



CITY OF FISHERS CAMPS — PARENT PACKET —



FISHERS

EST. 1872

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Welcome & Program Information



Why the City of Fishers?

At City of Fishers Camps, we believe childhood should be filled with wonder, laughter, and meaningful connections. We offer year-round adventures during fall, winter, and spring breaks—not just summer fun.

In every season, our camps offer a safe, nurturing environment where kids can unplug, explore the world around them, and just be kids. From painting murals and crafting imaginative masterpieces to scavenger hunts, campers explore, create, and connect.

Here, friendships blossom, confidence grows, and memories are made that last far beyond the final day of camp. So come join us—because every break is a chance to grow, play, and discover something amazing.

Camp Offerings

City of Fishers Camps are designed with your family's needs in mind—offering a wide variety of full-day and half-day camps all year long! Whether it's summer sunshine, fall fun, winter wonder, or spring break excitement, we've got engaging options to fit every schedule and interest.

During fall, winter, and spring breaks, we offer a variety of full-day and half-day camps for school-age children—each packed with hands-on learning, outdoor play, and creative exploration. In the summer, our offerings expand to include preschool camps alongside our full-day and half-day options, giving families even more flexibility and fun.

From hands-on STEM experiments and creative arts to active outdoor play and themed adventures, our camps are filled with opportunities for kids to learn, laugh, and grow. With flexible formats and thoughtfully planned programming, families can choose the experience that works best for them—without compromising on fun or safety.

No matter the season—or the age—there's always something new to explore at City of Fishers Camps!

WELCOME & PROGRAM INFORMATION



Focus During Camp

We focus on connection by creating a welcoming space where every camper feels seen, heard, and valued. Through team games, shared experiences, and meaningful friendships, kids build bonds that last far beyond camp.

We nurture creativity by encouraging campers to express themselves, explore new ideas, and dive into hands-on activities that spark imagination and joy. Whether it's painting, building, performing, or problem-solving, there's always room to dream big.

And above all, we lead with care—ensuring every child is supported by compassionate staff, safe environments, and programming that promotes emotional well-being and personal growth.

Our team is made up of carefully selected, highly trained staff who are passionate about working with children. Each team member completes comprehensive training in safety, behavior guidance, inclusion, and emergency preparedness. We proudly follow American Camp Association (ACA) recommended staff-to-camper ratios, ensuring that every camper receives the attention, supervision, and support they deserve.

With a strong foundation of safety, empathy, and intentional programming, we give families peace of mind—so kids can focus on what they do best: learning, laughing, and growing.



COMMUNICATION & DAILY LOGISTICS

How We Communicate with Families

We know how important it is for families to feel informed and involved. Each week, families will receive a camp newsletter filled with everything you need to know about upcoming activities, special events, reminders, and helpful tips to make the most of your camper's experience.

To help you feel even more connected, photos from the week will also be shared, giving you a glimpse into the fun, friendships, and adventures your child is having at camp!

Newsletters will be emailed weekly to the address provided at registration, and printed copies are available upon request. While we do our best to share schedules in advance, please note that camp life is full of surprises—and sometimes plans may change. We appreciate your flexibility and understanding as we keep the fun rolling, rain or shine!

Drop Off & Pick Up Procedures

To ensure the safety and smooth transition of all campers, each camp location follows designated drop-off and pick-up procedures. Please review the following guidelines carefully:

Drop-Off

Each camp location will have a clearly marked designated drop-off area, identified by a City of Fishers-branded sign so you know exactly where to go.

- A parent or guardian must park and walk their camper to the designated drop-off location
- Camp staff will greet your child, check them in, and escort them to their camp group
- This is a great time to ask questions, share updates, or check the Lost & Found for any missing items



COMMUNICATION & DAILY LOGISTICS

Drop Off & Pick Up Procedures Cont.

