DES PLAINES PARK DISTRICT

CREATIVE CORNERS PRESCHOOL SUMMER CAMP PARENT GUIDE

SUMMER 2026

CREATIVE CORNERS PRESCHOOL







Location:

Administrative and Lesiure Center: 2222 Birch Street, Des Plaines, 60018

Room Locations:
Little Leafers: Room 110
Preschool Summer Camp: Room 108
Spanish Immersion Room: Room 111
Lunch Bunch:Room 110 on M/F and Room 108 Tu-Th

Welcome:

Welcome to the Creative Corners Preschool Summer Preschool. These camps were created to provide 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.

Contact:

To contact an instructor, please use the classroom phone numbers. Please know that instructors will only be available during program operation times between the hours of 9am-2pm. For questions outside of this time period, please contact the front desk at **847-391-5700** or Candice Morden, Recreation Supervisor at **Candice.Morden@dpparks.org or 847-391-5096**

- Little Leafers Room 108: 847-324-6742
- Preschool Summer Camp Room 111: 847-324-6741
- Spanish Immersion Room 110: 847-324-6743

Registration Information:

The summer camp season runs in three 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 child is not on the roster or attendance sheet, please show proof of receipt to the Camp Instructor. If we do not have proof of payment, you may be sent to our administrative offices for further follow up.

Session Information:

Little Leafers Summer	Creative Corners Preschool	Spanish Immersion Summer Camp	Summer Lunch Bunch
Monday and Friday	Tuesday, Wednesday, Thursday	Tuesday, Wednesday, Thursday	Monday-Friday
9:00am-12:00pm	9:00am-12:00pm	9:00am-12:00pm	12:00pm-2:00pm

Sessions
Session 1: May 29th-June 12th
Session 2: June 15th-Jul 3rd
Session 3: July 6th – July 24th
Session 4: July 27th-August 14th

An Average Day at 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 discover. 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.

Outdoor Time:
During the summer all of our programs spend a good deal of time outside enjoying the sunshine. We ask that you please dress your child for the weather and provide layers if needed. We also ask that you put sunscreen on your child prior to their arrival to camp. If the case of inclement weather (too hot or rainy), we will be indoors having fun! Our Little Leafers program will be spending more time outdoors exploring nature's wonders! They will be utilizing the onsite greenhouse and nature learning lab as well!

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.

Authorization for Pick-Up:

Please indicate on ePACT who is authorized to pick up your child from camp. If someone else is coming to pick up your child, and is not listed as an authorized adult, parents must submit in writing who will be picking up the child. Children will not be permitted to leave the program during the day or at the end of the program to walk home, unless we have written permission from the parent.

Late Pick Up Policy:

It is imperative that your child 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 child. (Example: Camp ends at 12pm and child is picked up at 12:21pm. You will be charged a $15.00 late fee. This fee must be paid at camp by cash or check before your child comes back to camp the next day.

Arrival and Departure:

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.

ePACT:

ALL campers joining us must have ePACT completed before dropping their child off at camp. **NO EXCEPTIONS WILL BE MADE.** ePACT emails are sent to the email that was used during registration. Please know that for the safety of the campers we will not allow any participant to enter camp without this being completed!

- If you have already filled out ePACT for a previous camp session this summer, you do not have to fill it out again **but you do have to log in to RECONFIRM that the information is still accurate.** Please know that if you have more than one child attending camp, each child will need their own ePACT form filled out. If your child requires medication of any kind (epi pens, inhalers, etc.), they must fill out a **Medication Dispensing Form** which can also be found and uploaded to ePACT.

Please check out our website for ePACT help: https://www.dpparks.org/epact-information/
If you need to make any updates to your account (such as the pick-up list) you can do so by logging into your account using this link:
https://portal-us.epactnetwork.com

If you have any technical difficulties with ePACT, please visit their Help Center website at https://epactnetwork.freshdesk.com/support/home or you can reach them via phone at 1 (855) 773-7228 ext. 2

Refund Policy

- $35.00 processing fee for the set up of an EFT plan is non-refundable and non-transferable.
- Refund requests received and DATE STAMPED by **5/1/26** incur a $15.00 retention fee per camp session.
- Refund requests received and DATE STAMPED between **5/29/26** and the Thursday before the starts of the specific camp session incur a $30.00 retention fee per camp session.
- All refund requests received and DATE STAMPED on or after the Friday before the start of the specific camp session will result in a $60.00 retention fee per camp sessions
- Full refund requests will only be honored if the request is due to a medical condition or enrollment into the Iroquois Community School. A doctor's note or Iroquois School acceptance letter must accompany the request.

Sunscreen:

Please send your child to camp with sunscreen already on for the day as well as extra to reapply as needed. We spend a great deal of time outside. Please keep extra sunscreen in your childs bag. We recommend the spray sunscreen.

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!

Illness:

If your camper becomes ill while at camp, a guardian will be notified. If a guardian is unavailable, the emergency contacts will be called. If your camper is ill or has a fever, we will notify a guardian to have the camper picked up immediately. Your camper should not return to camp until they have been fever free for 24 hours. If you learn that your camper has a contracted a contagious disease, please notify the Camp Instructor or the Park District office as soon as possible. The District reserves the right to notify other participants families anonymously about the contagious disease at the specific camp location.

