Welcome:
Welcome to the Des Plaines Park District Camp Sunshine! We have designed this program to include a variety of activities in a safe, supervised environment. All activities will be held at the Administrative & Leisure Center in Room 110 with the exception of two walking trips per week. Our dedicated and well-trained Summer Camp staff members encourage and promote physical activities that will help boost self-image and self-confidence. We provide an environment for youth to socialize and create new friendships. This informational guide will provide important general Camp Sunshine information.

Participant Information Medical Form:
It is imperative that you turn in our Participant Medical Contact Form. This form, along with all other pertinent information can be found on the Park District website: www.DPParks.org. This form needs to be completed and returned to the Administrative & Leisure Center (2222 Birch Street) by Friday, May 29th, or, at the latest, the first day of camp. This information is held in the strictest confidence. Please note: If we do not have this information on file, your camper will NOT be able to attend camp. Please remember to attach a recent photo.

Camp Sunshine Hours of Operation:
Camp Sunshine runs Monday through Friday, 7:00am-6:00pm. Drop off begins at 7:00, please have camper at camp by 9:00am. Pick up will begin at 3:30pm, campers will need to be pick up by 6:00. If for any reason you have to pick up your camper early from camp, please coordinate with the Camp Director or Assistant Director. If you will be late, please refer to our Late Pick up Policy. Please make every effort to drop off and pick up your camper on time.

Late Pick up Policy:
It is imperative that your camper is picked up on time, as our staff needs this time to prepare for the next day. There will be a 5-minute grace period at the end of camp. Once the 5-minute period has elapsed, there will be an additional $5.00 charge for every 5 minutes you are late in picking up your camper. (Example: Camp ends at 6pm and camper is picked up at 6:21pm. You will be expected to pay a $15.00 late fee. This fee must be paid at camp by cash or check before your camper comes back to camp the next day.

Authorization Pick-Up:
Please indicate on the Participant Information Medical form who is authorized to pick up your camper from camp. If someone else is coming to pick up your camper, and is not listed as an authorized adult, guardians must submit in writing who will be picking up the camper. Campers will not be permitted to leave the program during the day or at the end of the program to walk home.

Registration Information:
The summer camp season runs Monday, June 8th – Friday, July 31st, in one week sessions. All campers must be registered and paid in full by the THURSDAY before the first day of the new session of camp. If your camper is not on the roster or attendance sheet, please show proof of payment to the Camp Director/Assistant Director. If we do not have proof of payment, you may be sent to our administrative offices for further follow up.
Camper Code of Conduct:
Camper Code of Conduct: Campers are expected to behave appropriately while participating in any Park District program and while in any Park District facility. Please review the camp policies with your camper. Rules/Guidelines have been developed to make Des Plaines Park District programs safe and enjoyable for all. A camper who displays negative behavior can affect the rest of the camp’s experience. Campers who are disruptive, unruly or display inappropriate behavior OR require an excessive amount of disciplinary attention will meet with the Camp Director and guardians to evaluate their behavior. The Des Plaines Park District reserves the right to dismiss a participant or facility user whose behavior endangers their own safety or the safety of others. Guardians will be notified of any misconduct or discipline problems. It will be the guardian’s responsibility to arrange transportation for the camper that is being sent home due to disciplinary actions.

Please review the following camp policies/rules with your camper:
- Talk in a pleasant manner: no foul language or put-downs. Topics of conversation are to be appropriate for a public setting.
- RESPECT other campers, staff members, their belongings, our facilities, and the natural environment.
- Refrain from disparaging remarks, including comments against an individual’s race, ethnic background, religion, physical appearance, or disabling condition.
- Treat all equipment and supplies with proper care and respect.
- Remain with your group and a Park District staff member at all times, unless directed to do otherwise.
- Protect your feet by always wearing shoes; gym shoes are required at camp.
- Do not display any aggressive behavior, including hitting, punching, slapping, kicking, and biting.
- Refrain from threatening or causing bodily harm to yourself, other participants, or Park District staff.
- Hazing and bullying is strictly prohibited.
- BE SAFE. Follow camp rules at all times.

Camper/Guardian Agreement:
New this year, we ask guardians review Des Plaines Park District rules/guidelines with their camper. Each camper must submit an agreement with their participant medical form. If we do not have this on file, your camper may not be able to attend camp.

