



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **BLOOMINGTON-NORMAL YMCA CAMP SPARROW SUMMER CAMP 2024: PARENT/GUARDIAN HANDBOOK**

**About the YMCA:** The YMCA is a DCFS license exempt facility for youth development, for healthy living, for social responsibility and is here to make the world a better place. We offer a wide range of programs that develop self-confidence, good sportsmanship, character development, fine motor skills and many other assets children need to become successful individuals.

**YMCA Mission Statement:** To put Christian principles into practice through programs, services, and relationships that build healthy spirit, mind and body for all.

### **YMCA Camp Sparrow 2024**

**About Camp Sparrow:** Camp Sparrow is a Summer Camp Program that is centered around making a difference in the lives of the youth we serve. With our mission statement at hand, we choose to teach and practice our four core values:

#### **Caring ♦ Honesty ♦ Respect ♦ Responsibility**

It is our commitment to these values and our mission that helps better each child that attends the programs the YMCA has to offer. Camp Sparrow strives to provide challenging activities in both small and large group settings under the guidance of well-trained camp directors and counselors. The YMCA has been responsible for developing strong leaders in children's camping experiences for more than 150 years. Our purpose is to continue this hallowed tradition by providing the best possible camping experience for all children in the Bloomington-Normal community and surrounding areas. At Camp Sparrow every child has a name, a voice and an amazing opportunity to be strong and free. Camp Sparrow is not licensed or regulated by DCFS.

**Hours and Locations:** Camp Sparrow runs from 7:30 am - 5:30 pm Monday - Friday.

Structured activities will take place from 8:30 am - 4:00 pm. Early drop off and late pick up are available at no additional cost. On field trip days, staff and campers may not return to camp sites until 4:00 pm.

Camp Sparrow will be offered at three locations:

**Northpoint Elementary School**

2602 E. College Ave. Bloomington, IL

Site Phone Number: 309-445-0863

YMCA Phone Number: 309-827-6233

**Oakdale Elementary School**

601 S. Adelaide St. Normal, IL

Site Phone Number: 309-212-0538

YMCA Phone Number: 309-827-6233

**Sheridan Elementary School**

1403 W Walnut St, Bloomington, IL

Site Phone Number: 309-212-2461

YMCA Phone Number: 309-827-6233

**Dates:** Camp Sparrow will begin on June 3rd, 2024 and will end on August 9th, 2024. There will be no camp on Tuesday, July 4th, 2024 due to the holiday.

**Ages:** YMCA Camp Sparrow welcomes children entering Kindergarten through 9<sup>th</sup> grade.

**Billing Information:** Weekly camp billing will be processed the Wednesday prior to the start of the camp week. The weekly rates are as follows:

3 Day Option - \$115 Member/\$240 Non-Member

5 Day Option - \$160 Members/\$360 Non-Member

**Cancellation Policy:** Summer Camp registration fees are non-refundable. Weekly camp cancellations must be submitted via a written request to the Youth Development department at [youthdevelopment@bnymca.org](mailto:youthdevelopment@bnymca.org) by the Monday a week before the canceled week begins. Cancellations received between the Tuesday and Sunday before the week begins will be given a system credit. Refunds and system credits will not be given for cancellations after the start of the camp week.

**Emergency Action Procedures:**

***Inclement Weather:*** Camp Sparrow strives to have campers outside, enjoying nature most of the time. In the event of inclement weather, including but not limited to severe thunderstorms and tornadoes, staff will move all campers inside to a secure location near the inner part of the building.

***Fire:*** In the event of a fire, the camp staff will instruct their group to evacuate the building and will meet at a predetermined location, which will be assigned and told to staff during the staff training, prior to camp

beginning. The site directors will be responsible for securing the building and ensuring that all staff and children have exited safely.

**Active Shooter:** In the event of an active shooter, all staff will follow ALICE procedures. *(see attached document for more details)*

**Drop-off & Pick-up Procedures:** Parents/guardians or other authorized adults are required to personally sign all Campers in and out each day upon arrival and departure. A valid photo ID must be shown every time a child is picked up from the site. In order to add an authorized pick up person to your child's record, please let a camp director know or e-mail the Director of Youth Development.

**Late Pick Up Policy:** A \$1.00/per minute late fee will be assessed per child after 5:30 PM. The time used to assess late fees will be the clock on the cell phone of the staff at the site. This fee is to be paid by the end of the week before the child attends the following week. Staff will attempt to call both parents/guardians, followed by the emergency contact on your file if your child is not picked up by closing time. If no one can be contacted within 30 minutes and no parental/guardian communication has occurred, the staff is required to notify the local police department and place the child in their care.

