

Creative Corners Summer Preschool Camps

Parent Handbook

Creative Corners Preschool Camp

Tuesday, Wednesday, Thursday

9:00am-Noon

3 week sessions

Spanish Immersion Summer Camp

Tuesday, Wednesday, Thursday

9:00am-Noon

3 week sessions

Summer Lunch Bunch

Tuesday, Wednesday, Thursday

Noon-2:00pm

3 week sessions

Session 1 5/21-6/6

Session 2 6/11-6/27

Session 3 7/9-7/25

Session 4 7/30-8/15

No Camp 7/1-7/5, Happy Fourth of July!

Welcome to Creative Corners Summer Preschool!

This handbook includes our guidelines and expectations for preschoolers, parents, and teachers.

MISSION STATEMENT

The Creative Corners Preschool Program provides each child with a quality early childhood experience by creating an atmosphere where children can grow socially, emotionally, physically, and intellectually, by offering an engaging curriculum.

Creative Corners Curriculum Philosophy: The Creative Corners curriculum is designed to build a solid foundation based on “Preschool Key Experiences.” These learning processes prepare children for their formal years of education, and are central to a child’s development. They are most likely to occur in situations in which these ingredients of active learning are present: Materials, Manipulation, Choice, Language, and Support.

AVERAGE DAY AT PRESCHOOL SUMMER CAMP

The preschool classroom is divided into several center areas designed to encourage learning through exploration, investigation, and problem solving. In order to effectively stimulate and motivate children’s curiosity, some center areas remain constant while the presentation of others will vary.

Units will be based on weekly themes – Calendars will be posted outside of the preschool classroom or on the website DPParks.org. The summer curriculum is designed to introduce our preschoolers to a variety of new themes not covered during the school year. We will continue to reinforce concepts, skills and routines from our traditional preschool setting.

Sensory Exploration: During the summer we provide students with hands on learning to promote both an enjoyable and stimulating atmosphere focused on discover.. This is the time for our preschoolers to get messy, be silly, and truly have a “summer camp” experience. Teachers will provide parents with information about the proper attire to be worn on our specific days. These specialized activities transpire both inside and outside of the preschool classroom.

Centers include: Circle time, dramatic play, themed crafts, table games, building blocks, music and instruments, puzzles, and other school equipment used to enhance large and small motor skills.

Snack: Please Provide Snack and water bottle each day.

LUNCH BUNCH EXTENSION PROGRAM

Lunch Bunch is an extended preschool program in the afternoon. It is offered to children between the ages of 3 and 6 years old, who are looking for a semi-structured preschool experience with lunchtime included. **Please provide a lunch each day.**

- Tuesday / Wednesday / Thursday **Noon–2:00p** Room 108

Schedule

Lunch from Noon–12:30pm

Free Play 12:30–1:00pm

Specialty Activities 1:00–2:00pm.

Daily 2-hour Lunch Bunch Pass is available for purchase at the front desk for \$15.00

Please review the guidelines below.

- Talk to your child about eating the healthy foods first. Then the treat (optional).
- Pack foods that your child enjoys. (It is often difficult getting students to eat).
- Refrigeration is not available, send a reusable blue ice pack or equivalent when appropriate.
- Pack necessary straws and silverware.
- Please remind children not to share food because of allergies.
- Students are expected to sit facing the table and practice good table manners (With help!).
- Children are expected to eat and clean up after themselves before playing. Once foods and drinks are put away they are not to eat again.
- Please label lunch boxes.

WHAT TO BRING TO PRESCHOOL CAMP

Please have your child bring a full-size backpack or school bag to class so we can make sure they take their papers and art projects home. We also ask that each child keep an extra change of clothes in their locker including a top, bottom, socks and underwear. Please put their name or initials inside each backpack. We ask that children not bring toys, paper, crayons, etc. to school. We have learned that these will cause sharing problems and tears if things are lost or left at school. Each child will have their own locker to store their backpack for the day.

We frequent both the indoors and outdoors at the Leisure Center during the summer programs. On specific days teachers will give reminders for dress up days and/or water days and what is appropriate to bring.

- **Food Items: Healthy Morning Snack, please do not pack snacks that contain peanuts!**
- **Daily Items: Dress for the weather! Pack extra clothes, gym shoes, water bottle**
- **Apply Sunscreen before camp**
- **Hats are permitted to be worn outdoors**

BATHROOMS

All children must be fully toilet-trained and tend to their own bathroom needs. **No pull-ups or diapers are allowed.** Teachers or hall monitors will walk your child to the bathroom. Teachers and hall monitors are not allowed to change your child or assist them in the bathroom. **If your child has a bathroom accident, you will be called to come and change him/her.** Please be sure the people on your emergency phone list are aware of this policy. Three incidents will indicate that your child is not fully toilet trained and he/she may be removed from the program until such time that he/she has achieved this requirement. Please emphasize with your child the importance of telling their teacher when they need to use the bathroom.

