DES PLAINES PARK DISTRICT

WEST PARK CAMP PARENT GUIDE

SUMMER 2026

Des Plaines Park District







Location:

Park and Fieldhouse: 651 S. Wolf Road, Des Plaines, 60016

Contact:

To contact a director of West Park please use the phone number: **224-571-4341.** Please know that this phone will only be available during camp operation times between the hours of 7am-6pm. For questions outside of this time period, please contact Candice Morden, Recreation Supervisor at
Candice.Morden@dpparks.org or 847-391-5096
On site camp number: 224-571-4341

Welcome:

Welcome to the Des Plaines Park District West Park Camp! We have designed this program to include a variety of activities in a safe, supervised environment. All activities will be held at West Park every 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 West Park Camp information.

Hours of Operation:

Camp runs Monday through Friday, 7:00am-6:00pm. Drop off begins at 7:00am, **please have children at camp by 9:00am.** Pick up will begin at 3:00pm, children will need to be picked up by 6:00PM.If for any reason you have to pick up your child early from camp, please coordinate with the Camp Directors. If you will be late, please refer to our Late Pick up Policy. Please make every effort to drop off and pick up your child on time.

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 6pm and child 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 child comes back to camp the next day.

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.

Registration Information

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

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.

Swim Days:

Campers will be bussed over to Chippewa Pool on Tuesdays and Thursdays. Pool time is scheduled for 10:30 - 11:50 AM. Please send your campers dressed and ready to swim! When our campers arrive already dressed in their swimsuits, it helps us cut down on the time spent changing before heading to the pool. **Remember to pack dry clothes (and underwear!) to change into for the remainder of the day.**

Sunscreen:

Please send your child to camp with sunscreen already on for the day as well as extra to reapply as needed. We will take multiple breaks throughout the day to re-apply sunscreen. Please remind your camper the importance of sunscreen. Please teach your child how to properly apply sunscreen as our staff are not allowed to help campers apply it. For this reason, we recommend 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 Director, 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 transportation for the child if/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 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 & Water Bottle	Swimsuit & Towel
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

Electronic gaming devices (Nintendo Switch)	Toys
Trading Cards (Pokemon)	Phones or Music Players
Money for Vending Machines or Ice cream trucks	Anything of Monetary or Sentimental value

Cell Phones/Smart Watches:

We do not allow campers to use their phones or smart watches at camp. We prefer all phones and devices be left at home. If campers need to bring them, we ask that they stay in backpacks or in a secure place. Please know that we are not responsible for lost or stolen cell phones. Phone calls and text messages cannot be made without staff and guardian permission. If a phone is used without permission, it will be taken and held by staff until the end of the camp day when it can be picked up by a parent or guardian.

If you need to get ahold of your child during the hours camp is operating, or your child asks to contact a parent or guardian, we ask that you contact the camp director cell phone by text or telephone at **224-571-4341.**

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