Pick-Up

For your child's safety, we follow strict pick-up procedures:

- Photo ID is required with every pick-up—no exceptions
- Campers will only be released to authorized adults listed in the camper's Amilia account
Please ensure this information is kept up to date
- All individuals picking up must be 18 years of age or older

Camp End Times

- Half-day camps end at 1:00 PM
- Full-day camps end at 6:00 PM
- School break camps end at 5:30 PM

Late Pick-Up Policy

We understand that delays happen. However, to ensure fairness and staff availability:

- A \$1 per minute, per child late fee will be charged for pickups after the scheduled end time
- After three late pickups, we may ask that you make alternate care arrangements
- If a child has not been picked up by 7:00 PM and no adult can be reached, staff will follow safety procedures and contact local authorities



COMMUNICATION & DAILY LOGISTICS

Typical Schedules

Half-Day Camps:

- **8:30 AM:** Drop-off starts
- **9:30 AM:** Planned activities
- **10:30 AM:** Planned activities
- **11:30 AM:** Lunch
- **12:30 PM:** Planned activities
- **1:00 PM:** All campers must be picked up by 1:00 PM

*Water play days will be communicated in the Weekly Newsletter

Full Day Camps:

- **6:30 AM:** Camp opens
- **7:30 AM:** Extended care activities
- **8:30 AM:** Extended care activities
- **9:30 AM:** SPARK session and morning snack
- **10:30 AM:** Planned activities
- **11:30 AM:** Planned activities
- **12:00 PM:** Lunch
- **1:00 PM:** Planned activities
- **2:00 PM:** Planned activities
- **3:00 PM:** SPARK session and afternoon snack
- **4:00 PM:** Clubs
- **5:00 PM:** Extended care activities
- **6:00 PM:** All campers must be picked up by 6:00 PM

*Swimming days will be communicated in the Weekly Newsletter



COMMUNICATION & DAILY LOGISTICS

What to Wear

Every camper at City of Fishers Camps will receive official City of Fishers Camp T-shirts—campers should wear their official camp shirt daily. If your child doesn't have one, we'll provide one shirt for the day.

In addition to their camp shirt, please dress your child in comfortable, weather-appropriate clothing that's okay to get messy—we'll be busy playing, creating, and exploring! For safety, closed-toe shoes are strongly recommended at all City of Fishers Camps.

On water play or swim days, campers should arrive dressed in their swimsuits, with a towel and change of clothes packed for after water activities.

What to Bring

To help your camper have a successful and comfortable day, please make sure they come prepared with the following items each day:

- A shelf-stable lunch (no refrigeration or microwaves are available)
- A refillable water bottle
- Snacks for the day (morning and afternoon)
- A backpack to carry all personal items

For summer and certain school break camps, please also pack:

- A swimsuit and towel for swim days and water play (we'll let you know when these are needed)
- Extra clothes in case of spills or messy activities
- Sunscreen, weather permitting

Label all clothing, lunch containers, water bottles, and personal items with your camper's full name.



COMMUNICATION & DAILY LOGISTICS

What to Leave at Home

To help ensure a safe, inclusive, and distraction-free environment, City of Fishers Camps kindly ask that the following items be left at home:

- Electronics (including cell phones, tablets, handheld video games, smartwatches, etc.)
- Toys (including action figures, stuffed animals, dolls, fidget toys, etc.)
- Trading Cards (such as Pokémon cards, sports cards, etc.)
- Jewelry or other valuable personal items
- Any items that could be lost, broken, or become a distraction

We want all campers to be fully engaged in camp activities and to enjoy their time without the worry of losing or damaging personal belongings. Following a conversation with the Camp Manager, headphones, fidgets, and books are considered reasonable accommodations for campers who may benefit from them. However, if these items are brought to camp, they may be held by staff until the end of the day to ensure they are used appropriately and not lost or damaged during activities.

Lost & Found

Each City of Fishers Camps location maintains its own Lost & Found area for misplaced items. If your camper is missing something, please check with staff at your camp location as soon as possible.

- Items will be held for two weeks from the date they are found
- After that time, unclaimed items will be donated to a local organization
- Labeling your camper's belongings makes it much easier for us to return them—please ensure everything is clearly marked with their name
- We encourage families to check the Lost & Found regularly to help reunite items with their owners



COMMUNICATION & DAILY LOGISTICS

Field Trips, Special Events, & Transportation

Field trips and special events are a fun and enriching part of the City of Fishers Camps experience! These outings are designed to enhance learning, build friendships, and create lasting memories.

