



CAMP IMAGINATION

9:00-11:30AM (MON-THURS)

2025

PARENT HANDBOOK

K - 5th Grade

Clarendon Hills Park District · 315 Chicago Avenue · Clarendon Hills, IL 60514

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clarendonhillsparkdistrict.org

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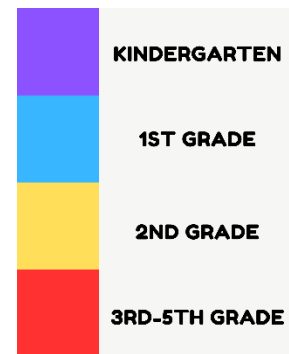
CAMP IMAGINATION'S GREAT ADVENTURES

Nothing says summertime like arts and crafts, fun games, and silly activities at summer camp! Camp Imagination provides an opportunity for children to enjoy a mini-camp experience right in Prospect Park. Camp Imagination encourages campers to:

1. Be social and build their self-confidence within a group setting.
2. Promote teamwork, sportsmanship, and respect for fellow campers and counselors.
3. Express their creativity, energy, and *imagination* by engaging in a variety of activities involving, but not limited to sports, art, nature, and fitness.
4. Experience classic summer camp fun in a safe and engaging environment!

CAMP GROUPS

Campers are divided into age-appropriate groups based on the camper's grade level for the upcoming Fall. Each group is assigned a color that can be found in the graphic on the right (ex. Kindergarten is the "purple group"). Groups will have separate activities planned that align with age-appropriate development, abilities, and needs! In addition, campers will be divided into smaller groups and assigned to a counselor. This is exclusively for attendance purposes. All activities will take place in one big group.



A DAY AT CAMP IMAGINATION

Camp Imagination is designed to use various locations around Prospect Park. Campers will participate in four 30-minute rotations throughout the day. Daily crafts are created at the Prospect Park Pavilion (2) and fun, engaging themed-activities and games take place at the Firepit (11), the Baseball Field on Oxford Ave (9), and the Norfolk Baseball Field (3). Camp Imagination will be held entirely outside in Prospect Park. **The Clarendon Hills Middle School gymnasium will be used as an emergency shelter in the event of a storm, excessive heat or on-site entertainment/activity day.**

To keep Camp Imagination interesting and exciting, there will be several special camp days sprinkled throughout the summer. These include water days, themed weeks, and some cool in-house field trips and one off-site field trip! Reminders for these special days will be sent home prior to the date, especially those that require different camp attire.



- | | | |
|---------------------------------|-----------------------------|---------------------------|
| 1. Prospect Park Playground | 2. Pavilion | 3. Norfolk Baseball Field |
| 4. Prospect Baseball Field | 5. Tennis/Basketball Courts | 6. Volleyball Court |
| 7. Community Center/Main Office | 8. Eccles Field | 9. Oxford Baseball Field |
| 10. Field by Oxford | 11. Firepit | |

DROP-OFF & PICK-UP PROCEDURES

Drop-Off Procedures:

The fun at Camp Imagination begins at 9 am! Campers are to be dropped off at their designated drop-off/pick-up locations. On the first day of camp, counselors will have posters displaying their group colors so you and your child can easily identify your child's group. The drop-off/pick-up locations are as follows:

Kindergarten – Prospect Park Pavilion on Norfolk Ave (2)

1st Grade – Prospect Park Playground on Norfolk Ave (1)

2nd Grade – Field on Oxford Ave (10)

3-5th Grade – Baseball field on Oxford Ave (9)

If you have multiple children with drop-off locations on different streets (one drop-off on Norfolk and one drop-off on Oxford), please drop off all your campers on Norfolk Ave. There will be a designated counselor at the Pavilion who will take the older siblings to their assigned groups once the day begins!

As much as we love our campers, please refrain from dropping your child off before 9 am. Our counselors are working hard before the start of camp to prepare for an exciting day!

Note: On off-site trip days drop-off will be held at the off-site trip location. Parents must sign their child in at the location. Parents are responsible for taking their camper to the off site location. Transportation will not be provide by the Clarendon Hills Park District.

