



**Clarendon Hills Park District  
Camp Discovery  
Parent Manual**



**2025**

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Dear Camp Discovery Parents,

Welcome to Clarendon Hills Park District Camp Discovery 2025! We are looking forward to a summer filled with fun activities, games, crafts, and more surprises! This parent handbook outlines our operating policies and procedures to provide your child with the best possible experience at camp this summer. Please review all the contents in this handbook carefully, as you are responsible for reading and understanding it.

Communication is very important to the success of the camp. Parents, camp directors, and counselors will work together to ensure that each child has a positive experience at camp. Effective communication is essential to a positive experience. Information for the summer camp will be provided electronically. Please make sure you provide a valid email address that you check regularly.

**The Camper Information Form (with a Picture) Permission to Dispense Medication Forms and Emergency Care Forms are required to be filled out and returned by Friday May 16. Your child will not be able to attend camp until all forms are received.**

We are looking forward to an enjoyable summer and cannot wait to see returning campers and meet new ones as well!

As always, we are available to answer questions so feel free to contact the Clarendon Hills Park District with any question at (630) 323-2626.

To A Wonderful Summer Camp Season!

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Lauren Linhart  
Camp Director

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Camp Director

### **WHAT TO EXPECT AT CAMP**

Camp is an opportunity to meet new friends, sing songs, make crafts, and enjoy the outdoors. Campers discover the wonders of summer with a new theme each day.

Crafts and other activities involve crayons, markers, glue, paint, shaving cream, sand, and water. Daily art projects explore different art mediums; some are messier than others. Campers will bring their art projects home after camp each day.

Outdoor time is an important part of camp each day. We will provide outdoor activities relating to our theme each day that will allow each camper time to participate with their friends and to be physically active. At least once a week we will have a water day. We will put out various sprinklers for the children to play in. On these days we ask that the children come in their swimsuits and bring an extra towel and some type of water shoes. Please put sunscreen on your child each morning before coming to camp.

### **CAMP DAYS & TIMES**

Camp is Monday – Thursday at the Community Center.

Camp starts at 9:15-11:15 am

June 9-July 17

### **CAMP COUNSELOR TO CAMPER RATIO**

There will be one staff member for every 6 campers. Each camp group consists of 2 camp counselors and 12 campers. The campers will be divided into their camp group by age. Campers will be assigned to their counselors for the summer. We will do our best to accommodate camp group requests, but there are no guarantees. Each child will receive a name tag identifying them, as well as their group. These tags should be left at camp each day.

### **ABSENT FROM CAMP**

Please call the Park District office at 630-323-2626 to report your camper's absence for the day. If you will be absent for a longer duration, please email the Recreation Supervisor or notify the Camp Director before the absence.

### **CAMP CALENDAR**

A camp calendar will be provided for Camp Discovery. This camp calendar will cover themes, water days, and other necessary information.



## **QUESTIONS**

If questions arise regarding your camper, group dynamics, activities, etc. please do not hesitate to arrange a time after camp to talk with the Camp Counselor and/or the Camp Director. If necessary, a time can also be arranged to meet with the Recreation Supervisor. The Clarendon Hills Park District and Camp Discovery Staff welcome comments, concerns, and questions.

## **WHAT SHOULD A CAMPER WEAR TO CAMP?**

Campers should wear “play” clothes. Camp Discovery is held outside in Prospect Park. Campers will participate in group activities, crafts, and games. Washable play clothes are ideal for the program. Campers should wear gym shoes, shorts, T-shirts, and sunscreen. Campers who are not wearing gym shoes will not be allowed to participate in activities that include running.

On water days, campers can bring in flip flops/crocs/sandals and a towel. Please label your child’s belongings.

## **WHAT SHOULD A CAMPER BRING TO CAMP?**

Your child should bring a bag/backpack, labeled with their name, to camp each day with extra clothes, a small nut-free snack, drink, and a towel to sit on. No refrigeration is available to store snacks/lunches so plan accordingly. Snacks may not be shared. Do not let your child bring toys or other valuable belongings to camp such as any hand-held electronic devices, toys, cell phones, stuffed animals, etc. We are not responsible for lost, stolen, or any damage to items. Please remember to bring a beach towel and water shoes on water days. Make sure all items are labeled with your child’s name.

