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## IndyHumane Summer Camp Registration Information

Everything You Need to Know about  
IndyHumane Summer Camps.

Click on the links below or just read through the whole packet.

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**2018 IndyHumane  
Summer Camp Information**

**Important Application Dates:**

- 03/01:**  
Financial Aid Registration Forms & Registration Fees Due
- 04/01:**  
Applications/Non-Refundable Registration Fees Due
- 04/08:**  
Camp Balances and Extended Care Fees Due

**How to Register**

- 🐾 Review Camp Details & Camp FAQ
- 🐾 Submit an online Registration Form by 7pm on 04/01 – Non-Refundable Registration Fee of \$100 (credit card, money order, cash, or check) due with Registration Form to hold spot for Camper.
- 🐾 IndyHumane will notify applicants when their Registration Form has been received. That email will include summer camp assignments and camp details.
- 🐾 Submit Camp Balances/Extended Care Fees by 7pm 04/08.
- 🐾 If Camp Balances are not received by 7pm 04/08, your reserved slot will be made available to a child on our waiting list.

**Registration Forms**

- 🐾 Registration Forms are available starting at 12pm 02/01 and due by 04/01.
  - Financial Aid Registration Forms are due by 03/01.
- 🐾 Registration Forms are available on the IndyHumane website, [www.indyhumane.org](http://www.indyhumane.org).
- 🐾 Copy of Birth Certificate or Passport must be submitted with Registration Form.

**IndyHumane Summer Camp Session Dates**

**All Camp Sessions are Monday thru Friday from 10am-4pm**

**Camp Eligibility is based on age by June 1<sup>st</sup>**

**Wags & Whiskers Summer Camp: 8 & 9-Year-Olds (10 Spots per Camp Session)**

- |                |                |
|----------------|----------------|
| 1) 06/04-06/08 | 3) 07/09-07/13 |
| 2) 06/18-06/22 | 4) 07/23-07/27 |

**Paws & Claws Club Summer Camp: 10-13-Year-Olds (28 Spots per Camp Session)**

- |                |                |                |
|----------------|----------------|----------------|
| 1) 06/04-06/08 | 4) 06/25-06/29 | 7) 07/23-07/27 |
| 2) 06/11-06/15 | 5) 07/09-07/13 |                |
| 3) 06/18-06/22 | 6) 07/16-07/20 |                |

**Teen Summer Camp: 13-15-Year-Olds (8 Spots per Camp Session)**

- |                |                |                |
|----------------|----------------|----------------|
| 1) 06/11-06/15 | 2) 06/25-06/29 | 3) 07/16-07/20 |
|----------------|----------------|----------------|

**Which Summer Camp to Pick for 13-Year-Old Campers?**

13-Year-Olds can join our Paws & Claws Club (PCC) or our Teen Summer Camp (TSC). PCC will focus more on animal socializing and include camp-like activities like games and arts & crafts. While the TSC will also include socializing with animals, there will be a heavy focus on dog-training and animal enrichment activities. The PCC Camper to Camp Counselor Ratio is 4:2, whereas the TSC Camper to Camp Counselor Ratio is 2:1. Those interested in the TSC need to understand it is more of a working program where we hold daily training classes with our Canine and Feline Behavior Teams and they are expected to be able to follow instructions and handle adoptable dogs/cats of all sizes and breeds without restrictions (allergies/fears) and be able to participate with a high level of maturity.

## Summer Camp Fees

**Fees are per Camp Session, All Fees Paid are non-transferable between Campers and/or Camp Sessions, Financial Aid Registration Forms available upon Request**

Fees help cover the cost of:

- 🌸 Camp Trailer & Generator
- 🌸 Summer Camp Kick-Off
- 🌸 Summer Camp Staff
- 🌸 2 Camp T-Shirts
- 🌸 Shelter Training
- 🌸 Recording of Camp Hours
- 🌸 Camp Supplies (Arts & Crafts, Games, Special Projects, Leashes, Harnesses, Clickers)
- 🌸 Snacks
- 🌸 End of Camp Party

**\$300/Camp Session** - Early Bird Special: Register and pay in full by 02/08 = \$275 Camp Fee

- 🌸 Includes a \$100 Non-Refundable Registration Fee due when Camp Registration Form is submitted
  - All registrations are processed in the order upon which they are received. If the Registration Form is submitted without the Registration Fee, the form will not be processed, and the Camper's spot will not be held until the Registration Fee is received. Once the Registration Fee is received, the Registration Form will be processed.
- 🌸 Remaining Camp Balances (any unpaid monies aside from registration fees) are due by 04/08
  - If Camp Balances are not received by 04/08, your reserved spot will be offered to a child on our waiting list. To respect our supply order deadlines, this date will be respected without exceptions.
  - Fees are non-refundable after 05/01 – No exceptions!

