



Evidence-based tools and guidance  
for delivering effective programs

PLANNING & MANAGEMENT  
ACADEMICS & ENRICHMENT  
STAFFING & PROFESSIONAL DEVELOPMENT  
SITE CLIMATE  
STUDENT RECRUITMENT & ATTENDANCE

[summerlearningtoolkit.org](http://summerlearningtoolkit.org)



### SAMPLE: **PITTSBURGH PRE-SUMMER MAILER**

*For more information on the importance of pre-summer communication with families and tips for developing mailers, review Pittsburgh Pre-Summer Mailer Guidance.*

The program mailer was developed by Pittsburgh Public Schools to communicate key program details with families before the program launch. The mailer includes details on the program schedule, attendance expectations, transportation, dress code, meals and other services.

## PPS Summer Boost Program 2021 – More Information



**To the Parent or Guardian of a child who completed 1<sup>st</sup> Grade and will be coming to Summer BOOST at Pittsburgh Carmalt 1550 Breining St, Pittsburgh, PA 15234**

**We can't wait to have you join us on Monday, June 28<sup>th</sup> at Summer BOOST!**

This e-mail address is currently unable to respond to individual inquiries. For the fastest response, please contact us at 412-529-HELP or submit a Let's Talk Ticket through <https://www.pghschools.org/>. If you have multiple children who will be attending BOOST, you will receive separate messages by grade level and BOOST location.

### WHAT TO EXPECT AT SUMMER BOOST

We'll be doing **tons of fun things** at Summer BOOST! Camp **begins at 9:00 am** and **ends at 4:00 pm** every day. On the first day, you'll meet your **teachers** and **fellow campers**, learn all about BOOST, and get a preview of what you'll be doing during your **ultimate summer adventure!** Exciting guests, fun books, entertaining games, and awesome activities are all on the schedule! **Everything you need to know** before arriving at camp **is in this letter.** If you still have questions after reviewing all of the information, please call us at 412-529-2454 and select the prompt for your assigned location.

### ATTENDANCE

*Camp is Monday – Thursday, June 28 – August 4, from 9:00AM to- 4:00 PM, with no camp on Monday, July 5*

Every day will be full of **don't miss activities**, and each day will build on what we did the day before. That's why we want campers to attend all 22 days of camp! We promise to make **every day a day that you won't want to miss.** Don't forget to please come to camp on time every day.

### TRANSPORTATION

Transportation information for this summer will be shared with families via a personalized, automated phone call, which will include bus stop location and times for pick-up and drop-off, or indicate walker status.

## **HOW TO DRESS**

Because we're going to be doing so many awesome activities, **shorts or pants and t-shirts and closed-toed shoes, like sneakers**, will keep you **comfortable** and **safe** during our busy days. Sticking to the dress code means you won't miss a minute of all the fun!

To ensure the safety of all involved, **all campers and staff will be wearing masks at Summer BOOST**. If you forget or lose your mask, our Camp Leadership Team will have extra cloth and paper masks on site. You can find our Health and Safety Plan at [www.pghschools.org/healthandsafetyplan](http://www.pghschools.org/healthandsafetyplan).

## **FOOD**

All campers will receive a healthy and nutritious breakfast, lunch, and snack at camp so that you have tons of energy for your busy day! The full menu will be distributed at camp.

## **HEALTH SERVICES**

To keep all campers healthy and ensure that everybody can participate in all Summer BOOST fun, a full-day nurse is on staff at each campsite. Campers who take medication during the day should bring the medication in its original pharmacy container, along with doctor's orders, to the campsite so that the nurse can distribute it starting on the first day of camp. Medication can include an inhaler for asthma, an epi-pen for an allergic reaction, or other daily medications for any health condition. Call Health Services at 412-529-3940 with any questions or reach your child's camp site by calling 412-529-2454 and following the appropriate prompt.