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## IndyHumane Summer Camp Registration Information

Everything You Need to Know about  
IndyHumane Summer Youth Camps.

Note: All Summer Camps are held at 7929 North Michigan Road, Indianapolis IN 46268

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

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## Note about COVID-19 and Camp Safety

We truly hope to hold a great camp this year. As an animal shelter, we already have some important cleanliness rules implemented, such as hand hygiene, using hand sanitizer, using lint rollers, and using gloves when appropriate.

The health and safety of Campers and Staff remains a high priority. Below is a summary of actions we will be taking to help ensure we are lowering COVID-19 risks as much as possible.

- 🐾 Masks will be required for all Camp Staff and Campers, just as they are required for all IndyHumane Staff (Paid & Volunteers) and Patrons. A mask for each Camper will be included in the Camp Package this year.
- 🐾 Campers should bring their own water and water bottles to avoid needing to use water fountains.
- 🐾 There is a schedule for increased routine cleaning and disinfection of all supplies and frequently touched surfaces. We will limit the number of shared items between Campers and Camp Staff.
- 🐾 We will prioritize outside activities as the weather permits.
- 🐾 Grouping of Campers  
As it has been in previous years, you can list other Campers you would like to be grouped with during your week at camp via your Registration Form. Groups will remain unchanged throughout the week unless there are behavior issues. The same Campers and Camp Counselor(s) will be with each other throughout each day during the camp week. We will have group presentations, but groups will be spaced out.
- 🐾 Symptoms
  - We will take the temperature of each Camp Staff Member and Camper at the start of each day. Campers or Camp Staff with a temp of 100+ degrees Fahrenheit will not be permitted to stay at camp.
  - Any Camp Staff Member showing symptoms of illness will be asked to stay home and not return to work until they are symptom free (unmedicated) for at least 48-hours and have a negative COVID-19 test result.
  - Campers who are showing symptoms of illness will need to stay home.
- 🐾 If a Camper gets sick, we have identified an area where they can isolate and rest until they are able to be picked up by a Parent/Legal Guardian. They should be picked up within 1-Hour IndyHumane notifying their Parent/Legal Guardian.
- 🐾 Any Camp Staff Members or Campers who have been in close contact with someone who has tested positive for COVID-19 will be asked to not report to camp. Camp Staff Members will need to quarantine for 14 days and be symptom-free before they may return to work.
- 🐾 When we are made aware that a Camper or Camp Staff Member has tested positive, it is our policy to notify all Parents and Staff who are a part of the group and require them to depart from camp. Parents will be instructed to come to camp within 1-Hour to pick up their Campers. Camp Staff will be instructed to depart camp as soon as all Campers from the group have departed. This policy is designed to keep camp safe and healthy and not spread the virus. It also emphasizes the importance of good hygiene practices prior to camp and during the camp session.

# 2023 IndyHumane Summer Camp Information

## Important Registration Dates:

**05/01:**

Financial Aid Registration Forms & Financial Aid  
Registration Fees Due

**05/15:**

Applications/Non-Refundable Registration Fees Due

**06/01:**

Camp Balances Due

## How to Register

- 🐾 Review Camp Details & Camp FAQ
- 🐾 Determine Camp Level – Eligibility is based on age by 06/01/2023
  - Wags & Whiskers: Students 8 & 9 years of age
  - Paws & Claws: Students 10-12 years of age
  - Teen Summer Camp: Students 13-15 years of age
- 🐾 Registration Forms are available starting 02/1
- 🐾 Submit an online Registration Form by 11:59pm on 05/15 **Non-Refundable Registration Fee** of \$100 (credit card, money order, cash, or check) due with Registration Form to hold spot for Camper.
  - Financial Aid Registration Forms are due by 11:59pm on 05/01. See Financial Aid Section of Packet for details.
- 🐾 Registrants will be notified, via email, when Registration Forms and Registration Fees have been received. That email will include confirmation of summer camp assignments.
- 🐾 Submit Camp Balances by 11:59pm 06/1.
  - If Camp Balances are not received by deadline, reserved slots will be released and made available to families on our waiting list.
- 🐾 Wait List
  - If the desired camp session is not available, families may complete the Registration Forms and add their child to the Wait List.
  - Families on the Wait List will be contacted via email & text if & when a spot becomes available.
  - Once contacted, families have until the end of the day to log in and pay the Registration Fees to claim the spot.
- 🐾 **Late Registrations (Does not apply to families on the Waiting List by 05/01):** In case openings are available, Registration Forms will be accepted after the deadline of 05/15. A **50 Late Registration Fee** will be added to the Camp Fee and all Fees will be due at the time of Registration.

## Financial Aid - Financial Aid Registration Forms are due by 04/01 – May only be applied to 1 Camp Session

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 documents supporting need.

