



Clara Barton Camp Camper Handbook

The Barton Center for Diabetes Education, Inc.
P. O. Box 356, 30 Ennis Road
North Oxford, MA 01537



<u>Table of Contents</u>	
<u>Topic</u>	<u>Page</u>
Typical Day	1
Information for Parents/Guardians	2-4
Directions	4
Health Care Policies	5-6
Camper Code of Conduct/Contact Us	7-8
Hints to help your child adjust at camp	9
Handbook Agreement Signature Page	10

***TYPICAL DAY...**

7:30am	Wake up
8:00am	Blood Glucose Monitoring (BGMs)
8:30am	Breakfast
9:00am	Cabin Clean up
9:25am	Flag/Announcements
9:30am	Morning Active
10:30am	All Camp Active
11:30am	BGMs and Insulin
12:00pm	Lunch
1:00pm	Open Swim
2:00pm	Cabin Time
3:00pm	Snack
3:30pm	Afternoon Active
4:30pm	Less Active
5:30pm	BGMs and Insulin
6:00pm	Dinner
6:45pm	Flag
7:00pm	Evening active
7:45pm	Evening Less active
8:30pm	BGMs, Insulin and Snack
8:30-10:00pm	Cabin Time (Bedtimes based on age)
12:00am	Blood glucose monitoring
3:00am	Blood glucose monitoring, if necessary



***This is a typical day at Clara Barton Camp; however, each day is unique and there are always elements that are subject to change. Campers' safety is always paramount, blood sugars will always be checked at least 5 times a day.**

CBC Handbook Agreement

Please fill out this page, sign it and mail it in with other required forms.

We _____
 have read the Camper Handbook, including the camper code of conduct, and agree to follow all of the outlined guidelines for a happy, healthy camp stay. We understand that inappropriate or unmanageable behavior may result in dismissal from the camp program. We further understand that camp fees will not be reimbursed in the event of dismissal due to breaking the code of conduct. In the event my child is dismissed from camp, I agree to make immediate arrangements to pick my child up from camp.

Camper Signature:

 Date: _____

Parent/Guardian Signature:

 Date: _____

HINTS TO HELP YOUR CHILD ADJUST AT CAMP

Younger and first time campers may have more of an adjustment period than older, returning campers. But even kids who have been away from home before may experience a bit of homesickness. In light of this, we have put together a few suggestions we have found to be good ideas in the past---a list of DO's and DON'T's that other parents have found helpful.

DO:

Talk about camp ahead of time. Express your excitement for your child, emphasizing what a good time she will have.

Let her know that a little bit of homesickness is normal. You may want to share a story from your own childhood of a happy time that you had when you went away from home.

Send the child with a "security" item; such as a stuffed animal or a favorite pillow.

Send the child with a picture of friends, family or other important images of home.

Send your child mail. It lets your child know you are thinking about her too.

Send your child a letter or postcard before she is at camp, so that there will be mail waiting on the first day.

Give the camp address to your child's friends and siblings so they can write too.

Include things in the letter that will make your child feel good, like what's going on in the neighborhood, silly antics the pets are up to; and that you are looking forward to seeing your child when you pick her up on Closing Day.

Send Care Packages, if you want to. Stationery, stamps, puzzles, colored pencils, the funny pages and stickers are just a few things that would be appropriate to send.

Expect that your child may be homesick for a few days. This is normal and nearly always gets better within a few days.

Let us know ahead of time if your child's birthday will be during camp. We will be sure to make it a special day!

We hope these tips are useful and help to make it a great summer for your child at CBC!

DON'T:

Give your child the impression that "only babies get homesick." Let her know that it's okay and will get better.

Forget to write your child. Mail time is important at camp, and it can be disappointing not to get mail.

Deliver bad news to your child at camp. If a pet dies or someone is hurt, it may make the most sense to wait until the child comes home to share the news. If there is an emergency, the child must know about, tell the Director so that the staff can be prepared and be with your child to help break the news.

