



Dear Caregiver:

We are looking forward to having your child join us for Museum 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 experience.

- **Camp Forms:** Complete the Indiana State Museum Participant Agreement and Medical Information forms before camp. You can either drop them off on the first day of camp or email them to ismcamps@indianamuseum.org before the first day of camp. A new set of forms is needed for each camp season, i.e. fall, winter, spring and summer.
- **Dress Appropriately:** We will be inside and outside so be prepared and dress for the weather. **No open toed shoes or sandals.** Campers **must** wear shoes that completely cover their feet. At times, the camp classroom can be cold. Campers are encouraged to bring a sweatshirt or jacket to wear.
- **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 a refrigerator or microwave for lunches or snacks. Please pack a lunch that does not need refrigeration (coolers with ice packs are great). 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 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 463-271-9401 and we will come out to meet you at the 2nd floor information desk.
- **Personal Items:** We ask that you limit what they bring – every camper has a 12”x12” cube to place their belongings. Toys should be left at home. **Electronics (laptops, ipads, gaming systems, etc) are not 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 the device 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 463-271-9401. As we may not be at a stopping point in an activity, we may have to return your call. You can also email ismcamps@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 Paris Walton, Sheree Cooper, Brittney Basaran, and Nicole Rife. If you have any questions before camp, please call or email Paris at ismcamps@indianamuseum.org or call 463-271-9401.



What does the camp room look like? The camp room has 5 tables spread throughout the room with 4 campers at each table. The tables have a bin of shared art supplies, including tape, colored pencils, markers, scissors, and paper. Campers store their personal belongings in either 12x12 cubbies or assigned baskets along the wall. There is a book cart with a wide variety of age-appropriate fiction and nonfiction books that rotates throughout the year. There are also Keva Planks and 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 during 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! For fall, winter, and spring breaks, camp is held in the Education Center. There are two single stall restrooms and sinks in this space that campers can use as needed. During summer, typically, our 1st-3rd grade campers are in the Education Center while our 4th-8th grade campers are in the Museum Conference Room. There are public restrooms right outside the conference room and we visit the restroom during transitions between activities. 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. Most activities allow for the camper to be creative and create their solution for the challenge they are solving. Some activities are structured such as cooking or science experiments. 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, jumbo dice, 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, sidewalks, 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 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. 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. They should not attend camp if they have had contact with any individual with COVID-19 within the previous two weeks.



Our schedule has changed, and I need to cancel. What do I do? Registration payment is processed on the day the registration is made. To make any changes to your reservation, you must call the museum call center at 317-232-1637. For a full refund for a single day camp, cancellations must be made at least 72 hours before 8am of the camp day being cancelled. For a full refund for week-long summer camps, cancellations must be made two weeks before the camp date. No refunds will be given if a child is withdrawn from a camp less than 72 hours for single day camps or 2 weeks for week-long summer camps.

What is the schedule for the camp day? The daily schedule has the same structure for all school-aged camps. This consistency helps campers know what to expect, regardless of 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