Transportation

- All field trip transportation is provided by First Student Transportation, a trusted and professional bus company
- We are committed to providing the highest level of supervision during all field trips and enrichment camp experiences. All camp staff ride the bus with campers, and we maintain the same high staff-to-camper ratios on field trips as we do during regular camp activities—ensuring your child is safe, supported, and engaged at all times
- Campers are expected to follow all safety rules while riding the bus, including staying seated, using quiet voices, and listening to staff instructions

Communication

- Details about upcoming field trips— including dates, destinations, and any special instructions—will be shared in the weekly camp newsletter, which is emailed one week before your child’s camp session begins
- Please review the newsletter carefully and reach out to the Camp Manager with any questions

Permission Slips & Waivers

- A weekly permission slip will be included in the camp newsletter for you to sign, acknowledging that your camper will be traveling with us that week. This ensures you’re always informed about upcoming trips and have the opportunity to provide consent in real time
- Some field trips and add-ons may require external waivers (e.g., for climbing gyms, water parks, etc.). These waiver links will be included in the newsletter and sent via email for your convenience

CAMP HEALTH & SAFETY



Sunscreen

At City of Fishers Camps, we prioritize sun safety to keep campers protected during outdoor activities.

- We recommend that campers arrive at camp with sunscreen already applied each day
- Throughout the day, campers will reapply sunscreen themselves, especially before extended outdoor play
- Camp staff will supervise and guide campers during reapplication to ensure it is done thoroughly and safely, but staff will not apply or rub in sunscreen
- Spray sunscreen is preferred for easier and more independent use. Please note that staff do not provide sunscreen—each camper must bring their own
- We recommend using sunscreen with SPF 30 or higher
- If you do not want sunscreen to be applied to your child during the day, please notify the Camp Manager in writing
- On high heat or high UV index days, we make accommodations by keeping campers indoors or modifying outdoor activities to ensure their safety and comfort

Bathroom Procedures

At City of Fishers Camps, we prioritize camper safety, privacy, and comfort during all restroom visits.

- Campers are always allowed to use the restroom when needed—they are never denied access
- Campers are always supervised appropriately, and we follow a strict “groups of three or more” policy to ensure safety and accountability during transitions to and from the restroom
- Staff are trained to respect each child’s independence while providing the necessary supervision and support
- For Preschool Camp, all campers must be fully potty trained to attend. Staff are not permitted to assist with toileting or diapering
- If your child has specific restroom needs, concerns, or accommodations, please contact the Camp Manager so we can work with you to provide the best support possible

CAMP HEALTH & SAFETY



Camper Accommodations

At City of Fishers Camps, we are committed to creating an inclusive environment where all campers can thrive. We welcome campers with a variety of needs and will do our best to provide reasonable accommodations to support their success.

To help us prepare and plan appropriately:

- Please communicate any special needs, allergies, or accommodation requests on your camper's registration form
- Once we receive your request, the Camp Manager will reach out to discuss your camper's needs and how we can best support them
- While we strive to accommodate as many needs as possible, please understand that there may be limitations to the support we can provide within our camp setting
- Camp staff supervise campers in group settings and are not equipped to provide one-on-one care

Our goal is to work collaboratively with families to ensure each camper has a safe, positive, and enriching experience at camp.

Illnesses & Injuries

The health and safety of all campers is a top priority at City of Fishers Camps. To help prevent the spread of illness and maintain a safe environment for everyone, we follow our own camp-specific health guidelines.

- If your child becomes ill while at camp, you will be contacted to pick them up promptly
- Children must remain at home if they are sick—for their own well-being and the health of others
- Campers may return to camp only after being fever-free and symptom-free for at least 24 hours without the use of medication
- If your child is diagnosed with a contagious or communicable illness (such as strep throat, pink eye, or hand-foot-mouth disease), they must stay home until a doctor provides a return-to-camp date

CAMP HEALTH & SAFETY



Illnesses & Injuries Cont.

- If your child has a chronic condition that presents with symptoms similar to a communicable illness, a doctor's note is required to allow them to remain in camp
- Please note: Refunds are not issued for absences due to illness

Injury Response

- Minor injuries (e.g., scrapes, bumps) will be treated by trained staff using basic first aid, and parents will be notified as needed
- In the event of a more serious injury, parents/guardians will be contacted immediately, and emergency services will be called if necessary

Medication Policy

City of Fishers Camps is committed to supporting the health needs of all campers. Whether your child requires daily medication or emergency medication (such as an EpiPen or inhaler), our staff are trained to manage these needs with care and responsibility.