## Financial Aid

### Financial Aid Registration Forms are due by 03/01

IndyHumane makes a special effort to attract at-risk youth and low-income families. This may include foster children, children whose parent has been the victim of domestic violence, other youth who have had substantial disruptions to their family life or those experiencing financial hardship. IndyHumane makes available a limited amount of financial aid to at-risk youth families and low income families. Financial aid is reserved for young people from all different backgrounds who can display mature, respectful, thoughtful behavior and treat others with kindness and compassion. Families or agencies can apply for these by describing the circumstances that have placed the child at risk and supplying proof of taxable income for the prior year. Please contact the Director of Volunteer Services at [ssims@indyhumane.org](mailto:ssims@indyhumane.org) or 317-876-2420 for more information or to apply for financial aid.

Please note:

- 🌸 Families approved for Financial Aid will be required to submit a non-refundable Registration Fee with the Registration Form. IndyHumane will cover in between 50-100% Camp Fee. Percentage covered will be determined based on information received in the Financial Aid Application.

## Extended Care

Summer Camp Sessions start at 10am and end at 4pm each day. Extended Care is available each day in the morning from 8-10am and in the evening from 4-5:30pm. During extended care, Campers will be provided with a light snack and have access to activities, games, and G/PG-Rated/animal-related movies.

### Extended Care Fees: Due with Camp Balance, Non-Refundable

Morning Extended Care = \$30

Extended Care = \$30

Both Morning and Evening Extended Care = \$60

## Submission of Camp Fees

- 🌸 Camp Fees may be paid via the following methods:
  - Credit Card – Must be paid via your online Camp Portal Account  
You will be directed to a Payment Form after submitting your Registration Form. You must use the Payment Form at that time to submit the Registration Fee via Credit Card. We will not process credit cards over the phone or at the shelter. There is a Convenience Fee applied for using this method.
  - Check (made out to IndyHumane)
  - Cash
  - Money Order (made out to IndyHumane)
- 🌸 Camp Fees paid via Check, Cash, or Money Order need to be mailed or brought to IndyHumane in a sealed marked envelope.  
Humane Society of Indianapolis  
Attn: Director of Volunteer Services  
7929 North Michigan Road  
Indianapolis IN 46268  
**Be sure to write your Camper's full name and "Camp Registration Fee" on the memo line of checks or money orders.**

## Cancelation and Refund Policy

To assist everyone in finalizing summer plans, please notify us as soon as possible if your child will not be able to attend camp. This will give IndyHumane time to notify families on the waiting list of the opening.

- 🌸 All cancelations must be in writing (email or fax).
- 🌸 For cancelations received prior to 05/01, we will provide a 50% refund of fees paid EXCEPT the non-refundable Registration Fee (or adjusted financial aid tuition), fees for additional camp shirts purchased, and Extended Care Fees.
- 🌸 Enrollment cancelations made on or after 05/01 will not receive a refund of the camp tuition.

## Campers w/Special Needs

**One of our meeting spaces for our camp is in an Upstairs area that is not wheelchair accessible.**

Every effort is made to accommodate those with special needs, including individuals with behavioral challenges. Parents/guardians of children who need special attention or have behavioral challenges must notify us of the situation in the "additional notes" section of the Registration Form and talk with the Director of Volunteer Services. Campers with behavioral disorders that may continuously interfere with or disrupt the program must have an aide present. IndyHumane is not a public system that provides professionally trained staff or aides who work with special needs populations. Therefore, the Summer Camp Staff Members are not trained specifically to work with certain special needs populations. Any aides must be at least 21 years of age, must complete an application (given upon request/need), and purchase a Camp T-Shirt. Please communicate all specific needs your child may require.

## Summer Camp Confirmations









Confirmations of reserved camp spots will be emailed after the Registration Fee is received. The email will include Summer Camp Session assignments, information on how to pay remaining Camp Balances, and other Summer Camp details.

Only under extreme circumstances and if slots are available, sessions may be changed after the Confirmation is sent. There is a **\$30 admin fee** for any camp session changes that are approved.