Pick-Up Procedures:

Camp Imagination ends at 11:30 am (perfect time for lunch)! The parent/guardian responsible for picking up your camper must walk up and sign your camper out with a counselor. Please note that campers will not be released to anyone who is not listed on your child's Authorization Form.

Early Pick-Up: Because your camper's group could be having fun at a variety of locations throughout the park, we ask that you inform the Camp Directors if you are picking up early. This way, we can have your camper ready to leave at the Pavilion right on time!

Late Pick-Up: Though we ask that you pick up your campers promptly at 11:30 am, we understand that unforeseen circumstances may occur. If you will be picking up your camper early or late, please contact Camp Director Claire as soon as possible. Though we do anticipate it, if habitual lateness does occur, a meeting with the Recreation Supervisor will be scheduled.

Note: On off-site trip days pick-up will be held at the off-site trip location. Parents must sign their child out at the location. Parents will be responsible for picking up their camper at the off-site trip location. Transportation will not be provided back to the Clarendon Hills Park District.

No Off-site Transportation Provided.



FOOD FOR THOUGHT: SUMMER HEAT & APPROPRIATE ATTIRE

Camper Attire:

Camp Imagination is getting ready for a hot summer! We know that being safe and feeling comfortable is the best way to ensure that your child has an amazing time at camp! With this in mind, we ask that your camper dress according to the following everyday:

- Wear comfortable, light-colored clothing that will allow them to move freely: shorts, T-shirts, hats, visors, etc.
- Wear gym shoes – for safety purposes, campers not wearing gym shoes will have limited participation in activities involving running.
- Please refrain from sending your child to camp with clothing containing alcohol/nicotine/drug advertisements and profane/inappropriate language and messaging.

Summer Heat:

Since Camp Imagination is held outdoors, we want to do our best to keep your child cool and safe in the sun and heat. Therefore, it is required that campers follow the following precautions:



- Bring a labeled water bottle to camp every day.
- Apply sunscreen before arriving at camp. If reapplication is required at camp with the assistance of a counselor, please send your camper with a spray-on sunscreen.
- Eat a hearty breakfast before camp begins. Due to potential allergies, we do not allow food or snacks at camp.

ITEMS FROM HOME

Campers should refrain from bringing personal items to camp. This includes toys, electronics, phones, or other personal items of value. The Clarendon Hills Park District is not responsible for any lost, damaged, or stolen items. Please label all water bottles, sunscreen, towels, etc., for identification.

Note on Technology:

We understand that campers may wear smartwatches at camp. In order maximize your child's camp experience, we ask that campers refrain from using their smartwatch or other technology for personal use while at camp. If this becomes a distraction, parents will be contacted by the Camp Director to discuss technology use at camp.



CAMP IMAGINATION CODE OF CONDUCT

What does it mean to be a camper at Camp Imagination? Camp Imagination provides the perfect opportunity for “kids to be kids”. Campers and counselors alike get to laugh together, play together, learn together, create together, and have fun together. To cultivate the perfect environment to maximize these outcomes, campers must follow these expectations:

- Act respectfully and responsibly
- Follow expectations set by counselors for their safety and enjoyment of camp
- Make safe choices
- Use kind words and actions with peers and staff members
- Remain inclusive and open to new friendships and connections

Camp Imagination Staff are so excited to meet your campers and are looking forward to creating a positive, encouraging environment for your child to thrive in! To ensure the best experience for all campers, Camp Imagination Staff will be sharing expectations with campers and providing positive reinforcement to campers throughout the day. Should campers refuse to follow expectations, the following actions will be taken:

1. Staff will give a verbal warning, remind the child of the expectation, and redirect behavior when necessary. Depending on the behavior, campers will be allowed no more than 2 verbal warnings before removal from an activity.
2. If behavior is not corrected, the child will be asked to sit out from the activity. The length of time spent removed will be age-appropriate to the child. No more than 3 time-outs will be given to a child before they receive a *Written Behavior Form*.