To ensure safe and effective medication administration:

- A **Medication Permission Log** must be completed and signed by a parent or guardian before any medication can be administered at camp
- All medications must be provided in their original containers, clearly labeled with the camper's full name
- Prescription medications will be stored in a locked location, unless they are emergency-use only
- Emergency medications (e.g., EpiPens, inhalers) will remain with the camper's supervising staff at all times. With written permission, older campers may self-carry their emergency medications
- Medications must be provided specifically for camp use. We are unable to transfer or share medications from school or home
- It is the responsibility of the camp family to pick up all medications at the conclusion of the camp week or session
- Staff are not permitted to administer the first dose of any medication

CAMP HEALTH & SAFETY



Medication Policy Cont.

Over the Counter (OTC) Medications

- Camp staff do not provide any OTC medications (e.g., Tylenol, Benadryl)
- Parents/guardians may supply OTC medications for their child's exclusive use, with a completed Medication Permission Log
- Staff cannot administer medication to reduce or control fever. If your child develops a fever, you will be contacted to pick them up

Allergies and Medical Conditions

- Allergies and medical conditions should be disclosed during registration
- Staff maintain a list of all campers with allergies and are diligent in monitoring their safety
- Please provide any relevant health forms (e.g., asthma action plans, seizure action plans) to the Camp Manager
- For any outstanding medical needs, contact the Camp Manager to create an individualized care plan

Staff Training

At City of Fishers Camps, the safety, well-being, and enrichment of every camper is our top priority. To ensure this, we invest in a highly trained and experienced team, many of whom return year after year—reflecting our strong staff retention and commitment to consistency.

CAMP HEALTH & SAFETY



Staff Training Cont.

All camp staff complete over 40 hours of training prior to the start of each season. This includes both practical skills and policy-based instruction to prepare them for a successful and safe camp experience.

Training covers:

- Safety protocols
- Behavior management
- Emergency response
- Child development
- Inclusion and accessibility practices

In addition, all staff are certified in First Aid and CPR, ensuring they are prepared to respond to emergencies with confidence and care.

By the end of training, our staff are equipped with the knowledge, skills, and confidence to provide a safe, inclusive, and memorable experience for every camper.

Supervision, Groupings, and Ratios

At City of Fishers Camps, camper safety and well-being are our top priorities. We maintain a strong supervision structure to ensure every child is supported, engaged, and cared for throughout the day.

CAMP HEALTH & SAFETY



Supervision, Groupings, and Ratios Cont.

Our supervision model includes:

- A Camp Manager who oversees all summer camp locations across the city
- A Camp Assistant Manager who supports the Camp Manager in daily operations and staff coordination
- A dedicated Head Counselor at each camp location who leads the on-site team and serves as the primary point of contact for families
- A team of Camp Counselors and Junior Camp Counselors who work directly with campers to lead activities, ensure safety, and build positive relationships

Our staff team is as diverse as the campers we serve. Each team member is carefully selected for their experience, creativity, and passion for working with children.

At City of Fishers Camps, we believe that small group experiences help campers build stronger connections, feel more supported, and stay safe. To ensure high-quality supervision and meaningful engagement, campers are grouped by age and assigned to consistent staff throughout the week.

We are actively pursuing accreditation through the American Camp Association (ACA) and follow their recommended supervision ratios:

- 3-4-year-olds: 1 staff for every 5 campers
- 5-6-year-olds: 1 staff for every 6 campers
- 7-8-year-olds: 1 staff for every 8 campers
- 9-12-year-olds: 1 staff for every 10 campers

These small group structures allow our staff to build strong relationships with campers, provide individualized attention, and maintain a safe and supportive environment throughout the day.

CAMP HEALTH & SAFETY



Behavior Management Philosophy

At The City of Fishers Camps, we believe that summer camp is a place where children can grow, explore, and build meaningful relationships in a safe and supportive environment. Our behavior management philosophy is rooted in connection, consistency, and compassion. We strive to guide campers in making positive choices, learning from mistakes, and developing the social-emotional skills they need to thrive.

We understand that behavior is a form of communication. Rather than focusing solely on what a child is doing, we seek to understand why the behavior is happening and how we can support them in expressing themselves in healthier, more constructive ways. Our approach is not about control rather teaching, guiding, and growing together.

