



## **Quick Reference Guide**



### **Program Offerings and Eligibility**

Day camp runs Monday-Friday from 9am-3pm for campers who are entering Kindergarten - 9<sup>th</sup> grade.

Overnights are every Thursday from 3pm to 9am on Friday and are for campers entering 3<sup>rd</sup> grade - 9<sup>th</sup> grade.

Sunrise Camp is available Monday-Friday from 7am-9am or 8am-9am and Sunset Camp is from 3pm-5pm or 3pm-6pm for those campers eligible for and enrolled in day camp.

Punctuality is very important as campers depart the park immediately on field trip days and have very busy schedules traveling all over Sunset's property the rest of the week!

### **Drop off & Pick Up Procedures**

On Mondays please park in the main parking lot and walk down the gravel road leading straight to check-in. For Tuesday-Friday drop-off and all pick-ups you will drive down the gravel road and we will get your camper in and out of your vehicle (with the exception of pick-up of Sunset Campers which will be at the Education Center). You will then continue to circle around to the exit.

### **Field Trips**

Field Trips are on Wednesdays from 9-3 unless otherwise noted during registration and in the camper guidebook. On select days there will be early drop-off and late pick-up times. Punctuality is very important on all field trip days!

In the event that there are unforeseen circumstances that prevent us from returning to camp by 3pm we will send text and email alerts, post on the camp Facebook page, and provide continuous updates. You can also stay in touch with the camp director at 219-309-0680.

All bus transportation and admission fees are included in the tuition rate. Please do not send campers with additional money as we will not have the opportunity for additional experiences or spending. This includes the gift shop!

Campers must wear their camp shirts for field trips! Also, campers must pack a lunch with disposable packaging and utensils to accommodate storage and transport.

Adult chaperones are welcome; if this interests you, please contact the camp director. All chaperones must be 21 or older, pass a background check, and pay their own fees.

### **Medications**

If your child requires medication at camp, over-the-counter or prescription, you must complete a medication

authorization form. Medications must be in their original container, clearly marked with the child's first and last name and specific dosage instructions. All medications must be given directly to staff by a parent/guardian.

### **Registration**

Registration can be completed online at [www.portercountyparks.org/campfunset](http://www.portercountyparks.org/campfunset) by credit card or electronic check; in person at 155 Indiana Ave., Suite 304, Valparaiso, with exact cash, check, or credit card; or in person at Sunset Hill Farm by first calling 219-309-0680. Registrations completed after the Wednesday prior to the camp week will be assessed a \$10 late fee.

### **Payment Policy**

Upon registration, a 50% deposit will be assessed for each week of camp. Remaining balance will be due one week prior to the start of each camp.

### **Refunds**

Refunds must be requested 2 weeks prior to the start of the camp for which the refund is requested and will be less 25% of the tuition and any field trip fees.

### **Being Prepared**

Campers should always dress for the weather with closed toed shoes. They may want to bring a hat/sunglasses, a jacket/sweatshirt, and a change of clothes. Campers should have sunscreen and bug spray applied and extra to reapply. Campers can bring a bag and should label all belongings.

If your camper is missing belongings brought to camp, check our lost and found wagon! Please leave all valuables, phones and other electronics, money, toys, and weapons at home.

### **Sustenance**

Campers bring a lunch Monday-Thursday. Lunch is provided on Fridays. Snacks are encouraged! Campers are very active and allowed (and appreciate) time for extra nourishment.

Campers **MUST** bring a water bottle!!! Hydration is so important. Re-fill stations are available.

### **Weekly Camp Information & Pictures**

You will receive a camp newsletter each week with important updates and information regarding your camper's week. You can also find pictures and updates on activities and happenings on Camp FUNset's Facebook page. Additional pictures can be found on Flickr <https://www.flickr.com/photos/pcparksandrec/albums>.

Please refer to the Guidebook at [www.portercountyparks.org/campfunset](http://www.portercountyparks.org/campfunset) or call the camp director at 219-309-0680 for more information!