**What to Bring Each Day:** *(Please label all personal belongings with first and last name in permanent marker)*

- Sunscreen *(spray sunscreen highly preferred)*
  - Please apply prior to drop off. Each camper is responsible for their own sunscreen and application.
- Backpack
- Extra change of clothes
- Swim apparel and a towel
- Lunch *(morning and afternoon snack will be provided at all locations, allergy-free snack is available)*
- A filled water bottle

**What to Wear to Camp Each Day:**

- Sunscreen already applied before drop off
- Clothes and closed toed shoes that can get dirty
- Swim apparel on swim mornings
  - Trunks that stay up for boys
  - Tankinis and/or one piece swimsuits for girls. *Please no bikinis.*
- Close toed shoes are required daily. No sandals will be allowed.
- Hats may be worn and are recommended for sun protection.

**Swim Days:** Swim Days occur once per week at the YMCA for Northpoint and Oakdale. Sheridan's Swim Day occurs once per week at O'Neil Aquatics Center.

- Northpoint: Swims at the **YMCA** on **Tuesdays**
- Oakdale: Swims on at the **YMCA** on **Thursdays**

- *Northpoint and Oakdale Swim Day Guidelines for Parents:*
  - *Drop off occurs at the Bloomington-Normal YMCA on Swim Days.*
  - Campers should be dropped off to the YMCA between 7:30 am - 8:30 am on Swim Days.
  - Campers should come dressed in their swimwear on Swim Days with clothes/cover ups over their swimwear.
  - Campers should bring a set of clothes to change into and a bag to store their wet swimsuit.
  - Campers will be bused back to their camp location after each group has swam. *Pick up will be at each camper's respective camp location on Swim Days.*
- Sheridan: Swims at the **O'Neil Aquatics Center** on **Tuesdays** (*rain days on Thursdays*)
  - *Sheridan Swim Day Guidelines for Parents:*
    - *Drop off/pick up occurs as normal on Sheridan Swim Days, unless otherwise communicated by the Director of Youth Development.*
    - Campers should come dressed in normal camp clothes on Swim Days.
    - Campers should bring a packed swim bag that is **labeled with their first and last name** that includes the following items: swimsuit, towel, changes of clothes, flip flops/sandals, and a bag to store their wet swimsuit.

**Field Trips:** Field Trips are scheduled each week on Wednesdays at each camp location. Field Trips include but are not limited to: YMCA Swimming, Fairview Aquatic Park, Marcus Theater, Miller Park Zoo, The Children's Museum and other local places of interest.

- *Each parent/guardian must sign and turn in a Field Trips/Bus Transportation Permission Form in order for their child(ren) to participate. These forms must be turned in via email or in person to the Camp Supervisors or Director of Youth Development prior to the start of Camp.*
- Field Trips may last until 4:00 pm and pick up on Field Trip Days may not start until 4:00 pm or later.
- A field trip schedule will be sent out prior to the start of camp.

**Snacks:** All camp participants will receive a morning and afternoon snack. The YMCA will serve peanut-free snacks to those with peanut allergies. If your child has any food restrictions or allergies, please indicate this information on the medical section of your child's registration form. If your child chooses not to eat the snack of the day, no other snack will be offered.

**Personal Belongings and Restricted Items:** Remember to label ALL items brought to Summer Camp. Encourage your child to be responsible with personal belongings. The YMCA cannot be responsible for lost items. We suggest leaving all personal items at home. The items listed below are not allowed to be brought to

camp. If these items are brought to camp they may be confiscated and returned to the parent at the end of the day. Disciplinary action may be taken.

**Firearms/Weapons:** Summer Camp is a firearm/weapon free zone. Any type of weapon is prohibited at all YMCA Summer Camp locations. These items include, but are not limited to - guns, knives, arrows, spears, swords, etc.

**Restricted items include:**

- Gum
- Jewelry
- Make up
- Video Games
- Cell Phones
- Electronics
- Tablets
- Smart watches
- Money
- Firearms
- Any type of weapon

**48 Hour Policy - Sudden Illness** (*non-Covid related*): A sick child is to be kept at home for their own sake and that of others. Many communicable diseases begin with cold-like symptoms. A child is considered ill when he/she is experiencing any of the following symptoms:

- An elevated temperature of 100 degrees or higher
- Vomiting
- An unidentified or contagious rash
- Ringworm
- Weep & red eyes (sign of conjunctivitis, pink eye, which is very contagious).
- Excessive cough and/or nasal discharge (any green mucus)
- Lice
- Any other symptoms that prevent your child from participating in the day's activities.