## **LOST AND FOUND**

A Lost & Found box is located at the Park District office. Please label your child’s belongings to prevent them from winding up in the Lost and Found box.

## **SUNSCREEN POLICY**

Campers should come to camp with sunscreen applied every day. Counselors will not be allowed to apply sunscreen on children. Campers can bring spray-on sunscreen labeled with their name. **Campers that require assistance with applying their sunscreen must use spray-on sunscreen. Counselors are only allowed to assist with spray-on sunscreen.**



### **WHEN TO KEEP YOUR CAMPER HOME**

While we look forward each day to seeing your child, we do appreciate that if your child is showing the following symptoms, they remain at home.

- Fever
- Sore, red throat, earache, or swollen glands
- Undiagnosed rash or skin eruption
- Nausea, vomiting, and/or diarrhea
- Eyes that appear reddened and/or crusted
- Coughing, sniffing or, runny nose
- Strep throat
- Pink eye with discharge
- Any communicable disease such as measles, mumps, chickenpox, conjunctivitis, head lice, etc.
- Runny nose, sneezing, or cough

We take every precaution to sanitize all surfaces and continually wash hands. This practice will help us to keep everyone healthy. If your child is showing any of these symptoms or becomes ill at camp you will be called to pick up your child. No refunds will be issued for sick days.

### **FIRST AID**

All counselors are certified in American Heart Association CPR/AED and First Aid. Band-aids and ice packs are the most administered First Aid. Counselors will complete a First Aid Form to notify parents if a band-aid or ice pack was administered. Parents will be contacted for minor injuries that may need general follow-up, but not a 911 call.

In the case of a more serious incident, the Park District will call 911. Parents will be notified immediately. The Park District is required to fill out a Park District Risk Management Incident Report to document the incident and follow as required.



# SUMMER CAMP

## **ON THE FIRST DAY:**

All required paperwork is to be filled out and returned before the first day of camp. Campers will not be allowed to attend camp without the completion of the required paperwork.

## **ARRIVAL PROCEDURES**

The walk-in procedure begins at 9:15 am at the Community Center. Please, park your vehicle in the community center parking lot to make this a safe transition.

Parents, guardians, and caregivers are required to escort their campers into the Community Center through the vestibule and proceed to the 2<sup>nd</sup>-floor preschool rooms. Camp Counselors will be stationed in the preschool rooms ready to greet campers.

## **DEPARTURE PROCEDURES**

Dismissal at 11:15 am is at the Community Center. Campers will only be released to authorized individuals listed on the Camper Information Form. Please update the form when necessary. A picture I.D. may be requested.

Please arrange an early dismissal with the Camp Director.

Please contact the Park District office to notify the Camp Director of the different authorized individuals picking up your camper.

Parents, guardians, or caregivers are required to pick their camper up from the preschool rooms located on the 2<sup>nd</sup>-floor of the Community Center. Please, park your vehicle and enter the Community center through the vestibule.

## **Late Arrival**

We understand unexpected instances that do not allow you to pick up your child on time. Please notify the park district office of your late arrival. This will allow counselors to comfort and bring ease to your camper who may be experiencing mixed emotions.

However, if habitual tardiness occurs, a meeting would be requested to confirm pick-up times.



### **CLOTHES WETTING EMERGENCIES**

Campers are required to be toilet trained and independent with their hygiene. Please feel comfortable packing extra clothing in their camp bag in case your child experiences a wetting incident. If your child experiences a wetting emergency, they must have the ability to independently change. If they are unable to do so, a parent will be contacted to come to camp. Camp Discovery Staff will do their best to handle the situation at hand.