### **Additional Summer Camp T-Shirts**

Additional T-Shirts may be purchased for \$15/shirt at the time of registration. Fees are non-refundable.

### **Summer Camp Activities**

-  Quality Time w/Adoptable Dogs and Cats
-  Facilities Upkeep
-  Dog Training
-  Animal Enrichment Activities
-  Arts & Crafts
-  Group Bonding Activities
-  Staff Assistants
-  Staff-Led Activities

### **Summer Camp Kick-Off**

Encouraged for all new Campers. We will hold a kick-off to celebrate the start of our Summer Camps. You will have an opportunity to meet your Camp Counselors and other Campers. You will learn about your summer activities, receive a tour of the facility, and pick up your Camp Shirts. There will also be snacks to enjoy. Date of Kick-Off will be given to all Campers after Registrations are complete.

### **Volunteering After Summer Camp Sessions**

After Campers successfully complete their summer camp session, those who are at least 13 years of age by 08/01 of the year they participate in camp will have the opportunity to sign up for regular weekly Volunteer Shifts during the months of September thru April of the following year. Training and set weekly schedules are required for this opportunity and training/schedules must be set by the end of September. Details will be provided after our summer camp sessions.

## Summer Camp FAQ

### **Why do I have to pay for my child to volunteer?**

You are not paying for your child to volunteer. The membership fee helps cover the cost of attending a camp, Camp Staff stipends, t-shirts, and program supplies such as arts & crafts, and snacks.

### **What are my options for payment of the Camp Fee?**

Option #1: You may submit full payment when you submit your Registration Form.

Option #2: You may submit the Registration Fee when you submit the Registration Form and then set up a payment plan (must use Credit Card) for the remaining balance.

### **Can my child participate in more than one summer session?**

Yes, but please note, the agenda each week will be the same.

### **May children with allergies (cat and/or dog) sign up for camp?**

Unfortunately, we are unable to accommodate children with severe allergies to animals as animals are involved in many of our activities.

### **Does IndyHumane offer financial aid or scholarships?**

Yes, financial aid is available for qualified applicants. Please note that each child is eligible to receive financial aid for one (1) session of camp per summer. The deadline for financial aid requests is March 1<sup>st</sup>.

### **If my child is absent during their summer session, will I receive a refund for days missed? Can my child have make-up shifts in other camp sessions?**

Refunds will not be given for days missed and make-up days in other sessions will not be scheduled.

### **I signed up for a camp session and I have received my confirmation, but now I would like to switch to another camp session.**

After receiving your camp session confirmation, you may not switch camp sessions. In extreme circumstances, if there is an opening in the camp session you would like to switch to, you will be charged a \$30 admin fee.

### **What is the cancellation and refund policy?**

To assist everyone in finalizing camp plans, please notify us as soon as possible if your child will not be able to attend camp this year. This will give IndyHumane time to notify families on the waiting list of the opening.

- All cancellations must be in writing (email or fax).
- For cancellations received prior to May 1st, we will provide a 50% refund of all fees paid EXCEPT the non-refundable Registration Fee (or adjusted financial aid tuition).
- Enrollment cancellations made on or after May 1st will not be receive a refund of the camp tuition.

### **What is Extended Care?**

Extended Care is supervised playtime designed to accommodate working parents or guardians who need additional time to drop off or pick their child up from camp.

Extended Care is available each day, for a fee, between 8am-10am and 4pm-5:30pm.

## What will my child do during their camp day?

### Sample Schedule:

- |  |   |
|--|---|
| 🐾 10-10:15am – Check In/Group Assignments                                    | 🐾 12:30pm-1pm – Lunch   |
| 🐾 10:15-10:45am – Arts & Crafts  | 🐾 1pm-1:30pm – Group Game   |
| 🐾 10:45-11am - Kitten Cuddle Time  | 🐾 1:30pm-3pm – Canine Stress Relief (Dog Walking/Play Yard Time)        |
| 🐾 11am-12pm – Staff-Led Activity (example: Behavior Team Leading Enrichment) | 🐾 3pm-3:30pm – Feline Stress Relief (Petting/Holding/Playing with Cats) |
| 🐾 12pm-12:15pm – Puppy Cuddle Time   | 🐾 3:30pm-3:45pm – Sit/Quiet for Treats in Dog Kennels                   |
| 🐾 12:15pm-12:30pm – Kennel Checks  | 🐾 3:45pm-4pm – Clean Up/Dismissal                                       |

## Are children with special needs accepted into Summer Camps?

Every effort, within our control, is made to accommodate campers with special needs, including campers with behavioral challenges. Parents/guardians of children who need special attention or have behavioral challenges must notify us of the situation in the "additional notes" section of the application and talk with the Director of Volunteer Services. Campers with behavioral disorders that may continuously interfere with or disrupt the camp program must have an aide present. IndyHumane is not a public system that provides professionally trained staff or aides who work with special needs populations. Therefore, the camp staff is not trained specifically to work with certain special needs populations. Please communicate any or all specific needs your child may require.

