



INDIANA STATE UNIVERSITY

COMMUNITY SCHOOL OF THE ARTS

PARENT GUIDEBOOK



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ALL ABOUT US

The Indiana State University Community School of the Arts (ISU-CSA) summer day camps offer professional care and developmentally appropriate education for children from Kindergarten through 8th grade. For the past 10+ years, we have grown our summer day camps from just an on-campus summer amusement to themed weekly camps that offer STEAM-related opportunities for campers.

MISSION

Our mission is to inspire creativity while fostering a sense of community, making each program an opportunity for growth, exploration, and joy. Our core purpose is to enrich the lives of those who live in the Wabash Valley regardless of age, economic circumstances, or ability levels. Our programs seamlessly blend the realms of Fine and Performing Arts, including S.T.E.A.M. (Science, Technology, Engineering, Art, Math) based learning, creating an immersive environment where creativity flourishes.

WHAT TO EXPECT AT CAMP

Facilities

We will explore the creative areas of Art, Music, and Improv. We have also sprinkled in some sustainability, science activities, and swimming each week! All classes will be held in the following locations: Fine Arts Building (649 Chestnut St.), the Student Recreation Center, the Science Building, and outdoor spaces located on campus. Your child will be walking between locations, so make sure they wear comfortable shoes!

Staff

The Community School of the Arts prides itself on hiring an enthusiastic, mature, and educated group of individuals to lead our summer camp programs. Educators have come from around the country, and every camp mentor leads are trained, at a minimum, in first aid, CPR, and AED. All lifeguards are certified. Under the guidance of the Program Director, educators develop and lead educational programs for youth of all ages.

Supervision

Campers are always supervised, and there is no unsupervised free time. Camp staff will be alert to the physical and emotional state of all children and indicate, verbally or in writing, any sign of injury or suspected child abuse. Per the national standards, we adhere to the following adult to camper ratio:

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

Camper Behavior

To be successful, we expect our campers to follow the main rule of camp, which is RESPECT: respect for educators, one another, plants, animals and the campus.

To ensure the enjoyment and safety of all campers, the Community School of the Arts reserves the right to dismiss campers in the unlikely event there are consistent issues. Campers who assault other campers will be dismissed from camp programs with no refund. Parents or guardians will be contacted by phone to arrange child pick up. No refund will be granted to those unable to complete a camp due to dismissal from camp.

DISCIPLINE

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for the children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect for one's self and others.

Guidance is non-punitive. Positive techniques include redirection, anticipation and elimination of potential problems and encouragement, rather than competition, comparison or criticism. Limits are set for children, and the environment is arranged so that a minimum number of "no's" are necessary. Clear consistent rules are explained to the children.

When children exhibit challenging behaviors (including bullying, physical or verbal aggression to staff or children, and consistently disruptive behaviors) the following steps will be followed:

1. The problematic behavior will be studied and documented.
2. The classroom teacher will consult with the Director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will discuss with parents to consider solutions and establish a timeline for remediation of behavior and/or removal from camp.

If minor changes to the routine, environment, or behavior plan do not seem to be effective, the child may be dismissed from camp. At any time in this process if the child's aggression seems dangerous to themselves, other campers, or staff, the child will be dismissed from camp.

CHILD ABUSE AND NEGLECT REPORTING RESPONSIBILITIES

In the event there is a suspicion of child abuse or neglect among any enrolled children, staff members are required to report this to the Director. The Camp Director or staff member will in turn report the findings to Child Protective Services. If an intoxicated or impaired person insists on removing children from the camp, the Camp Director will immediately report the incident to the ISU Police Department.

SAFETY POLICIES AND PROCEDURES

Staff members are trained in safety procedures, including but not limited to: first aid, CPR, and AED. All lifeguards are certified.

In case of fire, all campus buildings are connected to the central ISU alarm system. Everyone will be evacuated and assembled on the grassy area outside the building.

In the event of a tornado warning, all youth participants and staff will gather in the basement until they receive the "all clear" call from ISU Police Department.

In the event of thunder and lightning, we will follow the "30/30 Rule." Campers and staff will immediately seek safe shelter upon hearing thunder or seeing lightning. If the time between seeing lightning and hearing thunder is less than 30 seconds, they should already be in a secure location. All will stay inside until 30 minutes after they last hear thunder.

In the event of a lockdown, parents will be notified as quickly as possible. Campus emergency procedures will be implemented and campers will not be able to be released until we receive the “all clear” call from ISU Police Department.