Camper Daily Check-List
What should you bring to Camp: Make sure all items are clearly labeled; Des Plaines Park District Summer Camp staff will not be responsible for lost or stolen items.
- Backpack
- Gym Shoes (sandals/flip flops are ONLY permitted on swim days)
- Healthy lunch and 2 snacks (for both AM/PM)
- Water Bottle
- Swimsuit (one piece only for female campers) and towel
- Sunscreen (spray preferred), camp staff will not be able to apply sunscreen
- Clothing for all weather (jacket/sweatshirt or rain gear)
- Durable play clothing and extra change of clothes

What you should NOT bring to Camp: If these items are found at camp, guardians can pick them up from the Camp Director or Assistant Director at the time of pick up.
- Electronic games and devices
- Music players (MP3 players or iPods)
- Trading/Pokémon Cards
- Toys, or anything with monetary or sentimental value

Cell Phones:
Campers may have cell phones with them at camp, but we ask that they stay in backpacks or in a secure place. We are not responsible for lost or stolen cell phones. Phone calls and text messages cannot be made without staff permission. If a phone is used without permission, it will be taken and held by staff until the end of the camp day.
Food Allergies:
Please be aware that peanut allergies are becoming more prevalent each year at camp. These allergies are sometimes airborne and even sitting next to a camper with a peanut butter and jelly sandwich can give them an allergic reaction. Due to the danger of this allergy, we ask that you please avoid or limit the peanut products you include in your campers lunches. We understand that this may be difficult, so if you include peanut products, we ask that you please inform your camper, label the bag “contains peanuts” and let us know at sign-in. It is our goal to keep everyone safe at camp. We appreciate your help!

Swimming Lessons/Water Days:
Camp Sunshine walks to Iroquois Pool on Tuesdays and Thursdays for swimming lessons. There is no additional fee for this program. This provides an option for your camper to become familiar and comfortable in the water in a safe and supervised environment. If your camper does not plan on participating in swimming lessons, they can still attend camp; keep in mind the entire camp, and staff, will be going to the pool and supervision will not be provided back at the camp site. Campers are still required to wear swim wear on the pool deck, but they are not required to enter the water. Wednesdays will be a water activity day, where campers will be outside. Campers must be able to change themselves into and out of their swimsuits without assistance and back into dry clothes.

Guardian Correspondence:
Important camp information and reminders will be distributed daily or weekly. At the beginning of each week, guardians will receive a camp calendar that has all of the activities scheduled for that week’s session. All camp calendars will be posted on the website at the start of the camp season. Each camp will also have a Guardian Communication Log located next to the sign in/out sheets. Please make sure to write down any important information on the communication log for your Camp Directors to be in the know.

Friday Dress Up
These days will follow the weekly themes. Campers are encouraged to participate in these activities. Please no toys or toy weapons are permitted at camp on these days.

Important Dates:
Camp Open House
Thursday, May 28, 6:00-7:30pm
Administrative & Leisure Center, 2222 Birch Street

Summer Camp Kick-Off
Monday, June 1 – Friday, June 5
(5–6 year olds)
Administrative & Leisure Center, 2222 Birch Street
(7–12 year olds)
Lake Park (Arndt Park Fieldhouse)
1900 White Street at Howard Avenue

**No Camp, Friday July 3rd

Mid Summer’s Camp End
Monday, August 3 – Friday, August 7
(5–6 year olds)
Administrative & Leisure Center, 2222 Birch Street
(7–12 year olds)
Arndt Park Fieldhouse
1900 White Street at Howard Avenue
**Summer’s Camp End**  
Monday, August 10– Friday, August 14  
(5–6 year olds)  
Administrative & Leisure Center, 2222 Birch Street  
(7–12 year olds)  
Arndt Park Fieldhouse  
1900 White Street at Howard Avenue  

**Important Contact Information:**

<table>
<thead>
<tr>
<th>Administrative &amp; Leisure Center</th>
<th>Prairie Lakes Community Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>2222 Birch Street, Des Plaines, 60018</td>
<td>515 E. Thacker, Des Plaines, 60016</td>
</tr>
<tr>
<td>(P) 847-391-5700</td>
<td>(P) 847-391-5711</td>
</tr>
<tr>
<td>Administrative Office Hours of Operation</td>
<td>Office Hours of Operation (Summer)</td>
</tr>
<tr>
<td>Monday-Friday: 8:30-5:00pm</td>
<td>Monday–Thursday: 5:30a-9:30p</td>
</tr>
<tr>
<td>Saturday &amp; Sunday: CLOSED</td>
<td>Friday: 5:30a-8:00p</td>
</tr>
<tr>
<td></td>
<td>Saturday: 7:00a-6:00p</td>
</tr>
<tr>
<td></td>
<td>Sunday: 7:00a-5:00p</td>
</tr>
</tbody>
</table>