, and I need to cancel. What do I do? Registration payment is processed on the day the registration is made. For a full refund, cancellations to the camp must be made at least two weeks before the camp date by 317-658-4833. No refunds will be given if a child is withdrawn from a camp less than two weeks before the camp date.

What is the schedule for the camp day? The daily schedule for our campers is structured to be similar for all ISM camps. This consistency helps campers know what to expect, regardless of who is the camp lead or if they are in a single day or week-long camp. Below is an example of a camp day:

8:00–9:00a	Arrival – check in – free choice time (books, crafts, building materials, STEAM bins)
9:00–9:05a	Clean-up
9:05–9:20a	Welcome – Rules – Schedule – Welcome Game – favorite thing to grow?
9:20-10:00a	Explore museum galleries
10:00 – 10:15a	Snack
10:15a-11a	Mason Bee house
11a–11:45a	Nature hike – Wantanabe Gardens, prairie, Slow Gardens
11:45 -12:15p	Lunch – In our camp room
12:15p -12:45p	Recess – outside on front lawn or exploring the Watanabee Gardens, White River State Park, or Military Park.
12:45p – 1p	Quiet Time – campers can read or sit/lie quietly during this time. We dim the lights and play instrumental music. This helps transition campers from recess back into camp learning. It gives them that needed time to cool down, reset, and be ready for the afternoon activities.
1-2:30p	Create seed starters, select seeds, and design seed markers
2:30–2:45p	Snack Break
2:45 – 3:15p	Toilet paper roll seed starters
3:15-3:45p	Strawberry DNA
3:30-3:45p	Clean-up/Wrap-up
3:45 – 5p	Reading or free choice time (books, crafts, building materials, STEAM bins)
3:45 – 5p	Pick-up