WELLNESS POLICY

Your child’s health is important to us. However, certain symptoms in children may suggest the presence of a contagious illness. Keeping your child(ren) at home when sick will reduce the spread of the illness to other children participating in the program.

- If a child becomes ill while at camp, the parent or other authorized adult will be contacted immediately, and the child will be kept as comfortable as possible in supervised isolation until their guardian arrives.
- A signed physician’s release is required before a child can return to the center after experiencing any of the following: Impetigo, scabies, pink eye, ringworm, and hand foot and mouth disease.
- Children exhibiting symptoms of a contagious illness should stay home and are not allowed to attend programming until fever/symptom free for 24 hours.
- Children exhibiting contagious illness symptoms while attending a program must be picked up immediately. If your child(ren) is from out of state, you must arrange with the program to pick them up as soon as possible.
- At times, communicable diseases are present in the classroom. In such an event, all designated individuals and youth participant families will be notified of this so that you may look for symptoms.

Symptom	Keep Child Home
FEVER	Fever registers above 100° and fever free for 24 hours before returning.
RASH /DRAINING SORES	Unexplained rash especially with a fever or itching.
CHICKEN POX	Child may return when all sores are crusted over and child is fever free.
EYE INFECTION	Red, mucus or puss draining from eye.
UPSET STOMACH, DIARRHEA, AND/OR VOMITING	Child should be symptom free for 24 hours before returning to camp.

MEDICATION REQUIREMENTS

Parents/Guardians must complete, sign, and submit the Health Information Form detailing the medication name(s), time(s) to be dispensed, and dosage(s) for the program staff to dispense any medications. The designated individuals will only dispense medications, prescription, in accordance with the label directions and a note from your physician.

Prescription medications must be in the original containers labeled with the camper’s name, date, directions, and the physician’s name. Non-prescription medications are labeled with the camper’s name and the date the medication was brought to the program. Over-the-counter medication must remain in its original packaging. It is the parent’s responsibility to pick up all medication at the end of the program. Any medication left after the

last day of the program will be discarded. Expired medication will be sent home, and parents will be notified to provide a replacement.

Please do not ask us to administer non-prescription medications or cream without a written order from your physician.

The most common types of medications we are asked to administer are decongestants and cough medicines. Please ask your physician to prescribe a prescription form of these and other medications to be used at school, or give you a written order stating what your child is being treated for, how often, and how much of the non-prescription medicine your child is to be given.

Parents are welcome to come to the Camp and administer medications as needed.

ASTHMA, ALLERGIES AND FOOD RESTRICTIONS

Please notify us if your child has asthma or any food allergies. Your physician's written instructions concerning medications and specific allergies (eliminations and substitutions) must be on file at the CSA.

Please notify us in writing if your child has any food restrictions due to religious beliefs.

IMPORTANT NOTICE: NO CAMP NURSE AVAILABLE

Please be aware that the Community School of the Arts does not have a camp nurse on-site. In case of emergencies, Indiana State University Police and/or 911 will be contacted for assistance.

INJURIES TO CHILDREN

Should a child be injured at camp, we will follow these guidelines:

1. First aid procedures will be followed. Staff members are trained in safety procedures, including but not limited to: first aid, CPR, and AED. All lifeguards are certified.
2. The injury will be evaluated.
3. The Director will be informed immediately; the office staff will help to contact parents if the injury is severe.
4. If the child appears to be seriously injured, we will immediately call an ambulance to transport the child to the ER before reaching the parent. The child's signed emergency form will be taken to the hospital. The child's teacher or administrative staff member will accompany the child in the ambulance. Someone will remain in the ER until the family arrives.
5. Normally the decision to call an ambulance will be made by the Director. However, if the staff member in charge believes life is in danger and is unable to locate the Director, an ambulance will be called. We will act in the best interest of the child.
6. For injuries that do not appear to be life-threatening (broken bones, twisted ankle, etc.) we will make a concerted effort to locate the parent. They would then have the option of notifying the hospital and/or doctor of their choice.
7. All injuries large or small will be documented in the Health and Wellness Log. Incident reports may be required as well, depending on the severity of the injury.

ADA ACCOMMODATIONS

Please notify the camp director of any modifications/adaptations that may be required to accommodate a disability-related need before the campers' arrival.

