DES PLAINES PARK DISTRICT

SCHOOL DAYS OFF PARENT GUIDE

2026-2027

Des Plaines Park District







Location:

Prarie Lakes Community Center: 515 E Thacker St, Des Plaines IL 60016

Contact:

For questions, please contact Haley Becker, Recreation Supervisor at

Haley.Becker@dpparks.org or (847) 391-5091

Welcome:

Welcome to the Des Plaines Park District's School Days Off program! We have designed this program to provide children with a fun-filled day of activities and exciting experiences in a safe, supervised environment. Our dedicated and well-trained staff encourage participants to explore new opportunities, stay active, build self-confidence, develop creativity, and form lasting friendships through a variety of engaging activities, including games, sports, arts and crafts, special events, outdoor recreation, and occasional adventures throughout the community and beyond.

School Days Off offers children the opportunity to socialize with peers, enjoy new experiences, and make the most of their day while school is out. This informational guide provides important general program information to help participants and their families prepare for a fun, safe, and successful experience.

Hours of Operation:

Kruisin' Kids operates on select dates throughout the school year. All trips depart from and return to Prairie Lakes Community Center, 515 E. Thacker St.

Participants should be dropped off by 9:30am. Buses depart promptly at their scheduled times, and late arrivals may not be accommodated once the group has left for the day's trip. Participants return to Prairie Lakes Community Center no later than 3:30pm, and pick up should occur promptly upon return.

Please note: No day-of registrations are accepted.

Leisure Lizards operates on select School Days Off at Prairie Lakes Community Center. The program runs from 7:30am to 6:00pm and provides participants with a full day of supervised activities, including sports and games, arts and crafts, special events, and outdoor play (weather permitting).

Drop off begins at 7:30am, and pick up must occur by 6:00pm.

If, for any reason, you need to make alternate arrangements or have questions regarding drop off or pick up procedures, please contact the program staff in advance. Please make every effort to drop off and pick up your child on time so they do not miss any part of the day's adventure.

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 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.

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.

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

- Any refund requests made on the day of camp or after will not be honored.
- All refund requests received and DATE STAMPED on or after the Friday before the start of the specific camp session will result in a 50% retention fee per camp session
- 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.

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 Recreation Supervisor, 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, Oct 23rd.*

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 Recreation Supervisor 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. (Conduct Report #3)

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	Waterbottle
Gym Shoes	Layered and comfy clothing for all weather conditions
Swimsuit/Towel	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	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 Recreation Supervisor by phone at **(847) 391-5091.**

Field Trips:

Kruisin' Kids is designed around exciting off-site adventures and field trips to a variety of local destinations. Participants travel by bus to each trip location and return to Prairie Lakes Community Center at the end of the day.

It is crucial that participants are dropped off on time. All buses depart promptly at their scheduled time. If a participant misses the bus, they will be unable to attend the trip for that day, and accommodations may not be available.

Trip return times are no later than 3:30 pm. We ask that parents arrive for pick up after the scheduled return time. If a bus is delayed and expected to arrive later than planned, staff will communicate updates to families.

Lunch is included on every Kruisin' Kids trip. If your child has dietary restrictions, food allergies, or food aversions, you may wish to provide an alternative lunch or snack. Please make sure program staff are aware of any dietary needs prior to the trip.

To help ensure a positive and inclusive experience for all participants, we ask that children do not bring spending money for gift shops, concessions, or additional purchases. This helps staff keep groups together and allows all participants to enjoy the trip equally.

Splash Pad Use:

Leisure Lizards will enjoy the Prairie Lakes Splash Pad each day from 1:00-3:00pm. Splash pad time provides a fun way for children to stay active, cool off, and enjoy time with friends throughout the day.

Please send your child with:

- A swimsuit
- A towel
- A complete change of dry clothes, including underwear

To help make the transition to and from splash pad time run smoothly, we encourage participants to arrive with their swimsuit already on underneath their clothing. After splash pad activities, children will change into their dry clothes and continue participating in the remainder of the day's activities. Please label all personal belongings with your child's name.

Thank you:

Thank you for entrusting us with your child's School Days Off experience! We are honored that you chose the Des Plaines Park District to provide fun-filled days, new friendships, and memorable experiences while school is out.

Our team is dedicated to providing a safe, supervised, and engaging experience while participants explore new destinations and enjoy fun-filled days with their peers. We cannot wait to welcome your child for an exciting season of adventure!

We look forward to a fantastic program and can't wait to see you and your family.

Sincerely,

The Des Plaines Park District Team

Des Plaines Park District