If a child becomes ill while in our care, a staff member will contact the parents and request that the child is picked up immediately. Until the sick child is picked up, the child will be removed from all other program participants to ensure their health and well-being. Siblings/those who live in the same house will be sent home as well.

In case of lice, children must be completely free of nits and lice to return. Summer Camp has a nit-free policy. Staff will conduct head checks on all children returning from a bout of head lice before the child may re-enter camp.

Please inform the Director of Youth Development and/or the Camp Supervisor about the nature of any illness. If your child has a communicable disease, please inform staff when it first appeared. To return to camp, a doctor's release stating that your child is no longer contagious must be shown.

**A child may return to camp when:**

- Their temperature has been normal for 48 - 72 hours without Tylenol, aspirin or substitutes.
- They have been diagnosed as having a bacterial infection and have been on antibiotics for 48 hours.

- It has been 48 -72 hours since the last episode of vomiting or diarrhea without medicine.
- Eyes are no longer discharging. If pink eye is suspected, continued treatment with antibiotics must have occurred for at least 48 HOURS.
- The rash has subsided or the doctor has determined that the rash is not contagious.

**Covid Policy:** The YMCA adheres to the current CDC guidelines and expectations regarding COVID 19.

**Accidents & Injuries:** If your child is injured at Summer Camp, staff will take necessary steps to obtain emergency medical care. These steps will include but are not limited to the following:

1. Call 911 if the situation requires it.
2. Administer CPR and/or first aid if needed.
3. Attempt to contact parent/guardian.
4. If parent/guardian contact cannot be made, the additional emergency contact person listed will be contacted.

**IEP & 504 Plans:** In order to best serve all children, if your child has special needs, an IEP or 504 plan, we request that this information be submitted before your child begins camp to help us assess the needs of our child. Please contact the Director of Youth Development if you have questions about camp and accommodating your child.

### **Camper Expectations:**

#### **Caring ♦ Honesty ♦ Respect ♦ Responsibility**

**Behavior Management:** Praise and recognition of good behavior will be utilized throughout each camp day. Staff will help children choose appropriate behavior when needed and will use positive reinforcement as a continual behavior management strategy. Y Bucks will be used as a recognition of positive behavior for students and shared with parents at pick-up. If a student is not upholding our Y Core Values or putting themselves, or others in danger, they are at risk of suspension.

**Discipline:** When behavior is repetitive without improvement, severe, and/or deemed dangerous to the child or others, parents will be contacted immediately to pick up their child and a suspension may be warranted at the discretion of the camp supervisors. Examples that could lead to suspension include, but are not limited to: bullying, physical violence, verbal threats of physical violence, and inappropriate touching. If a child is suspended for a third time, the Director of Youth Development reserves the right to expel the child from camp. At any time, the Bloomington-Normal YMCA may waive the disciplinary procedure and reserves the right to discharge any student without notice for misconduct without refund. Incident reports may be used to document and inform parents of camper behavior.

**Parent/Guardian Expectations:** As a Camp Sparrow parent/guardian, you are

expected to show caring, honesty, respect, and responsibility when interacting with camp site supervisors and all other Camp Sparrow staff. You are expected to send your camper prepared for camp. Please communicate with the camp site supervisor with any and all important information regarding your child.

**Staffing:** Camp staff consists of positive role models dedicated to partnering with parents and teachers to further develop the youth in our program. All Y staff members pass background checks and go through extensive training on Youth Development. We firmly believe that our staff is the best of the best. All staff are trained and certified in CPR, First Aid and Child Abuse Prevention. Our staff is experienced in working with children to have fun, be safe and develop in spirit, mind and body.

**Medication Distribution:** If your child must take medication while they are at camp, you must sign the medication in with the Camp Site Supervisor. All medications must be in the original container labeled with the child's name and specific dosage instructions. Parents must also sign an Authorization to Administer Medication Form. Campers are not permitted to carry medications at camp at any time unless previously discussed with the Director of Youth Development.

**Financial Support:** It is our goal to ensure that no one is denied services due to an inability to pay. Therefore, we offer options for financial support to those who qualify. One option for financial support is provided by the Child Care Resource and Referral Network (309-828-1892). Upon approval, your family will be assigned monthly co-pays by the CCRRN to be paid to the YMCA. Applications for the CCRRN are available in their office at 207 West Jefferson in Bloomington.

If your family does not qualify for CCRRN, they can apply for financial support through the Bloomington Normal YMCA. Financial support is determined on a sliding fee scale. Applications for financial support through the Y are available at [www.bnymca.org](http://www.bnymca.org).