COMMUNICATIONS & ELECTRONICS

Cell Phones

Please do NOT send your camper with a cell phone. We will be outside most of the day and the chances of dropping it, breaking it, or losing it are quite high. In the instance that a camper would need to contact a parent or guardian, we will use the Community School of the Arts office phone.

Other Electronics

With a fun filled day of exploration, youth won't have time to play with electronics such as iPads, gaming devices and other electronic equipment. Please keep these items at home. The Community School of the Arts is not responsible in the event that these items are lost, broken or stolen.

PERSONAL PROPERTY

Vehicles

The Community School of the Arts will provide parents with instructions for daily drop off and pick up. If parents would like to park, please be aware of the following information: Faculty, staff and students are required to purchase an ISU parking permit and have it always displayed from the rearview mirror. Individuals with Student or Student Resident permits are allowed to park in Student and Student/Staff lots.

Yellow curbs, fire lanes, loading zones, and landscaping/grass areas are not parking spaces.

All vehicles parked in the designated handicap parking areas must have the appropriate parking permit displayed. Incorrect parking may result in a ticket.

Personal Items

All personal items such as sports equipment, personal gaming devices, laptops, cameras, etc. are not allowed at camp. These items should remain at home or locked in your vehicle unless they were preapproved to bring to camp.

Weapons

The University is committed to being a safe campus. Youth participants or authorized adults suspected in the transfer, use, or possession of explosives, fireworks, firearms, dangerous chemicals, or any lethal weapon on university property will be reported to the Indiana State University Police Department (ISUPD) and dismissed from the program.

Neither youth participants or authorized adults may transfer, use, or be in possession of explosives, fireworks, firearms, dangerous chemicals, or any lethal weapon on or around the University- owned/leased property.

Service Animals

Indiana State University recognizes the value and need of service animals to assist some students with disabilities. Students are encouraged to seek assistance from the Accessibility & Advocacy Office (AARO) for any question involving the use of a animal service on campus. The implementing regulations of the Americans with Disabilities Act (ADA) define service animals as: "Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability."

Camp Staff and Campers bringing service animals to campus are encouraged to register with the Accessibility & Advocacy Office (AARO). Individuals with disabilities will be permitted to be accompanied by the service animal in the public areas of campus or any place where students are permitted to study, attend class or other programming, or within the residential life facilities and dining halls.

Service animals on the Indiana State campus must be controlled by the individual with a leash, harness, or tether or be otherwise under the individual’s control through voice, signal, or other effective controls. Indiana State University reserves the right to remove a service animal if the service animal is out of the control of the handler or the service animal is not housebroken.

Indiana State University reserves the right to ask that the animal undergo additional training or be removed if it does not fit this description or if it has become disruptive.

ALCOHOL, SUBSTANCE ABUSE AND TOBACCO POLICY

The University is committed to being a drug-free campus. Youth participants or authorized adults suspected of possessing, selling, or distributing drugs will be reported to the Indiana State University Police Department (ISUPD) and dismissed from the program.

The University prohibits the use of all forms of tobacco products on the university campus. To adhere to university policy, youth participants and authorized adults must refrain from using tobacco during the program session. Neither youth participants or authorized adults may possess or use alcohol or drugs on or around the University- owned/leased property. Neither youth participants or authorized adults may return to the university campus intoxicated or under the influence of drugs.

Youth Programs on Campus has **zero-tolerance** for drugs and alcohol.

PAYMENTS/CANCELLATIONS/CHANGES/REFUNDS

Cancellations or changes made up to 2 weeks prior to the start of camp will receive a refund minus \$50 administrative fee. Full payment is nonrefundable for campers who do not show up or cancel within 48 hours of camp. Non-attendance does not constitute a withdrawal and no deduction will be made for temporary absence from camp.

If you are withdrawing a child from camp and a refund is allowable, a check made payable to the person who paid for the camp will be mailed to that person’s home regardless of the method of original payment. Indiana State University cannot credit back payments to a credit card.

We are excited about our adventures for the summer. If at any time between now and the beginning of camp you have any questions, concerns, or want to discuss your child’s participation in camp, feel free to contact us at (812) 237-2528, or ISU-CSA@indstate.edu.

We look forward to seeing you soon, and let the summer of fun and memories begin!

Cynthia Phillips-Sabla
Director, Community School of the Arts
Director, Youth Programs on Campus

Emily Bennett
Program Coordinator, Community School of the Arts

Community School of the Arts
Indiana State University
(812) 237-2528