We believe:

- Every child deserves to be treated with respect and patience, even in moments of challenge
- Clear expectations, paired with meaningful relationships, help children feel secure and confident
- Mistakes are learning opportunities, not failures
- Positive behavior is best encouraged through engagement, encouragement, and empathy

Our staff are trained to:

- Set the tone with proactive strategies that prevent behavior issues before they arise
- Use calm, respectful language that invites cooperation rather than demands compliance
- Offer choices and redirection to help campers feel in control of their actions
- Support emotional regulation through cool-down spaces and reflective conversations
- Collaborate with families to ensure consistency and shared understanding

CAMP HEALTH & SAFETY



Behavior Management Philosophy Cont.

We do not use shame, fear, or punishment to manage behavior. Instead, we focus on restoring relationships, building trust, and helping campers understand the impact of their actions. When needed, we guide campers through conflict resolution and help them find ways to repair and move forward.

At the heart of our philosophy is the belief that every child wants to do well—and will do well when they can. Our job is to help them get there, one moment, one conversation, and one choice at a time.

Behavior Management Guidelines

When a conflict arises—whether it involves others, property, or expectations, our goal is to help campers resolve the issue through effective communication, reflection, and logical consequences. We use a variety of strategies to support positive behavior, including redirection, removal from an activity, and parent collaboration when needed.

We understand that not every family may share the same approach to discipline. If you have concerns about our methods, we welcome open dialogue and will work with you to find common ground. However, if a compromise cannot be reached, alternative arrangements may need to be considered for the well-being of all campers.

CAMP HEALTH & SAFETY



Behavior Management Process

Our behavior management process includes proactive prevention, early intervention, and clear steps for addressing ongoing or serious concerns. For full details, please refer to our Behavior Policy online or contact the Camp Manager.

Bullying Prevention & Response

At City of Fishers Camps, we are committed to creating a safe, inclusive, and welcoming environment for every camper. Bullying of any kind—whether physical, verbal, emotional, or social—is not tolerated. All children deserve to feel safe, respected, and supported while participating in our programs.

We understand that children are still learning how to navigate social situations, and our staff are trained to respond to a wide range of behaviors with care and consistency.

Understanding Behavior: Rude vs. Mean vs. Bullying

Not all hurtful behavior is bullying. Understanding the difference helps us respond appropriately:

- Rude: Inadvertently saying or doing something that hurts someone else. This might include interrupting, cutting in line, or making an insensitive comment without intending harm
- Mean: Purposefully saying or doing something to hurt someone once or twice. This includes insults, name-calling, or exclusion done out of anger or frustration
- Bullying: Intentionally aggressive behavior that is repeated over time, involves a power imbalance, and is meant to cause harm. Bullying can be:
 - Physical: Hitting, kicking, pushing, or other physical aggression
 - Verbal: Name-calling, threats, or hurtful teasing
 - Relational: Social exclusion, spreading rumors, or manipulating friendships
 - Cyberbullying: Using technology to repeatedly harm others through messages, posts, or images

CAMP HEALTH & SAFETY



Bullying Prevention & Response Cont.

Our Prevention & Response Approach

- Proactive Education: Campers are taught the importance of kindness, empathy, and inclusion through daily activities and group discussions
- Trained Staff: All staff are trained to recognize and respond to rude, mean, and bullying behaviors in age-appropriate and effective ways
- Open Communication: Campers are encouraged to speak with a trusted staff member if they feel unsafe or see someone being mistreated

Reporting & Follow-Up

- All reports of bullying or concerning behavior are taken seriously and investigated promptly
- Staff will address the behavior in a way that supports both the child being harmed and the child exhibiting the behavior, with a focus on accountability and growth
- Parents/guardians will be notified if their child is involved in a bullying situation, either as a target or as the one engaging in the behavior
- Repeated or severe bullying may result in removal from the program

We encourage families to reach out to the Camp Manager with any concerns so we can work together to ensure a safe and positive camp experience for every child.

CAMP HEALTH & SAFETY



Adult Code of Conduct

City of Fishers Camps is committed to creating a safe, respectful, and supportive environment for all children, families, and staff. To help maintain this environment, we ask that all adults—including parents, guardians, and authorized pick-up individuals—adhere to the following Code of Conduct while on-site or interacting with camp staff.