**Please Note: One of the meeting space for our camp is in an Upstairs area that is not wheelchair accessible.**

## What should my child bring with them each day?

Lunch/Water Bottle

Sunblock and Sunhat

Label everything with your child's name

Any medications (labeled, and with a signed letter regarding how and when to dispense medication)

## What should my child not bring to camp?

- 🐾 Cell phones - If your child brings a cell phone, it will need to be turned off or put away in the Volunteer Office during camp hours. (May be used during Extended Care/Lunch)
- 🐾 Electronic toys, mp3 players, or video game devices (May be used during Extended Care/Lunch)
- 🐾 Personal pets
- 🐾 Weapons

## How many t-shirts will my child receive?

Each Camper will receive 2 shirts. Additional shirts may be ordered via the Registration Form.

## What should my child wear each day? **Campers who are not dressed properly will not participate in animal-related activities.**

- 🐾 Camp Shirt
- 🐾 Full Length Pants (preferably jeans/no shorts/no skirts - unless for religious reasons)
- 🐾 Tennis Shoes (no flip flops/sandals/no lights/no sounds)
- 🐾 Nametag

**Why do the Campers assist with tasks such as laundry, dishes, and yard clean up?**

This is an animal shelter and the goal of the camp is to teach children why IndyHumane is an important part of our community and that homeless animals need proper care until they find a new home. Proper care includes making sure they have clean towels, clean bowls, clean kennels, and clean yards in which to spend time as well as receiving lots of love from people. An animal shelter that only focused on cuddling animals would not be very effective.

**Will my child be able to group up with his/her friend if they sign up to be in the same session?**

Each camp day includes activities for the full group as well as small groups. These groups are shuffled regularly to encourage kids to interact with new people throughout the week. Campers who attend with friends will have plenty of opportunities to be together, but we will not guarantee that they will participate in every activity together.

**May parents drop in to be with their child during camp hours?**

Parents are welcome to visit any day of camp. Parents may join their child for the day or a portion of the day to see what camp is like. All that is required is that Parents sign up ahead of time, complete a waiver, and follow the dress code.

**Will my child be provided a snack?**

Each day the Campers are provided a light snack and a drink during break. Campers are welcome to bring additional snacks/drinks from home. Food Allergies should be marked on the application.

**Are there other opportunities available to Campers outside of the summer sessions?**

After all summer camp sessions are completed, Campers, who are at least 13 years of age by August 1st, may sign up for set weekly Volunteer Shifts. Shifts will go through April of the following year.

**What supervision is provided for Campers during the summer camps?**

Campers are put into small groups of 2-4 students. Each group is assigned 2 Camp Counselors who will guide them through their daily task. There will also be 2 Head Camp Counselors and the Director of Volunteer Services watching over everyone.

**How do I report complaints about Camp Staff?**

If you or your child have a complaint about an interaction with a Camp Staff Member, immediately following the incident, report details in writing via email to [ssims@indyhumane.org](mailto:ssims@indyhumane.org).

**What is the Camp Disciplinary Action Plan?**

To help maintain the safety and wellness of campers, staff, volunteers, animals, and the public, the following discipline policy has been established.

Disciplinary action may be taken if a camper displays undesirable behavior that interferes with or disrupts the camp program. Examples of this behavior include inappropriate language, making fun of or insulting others, bullying, using profanity, harming or frightening the animals, physically harming others, not following directions, or unwelcome actions that make other campers feel uncomfortable.

Consequences to undesirable behavior are as follows:

- First offense: Verbal warning from camp staff
- Second offense: 30-minute time out; discipline report filed; follow-up call to parent/guardian
- Third offense: Removal from camp; no refund will be given in this occurrence

*In the event of extreme infractions, IndyHumane reserves the right to remove a camper from the program immediately without prior warnings.*