ARRIVAL AND DEPARTURE

Upon arrival, children need to go to the bathroom and wash their hands before entering the classroom. Children may not be left unsupervised. Teachers will open the doors promptly at the designated class time. You must sign your child in and out each day. Your promptness in picking up your child is greatly appreciated. Your child eagerly awaits your arrival and is disappointed when you do not arrive on time.

DROP-OFF AND PICK-UP PROCEDURES

Families can use these three Leisure Center entrances:

- **North Parking Lot**
- **East Doors** (Birch Street main entrance, on the circle drive)
- **South Parking Lot** (near the School of Dance Sign)

All visitors to our building pass by the front desk to provide us with tracking for who enters the Leisure Center. Please use caution in the parking lots: drive slowly; look for pedestrians and especially children; do not use cell phones; and look before crossing.

Playground and South West Doors (near the Creative Corners Sign) are for EXIT ONLY

In an effort to continue to provide the safest environment for our students we ask that all families please respect and help reinforce the set guidelines for these doors to be exit only.

Teachers are not permitted to open doors for parents at any time.

Our goal is to create a safe environment for your children. We appreciate your cooperation with this procedure. Once your child is dropped off, the classroom will be closed to parents or visitors with the exception of the Parent Helper.

AUTHORIZATION FOR PICK UP

If you will not be picking up your child, please be sure that all persons authorized to pick up your child are listed on your pick up authorization form. **NO** child will be released to someone not listed on the authorization form. All authorized individuals will be required to sign the sign-in and sign-out sheet for that day. If the teachers do not know this person, picture identification (e.g: a driver's license) will be required. Occasionally, emergencies arise where another individual, who is not on the authorization form, must be sent to pick up your child. You must call the Leisure Center Front desk 847-391-5700, prior to pick up, so your child's teachers can be notified.

LATE PICK UP

Classroom doors will open promptly at the time class is scheduled to begin and will reopen at dismissal. Please be on time for arrival and dismissal. If you will be extremely late, due to unforeseen circumstances, please call the Leisure Center front desk at 847-391-5700. If you are late picking up, there will be a 5-minute grace period at end of school. After that, there is a \$5 charge for every 5 minutes you are late picking up your child. (Example: Lunch Bunch ends at 2:00p and you arrive at

2:21p. You will be charged a \$15 late fee.) Please make every effort to be on time. If you are more than 20 minutes late, your child will be taken to our front desk area.

Late pick-up fees must be paid promptly. The fee will be added to your Household Account and will restrict you from registering for park district programs until the balance is paid in full.

PARENT-TEACHER COMMUNICATION

Please keep us informed of any changes at home or in your child's life. A change can affect your child's behavior, and notification will help us work more effectively with your child. **Notify the teachers when you have a new telephone number, address, or if there are any changes on the emergency information sheet. This will ensure that we can reach you in an emergency.** We believe that parents and teachers working together can provide the best learning environment for young children.

BEHAVIOR MANAGEMENT

Philosophy

It is our belief that behavior management is the on-going process of developing inner controls so that children can manage their own behavior in a socially respected and acceptable way. Our goal is that each child will move toward self-discipline in a positive environment guided by teachers who convey and model appropriate behaviors. Teachers acknowledge each child's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of a child's emotional growth.

Creative Corners teachers use behavior management where positive behavior is reinforced. If behavioral problems occur, there may be a short removal from the group or redirection to a more appropriate activity. Parents will be informed of continuing behavioral concerns.

Teacher's Role in the Behavior Management Process

Teachers use the following techniques when promoting self-discipline:

- Encouraging appropriate behavior
- Offering alternatives
- Applying natural consequences
- Redirecting children to another activity
- Using appropriate, child-centered, consistent and fair rules
- Incorporating the child's ideas into classroom rules
- Being a role-model for appropriate behavior
- Entering into play
- Reinforcing appropriate behavior in peers
- Removing the child from a situation to help the child gain self-control
- Working to strengthen a child's communication skills
- Offering choices and recognizing positive behavior

Child's Role in Developing Behavior Management

- Helping to establish classroom rules
- Encouraging others to Be Respectful, Be Responsible, Be Safe
- Being a role model for appropriate behavior
- Using words to express feelings
- Problem solving