### **MEDICINE POLICY**

If your child needs to take medication during camp hours, it will be stored in a safe place as required by the medication. We recommend that the medication schedule is altered to fit times outside of the camp program, if possible. Please fill out a "Permission to Dispense Medication" form at the end of the registration packet. The Camp Director will hold all camper medication and will dispense as directed or as needed. Medication must be submitted in its original bottle. Parents are expected to provide a doctor's note for prescribed medications. Campers are not permitted to store any type of medication in their lunchbox, bags, or pockets. This includes cough drops, inhalers, epi-pens, over-the-counter medications, and prescription medications. If your child has a food allergy, your child's physician will be expected to complete a food allergy action plan. Forms are available upon request.

The medication will not be passed back and forth between the parents and the camp. **Medication and written instructions must be given to the Recreation Supervisor before the child's first day at camp. Unused medications will be returned to the family on the final day of attendance.**

### **American Disabilities Act (ADA)**

Clarendon Hills Park District and SEASPAR believe that all individuals should be provided with recreation opportunities that allow for performance at their highest level of ability. In addition to the programs listed here, our district partners with SEASPAR which provides additional specialized services for people with disabilities. Feel free to call them on (630) 960-7600 or see the SEASPAR information page in our summer brochure.

### **PHOTO POLICY**

Photographs and videos may be periodically taken of participants while they are engaged in one of our summer camps programs. Please be aware that these photos may appear in a variety of media outlets and the Clarendon Hills Park District promotional materials.

### **INCLEMENT WEATHER DAYS**

Campers will stay indoors if there is inclement weather. If a Heat Advisory is in effect, campers will be kept indoors. Activities will be modified for weather conditions. If you are uncomfortable with your child being indoors, please feel free to keep your child home from camp for the day and call us to let us know.





### **CAMP DISCOVERY RULES**

1. Be respectful to your fellow campers and counselors.
2. Have looking eyes, walking feet, and listening ears.
3. Be helpful with set-up and clean up time.
4. Remember to always play safe.
5. Be kind to everyone; there is no place in camp for a bully.
6. Do not cause damage to camp items such as, but are not limited to toys, crafts, sports equipment. This includes other camper's items, too.
7. Campers always need to stay with their camp group and near their counselor. If a camper decides to run from their camp group, they will be brought indoors for safety until further review.

On the Daily Camp Activity Sheet, the counselor will document the camper's name and incident. The counselor will notify the parents of the camper incident upon pick-up.

### **CAMP DISCOVERY DISCIPLINE POLICY**

A caring, positive approach is used regarding discipline. Counselors remind campers each morning of the rules and expectations to have fun and be safe each day.

Camp Counselors will redirect a camper defining clear expectations for appropriate behavior. If continued corrections are needed, a Behavior Disciplinary Form will be filled out. Each incident is evaluated on its merit.

Every effort will be made to redirect the camper from the inappropriate behavior; however, a parent meeting may be requested if the behavior persists.

A camper who receives three behavior reports may be dismissed from the program. If the behavior creates a danger to self and others, immediate steps will be taken to protect campers and staff. Refunds will not be given if your child is dismissed from the program prematurely.

We ask if a behavior problem is brought to your attention, please address the issue with your camper and find a way to resolve the behavior before they return to camp. The Recreation Supervisor and/or Camp Director will work alongside the parents to develop a behavior plan for the camper to have the best summer experience at the park district.

**Camp Discovery Absence Form**

Return the below slips to notify the Camp Director of pre-arranged absences from Camp Discovery. Remember to call the Clarendon Hills Park District office to notify us of absences.

**Camp Discovery Absence Note**

My camper, \_\_\_\_\_, will be absent \_\_\_\_\_.

\_\_\_\_\_

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My camper, \_\_\_\_\_, will be absent \_\_\_\_\_.

\_\_\_\_\_

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\_\_\_\_\_

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My camper, \_\_\_\_\_, will be absent \_\_\_\_\_.

\_\_\_\_\_

**Camp Discovery Absence Note**

My camper, \_\_\_\_\_, will be absent \_\_\_\_\_.

\_\_\_\_\_

Please, return all Camp Discovery forms by Friday, May 16. We appreciate your help in making this camp season a safe and fun experience!

