



SUMMER CAMP

PARENT NEED TO KNOW INFORMATION

(Keep this page handy for future reference as this information will NO LONGER be listed in the weekly parent letter.)

SCHOOL: Frank Hammond Elementary School

USE ENTRANCE: M (located off Oriole Drive)

CAMPERS MAXIMUM: 100

JOIN OUR FACEBOOK GROUP: by searching 2023 Munster Parks Summer Camp. This is the best source of day-to-day information for reminders, pictures and need-to-know information.

BEFORE LEAVING YOUR CHILD AT SUMMER CAMP: This emergency packet must be filled out in its entirety and submitted back to Munster Parks staff. Your child will not be allowed to stay at summer camp without this packet returned.

DROP OFF: Full day campers can be dropped to school anytime between 7-9AM. Half day campers must be dropped to school at 12PM (no earlier). Half day campers should eat their lunch prior to attending camp. Parents can stay in their vehicle during drop off. Since the school has a locked door policy, staff will be near the entrance during all drop off periods. A staff member will get your camper checked in and situated within their pod. If your camper is new or just starting out, it is highly encouraged you walk your camper in the first time. This will allow staff to introduce themselves and make sure all proper paperwork is submitted.

PICK UP: Pick-up time is between 4-6PM. During this time, a staff member will be outside (unless inclement weather arises). Let staff know your campers name and we will text inside staff to get them ready and send them out. Should you need to pick up your camper prior to this designated time, please email jhiggins@munster.org or relay this information to staff at drop off the morning of. A prior notice allows staff the opportunity to have them ready to go at the time needed. If campers are picked up past 6PM, parents will be assessed a \$1/minute per camper late fee.

WHAT SHOULD MY CAMPER BRING/WEAR? FD Campers: A backpack with 2 snacks, a lunch and 2 water bottles. HD Campers should bring a backpack with a snack and water bottle. All campers should also have spray sunscreen and hand sanitizer labeled with their name. It is highly recommended that your camper wear light-colored clothing and closed-toed gym shoes each day. Crocs/sandals are not permitted, unless we are at the pool.

SUNSCREEN: Campers are required to bring their own spray sunscreen each day. Sunscreen will be reapplied multiple times daily. Please label spray sunscreen with your last name.

SNACKS/LUNCH: All times are approximate and may change based on the daily schedule. Snack times: 9:45AM and 3PM. Lunch is at 11AM. We are unable to microwave/refrigerate any food/drink, so pack accordingly.

CALLING OFF/SICKNESS: If your child is sick or they are unable to attend camp for a certain day – please email jhiggins@munster.org and she can relay this to staff. This is especially important on pool and field trip days. If you feel your child is sick prior to arriving to summer camp, please keep them home and/or seek alternative care options for the day. Please do not send them to camp while they are sick or not feeling well.



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MUNSTER POOL: All campers go to Munster Pool on Tuesdays and Thursdays. Campers should pack their swim suit, goggles (cannot cover nose), towel, sunscreen, wetbag and anything else needed. Campers will walk to the pool and arrive at 11AM. Half day campers are to be dropped to the Munster Pool at 12PM – Staff will be at the entrance to check them in. All campers will begin walking back to school around 2:30PM. Should inclement weather arise and the campers will not attend the pool, a decision will be made by 10AM. Half day campers – please check the Facebook group, call the office for details or email jhiggins@munster.org. Slide height requirement is 48 inches. Campers cannot ride slides with life vest on. If parents require your child to wear a life vest and the child declines to wear the provided life vest, he/she will not be allowed into or near the water. If you feel your child can be without a life jacket half-way thru the summer, we will need a letter in writing stating the change. Per the Munster Pool Manager, if your child is observed by staff struggling in the water, they will be required to wear a life vest.

WALKING ROUTE TO MUNSTER POOL: Oriole Drive to Southwood Drive – left on Tulip Lane – left on Elliott Drive – Right onto Columbia – Cross intersection at Munster High School to arrive to Munster Pool.