Involving Parents in Behavior Management

If a child continues to exhibit inappropriate behaviors, even with the help and support of teachers and family, a meeting with teachers, supervisors and other support staff may be necessary. Written notices will be given to parents of children who do not respond positively to a teacher's redirection, for behaviors such as:

1. Being physically abusive: hitting, kicking, biting, throwing objects
2. Defying/ignoring authority
3. Using abusive and/or foul language
4. Abusing equipment, supplies, facilities
5. Running away, or trying to leave the program room or facility

The first written notice will alert the parent of the continuation of inappropriate behavior. The parent, Early Childhood Supervisor and teachers will meet to discuss steps to correct the behavior. Teachers may request permission to access outside resources from M-NASR, or District 62 for additional information on how to best meet the child's needs. *Depending on the severity of the situation the child may be asked to leave the classroom for the remainder of the day.*

The second written notice will result in hosting a parent/ teacher meeting to discuss inappropriate behavior. The parent, teachers, Early Childhood Supervisor, and other professionals working with the child will develop a behavior modification plan. This plan will be reviewed and modified as needed. *Depending on the severity of the situation, child may be asked to leave the classroom for the remainder of the day and receive up to a 2 day suspension.*

The third written notice *Depending on the severity of the situation, child may be asked to leave the classroom for the remainder of the day and removed from the program.*

If at any time a child's behavior threatens their own safety or the safety of others, the parent/guardian will be notified and is expected to pick the child up within the half hour. If the child is not benefiting from our program, or the health, safety and welfare of this child and/or that of another child in the group are at risk, we reserve the right to dismiss the child.

ADA and SPECIAL ACCOMMODATIONS

The Des Plaines Park District participates in a cooperative agreement with Maine-Niles Association of Special Recreation (M-NASR). This team of therapeutic recreation professionals provides inclusion assistance for park district programs. If, throughout the school year, a Creative Corners staff member requests an observation from M-NASR, we will request that the family visit District 62 for an additional observation. Information about M-NASR can be found on our website, www.DPParks.org, or the M-NASR website, www.MNASR.org.

EARLY INTERVENTION

Teachers act as advocates for you and your child. The earlier a delay or disability is identified, the better the chance that intervention services can help a child reach his or her potential. Your child's teacher can provide you with valuable resources. A teacher may need additional information on how to best meet your child's needs. In this instance, the teacher will request your written permission for a professional from an outside organization to come and observe your child. This professional will then confer with you and the teachers.

ILLNESS POLICY

Children are not able to fully benefit from our program when they are not well. Oftentimes, they can be spreading contagious illnesses to other children. We ask that you strictly adhere to these standards so all preschool students and staff are protected.

Children should not attend class if the following symptoms are present:

- **Cold:** If a child is lethargic, uncomfortable, with coughing and congestion.
- **Runny Nose:** If mucus is green or yellow the child should not attend class until the mucus is clear or completely gone.
- **Fever, Diarrhea, or Vomiting:** Must be symptom free for 24 hours before returning to school.
- **Earache or Ear Infection:** If a child has pain in their ear(s).
- **Rash/ Open Abrasion / Injury:** cuts, broken bones, open sores.
- **Communicable Disease/ Infestation/ Condition:** Contagious to others.
(Head Lice/Strep Throat/Ringworm/Impetigo/Hand, Foot and Mouth/ Bed Bugs/ Pink Eye)

Illness Guidelines:

1. Should your child contract a contagious disease/ condition/ infestation, you must notify the Creative Corners Preschool immediately.
2. Anonymous information will be posted to notify other preschool families.
3. Take prescribed medication for 24 hours or provide doctor's note to return to school.
4. Medication should be administered at home. If your child requires medication or any kind of treatment during school hours, a Medication Distribution form must be completed.
This includes EpiPens, injectors, and inhalers.

INJURY

For any child who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact parent/guardian.
2. Attempt to contact emergency contacts.
3. If necessary, the child will be transported to the nearest hospital by ambulance, accompanied by a staff member.
4. A follow-up phone call will be made to the family by the Early Childhood Supervisor.

The Des Plaines Park District does not provide accident insurance or medical insurance to its participants.

IMPORTANT CONTACT INFORMATION

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| a. Administrative & Leisure Center | 847-391-5700 |
| b. Prairie Lakes Community Center | 847-391-5711 |
| c. Jeanette Berard, Early Childhood Supervisor | 847-391-5700 |
| d. Emergency Hotline | 847-391-5705 |
| e. Jeanette Berard, Early Childhood Supervisor | Jeanette.Berard@DPParks.org |
| f. Des Plaines Park District Website | www.DPParks.org |
| g. School District 62 Website | www.d62.org |