Expect to talk to your child on the phone while at camp. Part of normal child development is learning to spend time away from home and family. Important messages can be relayed, if necessary, but the campers are NOT allowed to use the phone.

Include things in a letter that will make the child feel bad. Such as: "We miss you so badly, it's terrible at home without you," or "You should have been there yesterday, it was the most fun we've ever had."

Send food. Food is provided at camp. Additional food may create tension in cabins because of sharing and also invites creepy critters into the cabin.

Be alarmed if you get a letter stating that your child is homesick. Just as she needs to know homesickness is normal; YOU need to know it is normal too! Most often, by the time the letter arrives, she is fine!

INFORMATION FOR PARENTS/GUARDIANS

Opening Day

IMPORTANT: Please read the following information carefully. PLEASE DO NOT ARRIVE BEFORE YOUR ASSIGNED TIME ON OPENING DAY. EARLY CHECK-IN IS NOT ALLOWED FOR SAFETY REASONS.

Please plan to spend a few hours at camp! We realize that the check-in process on Opening Day is lengthy, but it is extremely important to ensure that we have the necessary information to provide a safe, happy, and positive camp experience. We appreciate your patience.

Steps On Opening Day

If your camper's last name begins with N-Z your check-in time is between 1:00-2:30pm. If your camper's last name begins with A-M, your check-in time is between 2:30-4pm.

When you arrive, please meet us at 60 Clara Barton Road to receive your daughter's cabin assignment, then head to the dining hall and check in with the Head Counselor. Here you will complete medical check-in with the Health Care Counselor or be given a place in line. Next, proceed to your assigned cabin and meet your camper's counselors. They will give you a welcome packet with a Security Pass, Bunk Notes instructions, and an opening day checklist. The items on the checklist do not need to be completed in any particular order, but each item must be completed on opening day.

You will KEEP the Security Pass; whomever picks your child up on CLOSING DAY, MUST bring the Security Pass with them in order to pick up your child! Please help us make Closing Day as secure and complicated free as possible!

(Campers traveling to camp alone will be accompanied by a staff member. Parents will receive a call or email from a staff member upon their arrival at camp to confirm their child's arrival.)

Camp Store

Visit the Camp Store, located in the Chabot Center, on Opening Day to set up an account at the Camp Store for items your child may want to purchase during her stay. **Money not used in the account will be donated to The Barton Center's general campership fund.**

Food

Please DO NOT send any food or drinks to camp with your camper nor have external food delivered for your camper (peapod deliveries, etc.). At camp, low blood sugars are treated with a fast-acting glucose source which is readily available. Please DO NOT pack other forms of reaction treatment for your child. This includes diet drinks, gum, and candy. These items are not allowed at camp and will be confiscated and disposed of if found.

Mandated Reporter

While working all staff members and volunteers of The Barton Center for Diabetes Education, Inc. are mandated reporters. Child protection policy available upon request.

Meals at Camp

Meals at camp are designed using the balanced plate model for nutrition supported by the USDA. Alternative options are available to accommodate special dietary needs and preferences. *If your child has a food allergy, please be sure this information was included on your child's camp application. If not, please contact us.*

Closing Day

Please plan to arrive at camp between 9:30 AM and 11:00 AM on closing day. Camper pick up will be on lower rec or in the Chabot Great Room if it is raining. Campers are only released to the individual identified on opening day as the person picking the camper up, with the security pass. If someone different is picking your child up, we need to know in advance. You can also speak with your child's health care assistant and/or the doctor during checkout.

Electronics Policy

Here at Clara Barton Camp, we feel it is important that children "disconnect" when at camp. For this reason, we ask that campers leave their tablets, music players, and video games at home. Cell phones may be used for diabetes management only, and CGM data may not be shared with anyone outside of camp. Campers caught using phones for purposes other than diabetes management will have their phones confiscated. Although we will do our best to help campers keep track of their various devices, The Barton Center cannot be responsible for lost, drowned, or damaged phones, sensors, transmitters, and other bits of technology.