PODS: Campers will be separated into pods weekly based on age. 1-2 counselors will be assigned to each pod.

MONEY: Sharing money is not allowed between campers – siblings is the only exception. Please reiterate this to your camper. Parents may send additional money with their campers for Monday's dessert truck, Tu/Th pool concession stand purchases or any field trip gift shop options. Staff do their best to enforce this at all times. Munster Parks staff are not to be held liable for any missing money.

FIELD TRIPS: Munster Parks covers the field trip cost and transportation. Should we go somewhere with a gift shop, it is up to the parent to send additional money. This money is not be shared with anyone except siblings and should be placed in a labeled envelope. Each camper will be given a field trip shirt. Campers will receive this shirt their first field trip day and are required to wear it each field trip day thereafter. Should campers lose this shirt, a \$5 replacement fee will be charged. Half day campers will be allowed to be dropped off earlier on field trip days when bus leaves prior to 12PM.

LUNCHES OUT: Open to full day campers only, a specific restaurant will be featured each week. Details will be included in the weekly parent letter, but fees are in addition to your weekly registration fee. Lunch money is due to staff no later than Wednesday for lunch provided on Friday. This is optional – Should campers wish to not participate; they can bring their own lunch.

DESSERT TRUCK: On Monday afternoons around 3PM, a variety of dessert trucks will be offered throughout the summer. Details will be included in the weekly parent letter, but fees are in addition to your weekly registration fee.

SUMMER SCHOOL: A designated staff member will pick up students and bring them back to camp. If your child only attends the morning class, you will need to pay for full day care. If your child attends both sessions and/or the late morning session, you will need to pay for half day camp. On field trip dates, parents will have the option for their child to miss summer school to attend camp's field trip or be picked up after summer school by a parent. Staff will not be left behind.

DO NOT BRING TO CAMP: cell phones, iPads, pop-its, fidget spinners, Nintendo Switch consoles or any other personal/electronic devices. Should your camper bring something to camp, Munster Parks staff are not liable or responsible for lost, stolen or damaged items.



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LOST AND FOUND: Our collection seems to grow quite quickly. Pictures will be posted on our Facebook group page multiple times throughout the summer. Please claim whatever is yours. Upon the final week of camp, unclaimed items will be donated to Goodwill or thrown out, based on condition.

PARENT LETTER: This will be sent out via email and posted to the group Facebook page at 4:30PM the Friday prior to camp. This will share all the important information for the following week regarding themes, dress-up day, lunches out, field trips, dessert truck fees and more.

ADDITIONAL FEES: I understand there are three ways I could be charged an additional fee while my child is attending Munster Summer Camp. 1. If I register my child after 4:30pm the Friday prior or the week of camp, I understand I will be charged an additional \$15 late fee per child (if openings are available). 2. If I am late picking my child up from camp – past 6pm, I understand I will be charged an additional \$1/minute per child. Staff will have a spreadsheet they will in turn sign if late. The official time will go by Head Staff's watch or cell phone – whichever is earlier. This fee is expected to be collected within the week of late pick-up. If we call and you do not return the message to pay, you will be invoiced by our Clerk-Treasurer's Office. If the invoice goes unpaid, you will be sent to a Collection Agency. 3. Each camper will be given a field trip shirt on their first outing. Should they lose their shirt during the summer and a replacement is needed for a trip day, parents will be charged a \$5 fee.

HEAD STAFF PHONE NUMBER: The camp director's phone number will be listed in the parent letter for immediate contact should an emergency arise or day-of pickup details change, otherwise contact Jill at the email below. Should you contact head staff directly, they are only to be contacted during camp hours, 7AM-6PM.

STAFF: All staff attend thorough training prior to camp and are CPR and First Aid certified.

REFUNDS: I understand no refunds will be offered once I register my child for summer camp. I also understand no refunds will be issued for missed days.

Jill Higgins, Superintendent of Recreation
(219) 836-6926 or (219) 836-7275

For the quickest response: email jhiggins@munster.org or inquire on the Facebook group page.