**Fees Covered:** 50-100% of Camp Balance minus the Adjusted Non-Refundable Deposit, Store-Bought Vegetarian Lunches if Requested

**Fees Not Covered:** Adjusted Non-Refundable Deposit, Extended Care, Additional Shirts

## How to Apply for Financial Aid:

- 🐾 Complete Registration Forms up to the Payment Page – **Do not process any Payments as financial awards are not retroactive**
- 🐾 You need to submit **one** of the following documents - **All information is kept confidential**

- Proof of Student's participation in the Free/Reduced School Lunch Program for the current School Year (Benefit Letter)
- Proof of Parent/Legal Guardian being a recipient of SNAP Benefits (Proof of Eligibility Letter)
- Copy of previous year's Household Tax Return Statement
- 🐾 Options for Document Submission – **Registration Forms will not be reviewed until documents are received**
  - **Upload** documents via the Registration Form
  - **Email** documents to ghoyt@indyhumane.org with a subject line of 'Documents Supp
    - Include the first and last name of Student
  - **Mail** to 7929 North Michigan Rd 46268 Attn: Gabby Hoyt
- 🐾 Send an email to ghoyt@indyhumane.org to alert us that your Registration Forms have been completed up to the Payment Page and that Documents supporting your need for Financial Aid have been submitted.
  - Include the first and last name of Student and the first and last name of the Parent/Legal Guardian
- 🐾 Your Registration Form and Supporting Documents will be reviewed. You will be notified of award, adjusted fees, and action items.
- 🐾 **Very Important:** To officially claim the spot for the student, you will then need to log back into your Registration Form to submit your non-refundable deposit and complete your child's registration.

### Campers w/Special Needs

**One of our meeting spaces for 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 Sr. Director of Shelter 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 and submit a Waiver (given upon request/need), and follow our Dress Code of Plain Red Shirt, Full-Length Jeans, and Tennis Shoes. Please communicate all specific needs your child may require.

### Summer Camp Session Dates

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

1. 06/26-06/30
2. 07/03-07/07 (Short Week, no camp on July 4th)
3. 07/10-07/14
4. 07/17-07/18
5. 07/24-07/28
6. 07/31-08/04

## Summer Camp Fees

Fees are per Camp Session; All Fees Paid are non-transferable between Campers/Camp Sessions/Camp Years

### \$350/Full-Day Camp Session

- 🐾 Includes
  - \$100 Non-Refundable Registration Fee due when Camp Registration Form is submitted. Registration Forms submitted without the Non-Refundable Registration Fee will not be processed (spot not reserved). Once the Registration Fee is received, the Registration Form will be processed, and the Student's spot will be reserved.
  - Remaining Camp Balances are due by 11:59pm on 06/01. If Camp Balances are not received by end of day 06/01, reserved spots will be released and offered to Students on our waiting list. To respect our supply order deadlines, this date will be respected without exceptions.
- 🐾 Fees help cover the cost of the Camp Trailer, Generator, Camp Staff, Kick-Off, 2 Camp T-Shirts, Camp Supplies, Snacks, and End of Camp Party

## Discounts

IndyHumane Staff (Paid & Volunteer) who are categorized as 'Active & Eligible for Perks' at the time of registration receive 50% off Camp Fees minus Extended Care and Additional Camp Shirts.

- 🐾 May only apply to 1 Camp Session.
- 🐾 Complete Registration Forms and Submit Non-Refundable Deposit
  - Do not make any payments above the Non-Refundable Deposit as discounts are not retroactive
  - Send an email to [ghoyt@indyhumane.org](mailto:ghoyt@indyhumane.org) with a subject line 'Apply Camp Discount for
  - You will be alerted via email once discount is applied

## Extended Care – EC Fees are Non-Refundable; Fees are per Camp Session; Fees include a Snack

- 🐾 Morning Extended Care: 8am-9:50am = \$30/Full Week \$24/Short Week
- 🐾 Evening Extended Care: 4:10pm-5:30pm = \$30/Week \$24/Short Week
- 🐾 mp's care during the EC Time Frames
- 🐾 Fees may be paid with CC via Registration Website or with Cash/Check (made out to IndyHumane) in person at the start of the Camper's Camp Week
- 🐾 Fees will be applied to the accounts of Campers who are not picked up from EC by end time.

## 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/Money Order (made out to IndyHumane) or Cash
  - Be sure to write your Camper's full name and "Camp Registration Fee" on the memo line of checks or money orders.
- 🐾 Camp Fees paid via Check, Cash, or Money Order need to be mailed or brought to IndyHumane (7929 North Michigan Road 46268 ATTN: Gabby Hoyt) in a sealed & marked envelope.
  - **Doing this helps prevent your fees being entered as a general donation to IndyHumane**

## Cancellation 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 Cancellations must be sent using our [Camp Cancellation Form](#).
- 🐾 For Cancellations received prior to 06/01, we will provide a 50% refund of fees paid EXCEPT the non-refundable Registration Fee (or adjusted financial aid tuition), any convenience fees paid, and fees for additional camp shirts purchased.
- 🐾 **Enrollment Cancellations made on or after 06/01 will not receive a refund of the camp tuition.**
- 🐾 In the case camp is cancelled by IndyHumane, families have the option of receiving a refund minus a processing fee and any convenience fees paid. Donations made to our General Fund or Financial Aid Fund at the time of Registration are not eligible for refunds.

