

# Creative Corners Summer Preschool Camps 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: 6/1-6/17**

**Session 2: 6/22-7/8**

**Session 3: 7/13-7/29**

**Session 4: 8/3-8/19**

# Welcome to Creative Corners Summer Preschool!

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

## MISSION STATEMENT

The Creative Corners Preschool Program provides each student with a quality early childhood experience by creating an atmosphere where students 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 students for their formal years of education, and are central to a student’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 student’s curiosity, some center areas remain constant while the presentation of others will vary.

**Units will be based on weekly themes** –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 discovery. This is the time for our preschoolers to get messy, be silly, and truly have a “summer camp” experience, in a safe environment. Teachers will provide families 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 students 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–2:00pm, Room 108**

### Schedule:

Lunch: Noon–12:30pm

Free Play: 12:30–1:00pm

Specialty Activities: 1:00–2:00pm

### **Please review the guidelines below.**

- Talk to your student about eating the healthy foods first. Then the treat (optional).
- Pack foods that your student 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 students not to share food because of allergies.
- Students are expected to sit facing the table and practice good table manners (with help).
- Students are expected to eat and clean up after themselves before playing.
- Please label lunch boxes.

### **WHAT TO BRING TO PRESCHOOL CAMP**

Please have your student 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 student 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. Please send your student with their own crayons and glue stick. Each student 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 what is appropriate to bring.

*Students will need to bring a mask/cloth face covering with them daily. If they do not have one at drop off, they will not be accepted at camp for that day.*

- **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.**
- **A face mask or cloth covering.**

### **BATHROOMS**

All students 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 student to the bathroom. Teachers and hall monitors are not allowed to change your student or assist them in the bathroom. ***If your student has a bathroom accident, you will be called to come and change them.*** Please be sure the people on your emergency phone list are aware of this policy. Three incidents will indicate that your student is not fully toilet trained and they may be removed from the program until such time that they have achieved this requirement. Please emphasize with your student the importance of telling their teacher when they need to use the bathroom.

**ARRIVAL AND DEPARTURE:** Students will be dropped off at the door.

- **Creative Corners Camp:** Please park in the south/west parking lot (outside of the Creative Corners entrance and walk around to the West/Playground entrance (across from the Greenhouse)).
- **Spanish Immersion Camp:** Please park in the south/west parking lot (outside of the Creative Corners entrance and use the South/Creative Corners doors).

- Please be sure to line up on the markers outside of the doors, to ensure social distancing. The teachers will greet you at the door, ask you to sign in and answer a few simple health related questions and then escort your student inside the building.
- Please be sure to have a mask on yourself and your student during this time. Students will wash hands and once in the classroom and then will be to take their masks off when properly distanced.
- At pick up, please follow the same line up procedure outside of the West/Playground doors and your student will be brought out to you in order. Your promptness in picking up your student is greatly appreciated. Your student eagerly awaits your arrival and is disappointed when you do not arrive on time.

**Please use caution in the parking lots: drive slowly; look for pedestrians and especially students; do not use cell phones; and look before crossing.**

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. Our goal is to create a safe environment for your student. We appreciate your cooperation with this procedure. Once your student is dropped off, the classroom will be closed to families or visitors.

### **AUTHORIZATION FOR PICK UP**

If you will not be picking up your student, please be sure that all persons authorized to pick up your student are listed on your pick up authorization form. NO student 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 student. You must call the Leisure Center Front desk, 847-391-5700, prior to pick up, so your student'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 student. (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 student 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.***

### **FAMILY-TEACHER COMMUNICATION**

Please keep us informed of any changes at home or in your student's life. A change can affect your student's behavior, and notification will help us work more effectively with your student. ***Notify the teachers when you have a new telephone number, mailing or e-mail 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 families and teachers working together can provide the best learning environment for young student.

## **BEHAVIOR MANAGEMENT**

**All participants in Des Plaines Park District programming are expected to follow Participant Behavior Management Procedure #A-24. This procedure, in full, can be found on our website, [www.DPParks.org](http://www.DPParks.org).**

### **Our Philosophy**

It is our belief that behavior management is the on-going process of developing inner controls so that a student can manage their own behavior in a socially respected and acceptable way. Our goal is that each student will move toward self-discipline in a positive environment guided by teachers who convey and model appropriate behaviors. Teachers acknowledge each student's capacity to handle their classroom setting. Any encounters that may develop are seen as a normal part of a student'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. Families 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 student to another activity
  - Using appropriate, student-centered, consistent and fair rules
  - Incorporating the student's ideas into classroom rules
  - Being a role-model for appropriate behavior
  - Entering into play
  - Reinforcing appropriate behavior in peers
  - Removing the student from a situation to help the student gain self-control
  - Working to strengthen a student's communication skills
  - Offering choices and recognizing positive behavior
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- **Student'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 families in Behavior Management**

If a student 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 guardians 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 guardian of the continuation of inappropriate behavior. The family, 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 student's needs. *Depending on the severity of the situation the student may be asked to leave the classroom for the remainder of the day.*

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

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

### **ADA and SPECIAL ACCOMMODATIONS**

The Des Plaines Park District and Maine-Niles Association of Special Recreation (M-NASR) will engage in an interactive process, on a case-by-case basis, to identify reasonable accommodations that enable eligible individuals with a disability to participate in a public recreation opportunity, program, activity or event provided or sponsored by the Des Plaines Park District. Every attempt to provide reasonable accommodations will be made. All participants in Des Plaines Park District programs and facilities are expected to comply with Policy #A-24, Participant Behavior Management Procedure.

### **EARLY INTERVENTION**

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

### **COVID-19 Safety Precautions:**

Procedures to help prevent the spread of the COVID-19 virus will be practiced each day at camp. Frequent hand washing, equipment sanitizing, 6 ft. social distancing, spatial awareness, keeping hands to self and wearing a mask/cloth face covering, will be incorporated into our daily routines. You will be asked to answer a few health screening questions each morning at drop off. The teacher of each class will ask each student the same questions at lunch time to ensure that they have not developed any symptoms during the day. If the student does show signs of illness at any time throughout the camp day, they will be separated from their group with a staff member and must be picked up within one hour.

## ILLNESS POLICY

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

**We need your help! Please take your student's temperature before sending them to camp. If they have a fever or are not feeling well, do not send them to camp for the safety of your student, other students and our staff.**

If your student becomes ill while at camp, a guardian will be notified. If a guardian is unavailable, the emergency contacts will be called and the student must be picked up within one hour. Your student **should not** return to camp until they have been fever free for 24 hours. If you learn that your student has contracted a contagious disease or virus including COVID-19 please notify the Early Childhood Supervisor or the Park District office as soon as possible.

### **Students should not attend class if the following symptoms are present:**

- **Cold:** If a student is lethargic, uncomfortable, with sore throat, coughing and congestion.
- **Runny Nose:** If mucus is green or yellow the student 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 student 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 student contract a contagious disease, condition or infestation, you must notify the Creative Corners Preschool staff 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 student 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 student who is injured and requires more than basic first aid, the following steps will be taken:

1. Attempt to contact family/guardian.
2. Attempt to contact emergency contacts.
3. If necessary, the student 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

- A. Administrative & Leisure Center, 847-391-5700
- B. Prairie Lakes Community Center, 847-391-5711
- C. Carolanne Smith, Early Childhood Supervisor, 847-391-5700, Carolanne.smith@DPParks.org
- D. Emergency Hotline, 847-391-5705
- E. Des Plaines Park District Website, [www.DPParks.org](http://www.DPParks.org)
- F. School District 62 Website, [www.d62.org](http://www.d62.org)