- **Cold/Flu/COVID:** If a student is lethargic, uncomfortable, with coughing, congestion and fever.
- **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.
- **Sore Throat:** If student has pain anywhere in throat
- **Earache or Ear Infection:** If a student has pain in their ear(s) or throat.
- Rash/ Open Abrasion / Injury: cuts, broken bones, open sores.
- **Communicable Disease/ Infestation/ Contagious Condition:** Contagious to others. (Examples: Head Lice/Strep Throat/Ringworm/Impetigo/Hand, Foot and Mouth/Bed Bugs/ Pink Eye)

ADA Accomodations

It is the guardian’s responsibility to notify the Park District of any physical, mental or emotional condition(s) that might require special attention by our staff. If your camper needs special accommodations to participate in our camp program, notify the Recreation Supervisor in a timely manner. Please understand that the failure to provide timely and appropriate notice of a special need and/or request for reasonable accommodation may result in a delay in registration. *The Park District asks that requests for reasonable accommodation be made by Friday, May 8th.*

The Des Plaines Park District welcomes participation in all program and actives by individuals with disabilities and special needs. The Park Districts committed to inclusion and providing public recreation services in the most integrated setting in which interaction between people with and without disabilities is provided to the maximum extent feasible. The Park District works cooperatively with the Maine-Niles Special Recreation Association to facilitate successful participation for participants who register for inclusive programming.

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 child. 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 parents 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. Parents will be notified of any misconduct or discipline problems. It will be the parent's responsibility to arrange timely transportation for the child if he/she is being sent home due to disciplinary actions.

- **Please review the following camp policies/rules with your child:**
- Talk in a pleasant manner: no foul language or put-downs. Topics of conversation are to be age appropriate for a public setting.
- We expect campers to participate in scheduled program activities.
- 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.
- Do not display any aggressive behavior, including hitting, eloping, punching, slapping, kicking, and biting.
- Do not possess weapons or talk about possessing any weapons.
- Refrain from threatening or causing bodily harm to yourself, other participants, or Park District staff.
- Hazing and bullying is strictly prohibited.

Discipline:

A positive approach will be used regarding discipline at camp. Staff will periodically review rules with participants. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual situation. 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.

The following outlines the Des Plaines Park District's recommended corrective actions for behavior violations. The Des Plaines Park District reserves the right to minimize, compound, and accerlate any and all corrective actions, based on the severity of circumstances surronding each individual violation.

Behavior Procedures per Park District Administrative Policy A-24

1. Any or all incidents of inappropriate behavior at camp will be documented regardless of how minor or major. The dismissal of a participant from an acctivity/facility shall be authorized by the Superintendent of Recreation or their designee.

2. Staff are expected to follow the procedures below with the participant depending on the severity of the situation:
    - A Verbal warning
    - A supervised time-out from the program.
    - A Written Conduct Report #1
    - A suspension from the program or facility for a period of 1-30 days, depending on the severity of the offense. When determining the timeframe of suspension, staff will consider the severity of actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their behavior (Conduct Report #2)
    - Dismissal from the program or facility. If inapproipraite behavior persists or the behavior may be less prone to occur or; limited/reduced timeframe that participant is allowed to attend the program.

3. The following specific procedures are to be followed when there is a supervised time out, conduct report, suspension or dismissal from the program or facility.
    - Conduct Report-Staff will fill out the Participant Conduct Report and give a copy to their supervisor and will ask the guardian to sign on the same day of the incident. Staff will keep this copy on file.
    - After consecutive Conduct Reports the next step is suspension. The staff member and supervisor will meet to discuss the conduct reports. The conduct will be evaluated to determine what behavior management techniques have been used to date.
    - The staff member and the supervisor will meet with the participant to discuss the conduct report. In the case of the participant, we will indicate to them that their guardian may be called.
        - If the situation warrants guardian notification, the supervisor will telephone the guardian and indicate (1) the situation, (2) what has taken place to date, and (3) that assistance is needed to improve, or they may be suspended/removed from the activity/facility.

4. If warranted, the supervisor will request authorization to either (1) require the participant's guardian agreem in wiriting, to have the Park District contact the special recreation association to observe the partricpant and offer specificed support or (2) temporarily suspend the participant from the activity for a period of 1 to 30 days, depending ont he severity of the situation. A participant or participants guairdian should always be contacted by a supevisor prior to suspesion, wheather temporary or permanent.

5. If the appropriate behavior is repeated after the suspension, the Superintendent will correspond with the participant giving the written notice that they may be dismissed from the activity/facility if the inappropriate behavior continues.

WHAT YOU SHOULD BRING TO CAMP

Backpack	Snack, water bottle and lunch (if needed)
Gym Shoes (sandals/flip flops are ONLY permitted on swim days)	Layered and comfy clothing for all weather conditions
Sunscreen	Extra Change of Clothes

WHAT YOU SHOULD NOT BRING TO CAMP

Stuffed Animals	Toys
Trading Cards (Pokemon)	Phones, Watches or Music Players
Money for Vending Machines or Ice cream trucks	Anything of Monetary or Sentimental value

Bathrooms:

All students must be fully toilet-trained and tend to their own bathroom needs. **No pull-ups or diapers are allowed**. Teachers will walk your student to the bathroom. Teachers 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.

Thank you:

Thank you for entrusting us with your child's summer experience this season! We are honored you chose the Des Plaines Park District to create lasting memories, friendships, and adventures. Our team is dedicated to safety and fun, and we cannot wait to welcome your camper for a truly exciting and unforgettable summer! We look forward to a fantastic season and can't wait to see you and your family!

Sincerely,

The Des Plaines Park District Summer Camp Team

Des Plaines Park District