

International School of Indiana

LANGUAGE SUMMER CAMP

Welcome Packet



A special partnership between

WELCOME

TO THE ISI LANGUAGE SUMMER CAMP

It's a summer camp truly like no other -- a place to transport children a world away by learning French, Mandarin, Spanish, Korean, and Portuguese, all through immersive language instruction and hands-on activities directed by native experts.

And it's right here in Indianapolis.

Enclosed you will find weekly schedules, general policies and procedures, forms, etc. Please take the time to read and review the contents of this packet. We will need copies of the following forms: Approved Pick Up Form (page 10) and the Consent and Release Form (page 11). You may send scans of the completed forms via email to aokeefe@isind.org or bring copies with you in person on the first day of camp.

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

Best,

Aokeefe + Liz



Abigail O'Keefe

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WEEKLY SAMPLE SCHEDULE

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

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

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

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

11:30 a.m.: Circle Time, focusing on alphabet songs, learning writing characters, traditional songs/dance 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 related group activity

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

4 p.m.: Dismissal

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)

GENERAL INFORMATION

CAMP FEES

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 receive no fee refund. All cancellations before the camp date must be sent in writing to the ISI business office at 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 he/she attends.

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 am and 8:15 am.

Campers must be picked up between 3:45 pm and 4:00 pm and will be released only 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 pm, 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 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 which is child-centered.

Campers shall agree to:

- Follow all instructions from camp staff to ensure 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.

FORMS

APPROVED PICK UP FORM

Adults approved to pick up camper from the Language Summer Camp:
Camp staff will only release campers to adults named on this list.

Adults not approved to pick up camper from the Language Summer Camp:
Camp staff may reach out with a few additional questions about the individual(s) listed below to ensure your camper's safety.

EMERGENCIES

In the event of an emergency, the individuals listed as primary and secondary contacts on your application will be contacted. Please note, in the event of an emergency, ISI will not release a camper into the care of an adult who is not listed on the Approved Pick Up Form.

If a child needs medical attention while on the International School of Indiana's property and a parent/guardian cannot be reached, the Consent and Release form will serve as consent for medical treatment. A copy of this form will be provided to the medical professional providing care to the child.

CONSENT AND RELEASE FORM

Waiver and Release of Liability:

Please initial each line

____ I give permission for my child to participate in Camps at the International School of Indiana (ISI). I understand that the camp will be supervised by ISI staff and Contracted Instructors and I give consent for my child to participate in both indoor and outdoor activities at ISI.

____ I authorize ISI Staff and Contracted Instructors to contact 911 to provide emergency medical care when required, and to ensure immediate parent/guardian contact in the case of an emergency. Furthermore, I hereby release and forever discharge ISI from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service(s) rendered by any person in connection with an emergency medical care situation at ISI.

____ I understand that ISI Staff and Contracted Instructors are not authorized to administer preventative medications either orally or through the use of a syringe, but I do authorize ISI Staff and Contracted Instructors to provide emergency medications such as an EpiPen® or rescue inhaler when required. Further, I understand that if preventative medications must be administered, those medications must be administered by a parent/guardian.

____ I agree for my child, myself, my spouse/partner, my legal representatives and my heirs, executors, administrators, and assigns, agree to indemnify and hold harmless ISI, from any liabilities, obligations, damages, claims, actions, proceedings, losses, costs and expenses (including reasonable attorneys' fees) arising out of, connected with or resulting from Language Summer Camp. I also understand that ISI does not assume any responsibility for or obligation to provide financial aid or other assistance, including but not limited to, medical, health, or disability insurance except as ISI has specifically disclosed in writing to the parent/guardian.

Photography / Documentation Consent:

____ I hereby consent to ISI and its employees, agents, successors and assigns, and those acting with the permission or authorization of any of them (collectively, "ISI"), taking the photograph or recording the voice or appearance or any performance of the Minor.

____ I hereby give ISI the right to use, prepare derivative works, reproduce, distribute to the public, and display or perform publicly any or all of the photographs or recordings of the Minor, or in which the Minor may be included in whole or in part, whether composite or distorted in character or form, in conjunction with or without his or her name, or with a fictitious name, in color or otherwise, made through any medium, including electronic publishing, for publicity, advertising, promotional or other lawful purposes, all without compensation to the Minor or to me.

____ I hereby release ISI from any and all claims based upon or arising out of the use, reproduction, distribution, display or performance of all or any part of the photographs or recordings, or any derivative thereof, including any claim of invasion of privacy.

____ I relinquish and give to ISI all of the Minor's and my rights, title, and interests in and to the photographs or recordings, including any rights of publicity or copyright which may exist now or in the future.

General Consent and Release:

This Consent and Release contains the entire agreement between myself and ISI shall be binding upon my child, myself, my spouse/partner, my legal representatives, my heirs, executors, administrators, and assigns. I understand I may not rely on any other statements by ISI or ISI's Representatives with respect to this Consent and Release. I further agree that this Consent and Release is intended to be as broad and inclusive as permitted by the laws of the State of Indiana and that if any portion is held invalid, that the balance shall continue in full force and effect.

Camper Name: _____ Parent/Guardian Signature: _____

Date of Birth: _____ Date: _____

A group of children are playing on a grassy field. In the foreground, a large green tarp is spread out on the grass, and several children are holding its edges. In the background, more children are playing on the grass, and a banner for "BU... ER TRACK & FIELD" is visible. The entire image has a blue tint.

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