Our expectations are grounded in the values of teamwork, respect, excellence, and welcoming. Failure to follow this code may result in removal from the program.

Code of Conduct Guidelines

- **Respectful Communication:** Adults must speak respectfully to staff, children, and other families at all times. The use of profanity, yelling, or aggressive language—whether in person, over the phone, or via email—is not permitted
- **No Threats or Intimidation:** Threatening behavior of any kind toward staff, children, or other adults will not be tolerated
- **Handling Disagreements:** We understand that concerns may arise. However, disagreements must be addressed calmly and respectfully. Confrontational behavior is not an acceptable way to resolve issues
- **Interacting with Children:** Adults may not discipline or correct children who are not their own. If you witness behavior that concerns you, please report it to camp staff. Physical discipline of any kind—including spanking or slapping—is not permitted on camp property
- **Confidentiality:** Adults should not approach other families to discuss camper behavior. All concerns should be directed to the Camp Manager or camp staff, who will handle the matter appropriately and confidentially
- **Safety Compliance:** All adults are expected to follow camp safety procedures at all times. These policies are in place to protect the well-being of all campers and staff

By working together, we can ensure a positive and welcoming environment for every camper. If you have questions about this policy or need to report a concern, please contact the Camp Manager.

ADMINISTRATION & PAYMENTS



Payments

To secure your child's spot in City of Fishers Camps, please review the following payment guidelines:

School Break Camps

- Full payment is due at the time of registration
- Registration is not considered complete until payment is received

Summer Camp

- A \$20 non-refundable deposit is required per child, per week at the time of registration
- The remaining balance will be automatically drafted the Saturday before the upcoming week of camp. Payment must be received in full prior to the start of each camp week
- If an automatic payment fails by the designated deadline, the registration will be canceled, the deposit will be forfeited, and the spot will be opened to another child
- Deposits are non-transferable and may not be applied to a different week of camp

ADMINISTRATION & PAYMENTS



Payments Cont.

Remaining Payment Schedule – Summer 2026

WEEK OF CAMP	PAYMENT DUE DATE
Week 1: June 1-5	Saturday, May 30
Week 2: June 8-12	Saturday, June 6
Week 3: June 15-19	Saturday, June 13
Week 4: June 22-26	Saturday, June 20
Week 5: June 29-July 3	Saturday, June 27
Week 6: July 6-10	Saturday, July 4
Week 7: July 13-17	Saturday, July 11
Week 8: July 20-24	Saturday, July 18
Week 9: July 27-31	Saturday, July 25

ADMINISTRATION & PAYMENTS



Cancellation Policy

School Break Camps

- 100% refund if canceled 13 or more days before the start of the activity
- 100% credit if canceled 1-12 days before the start of the activity
- 50% credit if canceled within 7 days after the activity has started if you have not attended camp at all

Summer Camp

- 100% refund (minus the \$20 non-refundable deposit per week) if canceled 13 or more days before the start of the activity
- 100% credit (minus the \$20 non-refundable deposit per week) if canceled 1-12 days before the start of the activity
- 50% credit (minus the \$20 non-refundable deposit per week) if canceled within 7 days after the activity has started if your camper has not attended camp

Credits are non-transferable and non-refundable.

Changes to Registration

We understand that things happen, and you may need to make a summer camp change or request. Whether it's switching camp weeks, changing locations, or requesting that your child be grouped with a friend, families can submit these updates through the [City of Fishers Camp Change Request Form](#).

This form is used to:

- Cancel a week of camp
- Request a transfer
- Submit a buddy request

ADMINISTRATION & PAYMENTS



Changes to Registration Cont.

All change requests are subject to availability and are not guaranteed. Submitting the form does not confirm the change; a member of the camp team will follow up to confirm availability and next steps.

Requests submitted on or before May 18 will be reviewed within 1 week. Requests submitted after May 18 will be reviewed within 72 hours.

Please note: Verbal requests or requests made through email, phone, or in person will not be accepted.

CAMP COMMUNICATION & CONTACT INFO



Contact the Camp Manager

For concerns, feedback, or unresolved issues, please contact:



Kiersten Sipes
Camp Manager, City of Fishers
sipesk@fishersin.gov
765-516-1565