Scholarship dollars are provided by generous donors contributing to our annual Strong Kids campaign. If you would like to help the Y fulfill its mission by supporting our Strong Kids campaign, please contact the YMCA at (309) 827-6233 for more information.

**Questions & Concerns:**

Questions and concerns may be directed to Paige Thompson, Director of Youth Development.

P: 309-827-6233

E: [youthdevelopment@bnymca.org](mailto:youthdevelopment@bnymca.org) OR [paiget@bnymca.org](mailto:paiget@bnymca.org)

**Appendices:**

Appendix A: Authorization for the Administration of Medication Form

Appendix B: Permission for Field Trips/Bus Transportation

Appendix C: ALICE Active Shooter Information

# **Appendix A: Authorization for the Administration of Medication Form**

## **Authorization for the Administration of Medication by YMCA Personnel**

Parents/guardians requesting medication administration to their child by YMCA staff shall provide the program with appropriate written authorization(s) and the medication before any medications are dispensed. Medications must be in the original container and labeled with the child's name, name of medication, directions for medication's administration, and date of the prescription.

### **Authorized Prescriber's Order:**

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Medication Name: \_\_\_\_\_

Dosage \_\_\_\_\_ Method \_\_\_\_\_ Time of Administration \_\_\_\_\_

Specific Instructions for Medication Administration \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medication Administration Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Stop Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Is

this medication to be self-administered by the child? Yes/ No

Relevant Side Effects of Medication

\_\_\_\_\_

Known Food or Drug: Allergies? YES/ NO

If "yes" to any of the above, please explain

\_\_\_\_\_

### **Parent/Guardian Authorization:**

I request that medication be administered to my child as described and directed above and attest that **I have administered at least one dose of the medication to my child without adverse effects.** I request that medication be self-administered to my child as described and directed above.

Name of YMCA Program: \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name \_\_\_\_\_

Name of Parent/Guardian Authorizing Administration of Medication: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Signature of

Parent/Guardian: \_\_\_\_\_

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_



**Appendix B: Permission for Field Trips/Bus Transportation**

**BNYMCA SUMMER CAMP PERMISSION FORM**

**Permission for Field Trips/Bus Transportation**

My child, \_\_\_\_\_, may participate in field trips conducted by the YMCA program. These field trips may include but are not limited to YMCA Swimming, Fairview Aquatic Park, Marcus Theater, Miller Park Zoo, The Children’s Museum and other local places of interest. I understand that bus transportation will be provided for some of these field trips and that my child is expected to follow safe bus conduct procedures. I understand that the camp will be walking to certain destinations in town such as parks and other local points of interest and my child is expected to follow safe walking procedures.

Name of Parent/ Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix C: ALICE Active Shooter Information**

### **What Does ALICE Mean?**

**ALERT:** Make it known there is a threat at the camp location. Call "CODE ALICE OR ACTIVE SHOOTER" over the radio. Stay calm and speak clearly. Call 911 from any facility phone or cell phone.

**LOCKDOWN:** Get to a secure location. Barricade. Hide.

**INFORM:** Call 911 and inform of all happenings, including your location.

**COUNTER:** This is a last resort. Create distraction, throw items, defend.

**EVACUATE:** Know your escape route and leave as soon as it is safe.

### **Is there a particular order to follow?**

No. If you can evacuate safely, LEAVE and go to an area of safety.

Call 911 immediately and provide information.

### **Should I call 911?**

Yes - if it is safe to do so. Stay on the phone with 911, even if that means setting the phone down so they can hear you.

### **How long will it take for Bloomington Police to Arrive?**

BPD has informed us that a patrol unit can be at our camp locations within minutes of an emergency call.

### **Where do I go if I can safely leave the building?**

1. Northpoint Elementary: First Presbyterian Church - 2000 E College Ave, Normal, IL.
2. Oakdale Elementary: Kingsley Jr. High - 303 Kingsley St, Normal, IL.
3. Sheridan Elementary School: O'Neil Park Swimming Pool - 1515 West E Chestnut St, Bloomington, IL.

### **Police and First Responder Involvement:**

Once police and emergency first responders are dispatched, all information and the next steps are controlled by the police. Follow all directions.

### **Children in YMCA Summer Camp Care:**

Do not allow children in YMCA Summer Camp care (if no parent present at time of incident) leave with guardians without a police officer recording which child has left with the guardian. Tell parents that the child must remain with YMCA staff until police have released the child to the guardian. We must account for every child.