



Thank you for registering for Imagination Station! We are glad you chose Imagination Station (IS) as one of your child's summer activities. It is our wish to provide each child with a summer full of new and exciting experiences and we will try to make each week of camp enjoyable and a new adventure. We cannot wait to meet everyone!

Just a few notes we need to highlight before we start...

Camper Drop-off/Pick-up and Check-In Procedures

1. Parents/caregivers should pull into the parking lot and drop off at the Newton Park picnic area near playground – west parking lot off Fairview Av & Exmoor Av – **drop-off is at 9:00am for AM campers; 12:30pm for PM campers.**
2. Camp staff will greet participants and parents/caregivers and will provide hand sanitizer at check-in. They will also have a name badge to say, HELLO!
3. Parents/caregivers are asked to sign in your camper; you will be asked to verify your camper's name and emergency phone number; and mark your camper checked in.
4. After check-in, please exit the park/parking lot.
5. Staff will organize campers after all have arrived and walk them to the concession building to begin camp.
6. There will be three counselors with the group of 15 campers.
7. Pick-up process will follow the same instructions as drop-off; caregivers are asked to sign each camper out as they are picked up – **pick-up is at 11:30am for AM campers; 3:00pm for PM campers.**
 - Please inform staff if any person other than the drop-off person is picking your child up that day so they can note it on the check-in form.

What to Bring to Camp Each Day

1. **Disposable or Refillable Water Bottle** – The Park District will provide additional water as needed for children. Please be sure your child brings a water bottle to camp each day.
2. **Closed toe shoes** – preferably gym shoes, as we plan to run and have fun outside as much as we can!
3. **Sunscreen** – please apply before arriving at camp!
4. **Hat** – if you would like your child to wear a hat on sunny days, or pack one in their bag! 😊
5. **Face covering** – campers are not required to wear face coverings at camp, but are welcome to do so if you prefer. Staff will have additional disposable child-size masks if they are needed.
6. **Hand sanitizer** – if you would like them to have their own, we will also provide hand sanitizer as needed. We will wash hands frequently as well.

General Camp Information

1. Campers are not required to wear a face covering at camp, but are welcome to do so if you prefer. We will do our best to stay active OUTSIDE where it is easy to play without them!
2. There will be designated space in the building for campers to put their belongings each day. (backpacks, water, supplies, etc.)
3. Camp activities will be outside for as many activities as we can!
4. Each group of campers (AM & PM) will have their own craft supplies to use for the week.
5. Camper Behavior: All campers must comply with the established behavior code of conduct and be devoid of behavior necessitating physical intervention. All campers must be independent in managing personal care (toileting, person hygiene, etc.) and managing all personal belongings.
6. Playtime on the playground may only be reserved for special times and occasionally before/after pick-up, and is at your discretion. Hand sanitizer will be available for campers before/after playing on the playground.

Access and Use of Restrooms

1. Newton Concession Building bathrooms will be accessible to campers/staff.
2. Bathrooms are cleaned before camp, mid-day and at the end of each day by camp staff.
3. Campers will be escorted to the restroom by a staff member and remain in the hall while the camper uses the facilities if the group is not at the building together. If outside, a staff member will walk the camper inside to use the restroom.
4. Everyone washes their hands! 😊

Outdoor Safety

1. Campers should have applied sunscreen and insect repellent prior to arriving at camp.
2. Water activities are occasionally part of camp, especially on HOT days! If we have a water day, staff will inform you what is needed the day before to bring the next day.
3. All activities – games, stories, art projects, etc. will take place outdoors.
4. All camp activities will consider appropriate space for all of our friends.
5. Campers will enter and exit the concession building as needed through assigned doors.
6. If inclement weather, this camp will be cancelled and families will be notified as soon as possible of the cancellation. (Refunds will be issued as needed.) Unfortunately, the concession building is too small for us to group everyone inside safely for an extended period of time. 😞 However, if rain/storms pop up after we have already started camp, we will move indoors for safety while seeking shelter. Occasionally, we may watch a short video that corresponds to our theme for the week while the weather passes.

COVID-19 Symptoms at Camp

1. Please review the General Camp COVID-19 Protocol for information regarding symptoms and guidelines.
2. It is important that we keep all of our friends and staff safe and healthy this summer! If your child exhibits symptoms and/or has been exposed to a positive COVID-19 case, we ask that you keep them home from camp or have them wear a mask.

Allergies, Medical Concerns and Dispensing Medication:

1. Staff wear gloves when dispensing medication.
2. Staff will document any medication that is being dispensed during camp hours.
3. Medication that is to be dispensed is noted on the Medication Dispensing Form in ePact. All medication must be in its original container with the child's name and specific instructions as to the dose and time to be given.
4. Be sure to complete the Medication Dispensing Form if your child needs to have medication at camp, including epi-pens, inhalers, etc.

Inclusion Support:

Glen Ellyn Park District works cooperatively with WDSRA to provide Inclusion support for participants who register and meet the Participation Guidelines. If your child requires an aide for camp, please contact the supervisor ASAP so we can confirm with WDSRA that one has been assigned for the week of camp.

We want to provide a fun and exciting summer camp opportunity for your child, but we also want to make sure we do it as safely as possible. Please review any expectations you think your child might have questions about prior to the start of camp so they can have the best experience possible! Thank you!

**If you need to contact camp staff for any reason,
please call or text us at: 630-303-3128**