## 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, may Summer Camp Assignments be changed after the Confirmation is sent.

**There is a \$50 admin fee for any Summer Camp Week Changes that are approved, and that fee must be received before the change is made.**

## Additional Summer Camp T-Shirts

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

## Summer Camp Activities

**Note: Please be sure to notify us of any allergies/restrictions via your Registration Forms.**

- 🐾 Quality Time w/Adoptable Dogs and Cats
- 🐾 Quality Time w/Fostered Camp Critters (like Rabbits, Rats, Guinea Pigs, Ferrets, and Chinchillas)
- 🐾 Facilities Upkeep
- 🐾 Animal Enrichment Activities
- 🐾 Staff-Led Activities
- 🐾 Arts & Crafts
- 🐾 Camp Visitors

## Summer Camp Kick-Off & Packet Pick-Up

A link introducing Campers and their Families to IndyHumane and the Youth Summer Camps will be emailed to all Campers the first week in June. It is encouraged all new Campers watch the presentation. The presentation will introduce you to our Camp Counselors, explain the summer activities, take you on a tour around the facility.

Packet Pick-Up dates will be emailed to all Campers. These dates are a chance for you to pick up your Camp Shirts, Masks, and Parent Pick-Up Signs. If you are unable to pick up your packet during these dates, you will receive your items the first day of your camp session.

## Volunteering After Summer Camp Sessions

After Campers successfully complete their summer camp session, those who are 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. Camp Fees cover the cost of attending a camp, Camp Staff stipends/pay, camp visitors, t-shirts, and program supplies such as arts & crafts, and snacks.

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

Option #1: Submit full payment when Registration Forms are completed.

Option #2: Submit Registration Fee when Registration Forms are completed and then set up a payment plan for the remaining balance to be paid on 06/01. May set up automatic withdrawal with Credit Card or must send in payment via cash, check, or money order by end of day 06/01.

### **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 (must submit documents supporting need). Please note that each eligible child may receive financial aid for one (1) session of camp per summer. The deadline for financial aid requests is May 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.

### **My child is signed up for a camp session and we have received the confirmation, but now we 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 \$50 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 sent using the [Camp Cancellation Form](#).
- For Cancellations received prior to 06/01, we will provide a 50% refund of fees paid EXCEPT the non-refundable Registration Fee (or adjusted financial aid tuition), convenience fees paid, and fees for additional camp shirts purchased.
- Enrollment cancellations made on or after June 1st will not 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-9:50am and 4:10pm-5:30pm.

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

#### Sample Schedule:

- 🐾 10-10:15am – Check In/Group Assignments
- 🐾 10:15-10:45am – Arts & Crafts
- 🐾 10:45-11am - Kitten Cuddle Time
- 🐾 11am-12pm – Staff-Led Activity (example: Behavior Team Leading Enrichment)
- 🐾 12pm-12:15pm – Puppy Cuddle Time
- 🐾 12:15pm-12:30pm – Kennel Checks
- 🐾 12:30pm-1pm – Lunch
- 🐾 1pm-1:30pm – Group Game
- 🐾 1:30pm-3pm – Canine Stress Relief (Dog Walking/Play Yard Time)
- 🐾 3pm-3:30pm – Feline Stress Relief (Petting/Holding/Playing with Cats)
- 🐾 3:30pm-3:45pm – Sit/Quiet for Treats in Dog Kennels
- 🐾 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 spaces for our camp is in an Upstairs area that is not wheelchair accessible.**

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

- 🐾 Face Mask (Optional)
- 🐾 Lunch/Water Bottle
- 🐾 Sunblock and Sunhat
- 🐾 Label everything with Camper'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 Camp Director's 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
- 🐾 Back Packs/Large Bags

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

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

### What is the Camp Dress Code? **Campers who are not dressed properly will not participate in animal-related activities.**

- 🐾 Face Mask (Optional)
- 🐾 Current Year 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?**

You may request to be grouped with other Campers via your Registration Form. With good behavior in play, we will do our best to respect requests within our Group Limits. Otherwise, each camp day includes activities for the full group as well as small groups. Typically, these groups are shuffled regularly to encourage kids to interact with new people throughout the week. Due to COVID-19, groups will stay the same throughout the week.

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

Due to COVID-19, we are not allowing anyone other than Campers, Camp Staff, Staff (Paid & Volunteer), and Patrons with Appointments in the shelter.

**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 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 typically 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 Volunteer Programs Staff 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 [Ghoyt@indyhumane.org](mailto:Ghoyt@indyhumane.org).

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

To help maintain the safety and wellness of Campers, Staff (Paid & Volunteer), 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 others 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 email 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.***