WRITTEN BEHAVIORAL FORM POLICY

1st written behavioral incident: Parent is notified and must sign the behavioral form. Every effort should be made by both the parents and instructors to ensure positive attitudes and behaviors are reinforced both at home and during camp programs.

2nd written behavioral incident: Parent as well as Recreation Supervisor is notified. Parent must sign the behavioral form as well as have a mandatory meeting with Camp Director, Recreation Supervisor and Camp Counselor to ensure reinforcement of all program rules and character traits. Depending on the nature of the incident, participant may be suspended from the program at this time for an appropriate time period. There are no refunds or proration of fees due to suspensions.

3rd written behavioral incident: Parent as well as Recreation Supervisor is notified. Parent must sign the behavioral form. Child is removed from Camp Imagination permanently. No refunds are given due to removal for behavioral reasons.

HEALTH & WELLNESS

Health

We're looking forward to a happy and healthy summer at camp!

If your child is not feeling well prior to coming to camp, we encourage campers to take a day off and rest well so they can return to camp feeling their very best. Campers should stay home if they are exhibiting symptoms including, but not limited to:

- High temperature
- Rash
- Diarrhea
- Vomiting
- Cold/flu/COVID symptoms

For the health and safety of all campers and staff, Camp Imagination Staff have the authority to refuse the attendance of a child that may show signs of any contagious illness at drop-off.

If a camper becomes ill while at camp, the parent/emergency contact person will be notified to pick up the sick child immediately. In such cases, if a guardian refuses to pick up the child, it may result in dismissal from Camp Imagination.



All campers must be fever and symptom-free for 24 hours before returning to camp. In some cases, the Recreation Supervisor may request a note from your child's doctor in order to safely return to camp. Following health regulations, please notify the Recreation Supervisor if your child has a communicable illness so that we may inform families to watch for symptoms.

Medication

If your child requires medication during camp hours, it will be stored in a safe place as indicated by the medication, and carried by staff while camp is in session. Please fill out a "Permission to Dispense Medication" form at the end of the Registration Packet. These forms and the medication must be given to the Recreation Supervisor prior to the start of camp. We request that all medication be held by the Park District for the duration of camp in case of emergency. Medication must be submitted in its original bottle. Parents are expected to provide a doctor's note for prescribed medications. Participants are not permitted to store any type of medication in their lunchbox, bags, or pockets. This includes, but is not limited to cough drops, inhalers, epi-pens, over-the-counter medications, and prescription medications. Unused medications will be returned to families on the final day of attendance.

Injuries and Band-A-Grams

Safety is our top priority at Camp Imagination. All Camp Staff are CPR/AED & First Aid certified. Each group is equipped with a First Aid Kit. If a camper requires attention for a minor incident, first aid will be rendered, and a "Band-A-Gram" will be given to a guardian at pick-up.

Though we take precautions to prioritize safety, in the event of a serious injury that requires emergency medical attention, we will take the steps necessary to obtain and provide emergency care. These steps may include:

- Call 911
- Contact the parent/guardian
- Proceed with EMS personnel recommendations

***Please fully complete all necessary paperwork and return to the Clarendon Hills Park
District located at 315 Chicago Ave. Clarendon Hills***



CAMPER AUTHORIZATION & EMERGENCY FORM

This form requires standard registration form information and other personal health facts about your camper. **All boxes must be filled in.** These forms must be completed with all parent or legal guardian information and it also allows the parent or legal guardian to submit additional names and information of people that will be allowed to pick up their camper from the Clarendon Hills Park District Summer Day Camps.



***PARENT MANUAL ACKNOWLEDGEMENT & ACTIVITY WAIVER (Located on side 2 of the
Emergency Form)***



MEDICATION AUTHORIZATION/RELEASE FORM (if needed)



**SIGNATURE REQUIRED FOR COMPLETION OF MANDATORY
FORMS & FIELD TRIPS FOR INDIVIDUAL CAMPERS**

Thank you!!
We look forward to an AMAZING
summer with your family!!