Communications Policy at Camp

Please keep in touch with your child by sending a lot of mail to camp. Receiving mail is **very important** to the campers. Please call if you have questions or concerns and speak directly with the Camps and Program Director or Health Services Director. **Campers do not have access to phones (with the above exception for CGM use) or computers during their stay.** Parents may view camp pictures on Bunk1 and send bunk notes to campers, which will be printed out and delivered to campers daily. Mail including bunk notes are only delivered once a day. When sending mail, please allow ample time for delivery so your child receives it while at camp.

Dismissal Policy

The Barton Center reserves the right to dismiss any participant from programs for behavior deemed inappropriate, including, but not limited to, the use of, the participation in, the possession of, or retention of knowledge about, illegal drug use, drinking, smoking, weapons, bullying, stealing, **physical violence of ANY sort whether directed towards campers, staff or self**, hazing, sexual misconduct, derogatory statements, defiance of program policies, emotional instability, or manipulation of diabetes care.

Pet Policy

Please **do not** bring pets to camp. Only service/therapy animals will be allowed at camp and must be on a leash. This includes Opening and Closing days.

Camper Transportation Policy

We transport our campers between our camps, and to our off-site programs, via third party bus rentals and/or in-camp rented vehicles driven by staff who are: 21 or older, have a valid driver's license, have two years of driving experience, have passed a driving background check, and passed a Barton Center driving examination.

Camper Code of Conduct (Continued)

I will not...

- Bring my cell phone unless it is used with my CGM device for my diabetes management.
- I will not use my cell phone for anything other than my diabetes management. This includes taking photos, texting, social media, internet access, and phone calls.
- Use hurtful language, derogatory terms or offensive language when talking to or about any other person.
- Threaten, tease or bully any other person in any way.
- Lie to my counselors, other staff, or other campers regarding my behavior or someone else's.
- Bring any kind of weapon, explosive/ammunition/fireworks onto camp property.
- Use or be near the waterfront unless a counselor is with me and I have permission.
- Cross the street without a staff member present.
- Bring any candy, food, insulin, or money to camp.
- Bring any electronic equipment unrelated to my diabetes management to camp.
- Bring cigarettes, nicotine delivery systems, or illegal substances to camp, and I promise not to engage in, or be associated with anyone smoking, using nicotine delivery systems, or using illegal substances at camp. I will inform my counselors or the Camps and Program Director if I become aware of anyone engaged in these activities.
- Use foul language or gestures.
- Leave camp property unless on a supervised trip.
- Fight (using words or hands), and I will ask my counselor for assistance if I need help to resolve a problem.
- Take any medication including insulin unless I am directly supervised by appropriate camp staff—this includes self-bolusing even if I am allowed to do this at home.
- Steal or damage other people's property.

Questions? If you need further information, please contact us.

Camp Related questions:

Camp Registrar, 508-987-2056, Ext. 2000 and the call will be directed to the appropriate staff member

Health Related questions:

Kendra Magyar, Health Services Director, 508-987-2056, Ext. 2010

Financial questions:

Sadie Vivencio, Finance Director, 508-987-2056, Ext. 2007

Sending mail to your camper? Please use the address below:

Camper Name, Name of Cabin (if known)
c/o Clara Barton Camp

The Barton Center for Diabetes Education, Inc.
P.O. Box 356
North Oxford, MA 01537

Camper Code of Conduct

To ensure that every camper has a positive experience at camp this summer, please read and sign the Camper Code of Conduct. Campers and Parents are required to sign the camper handbook agreement, agreeing to follow the guidelines developed for Resident Camp. Parents/guardians and the camper must realize that any behavior deemed by the Camps and Program Director to be inappropriate and/or unmanageable may result in any or all of the following:

- ◇ **Meeting directly with the Camps and Program Director, head counselor or cabin counselor to discuss behavior.**
- ◇ **Not being allowed to participate in a certain camp activity.**
- ◇ **A telephone call home to the parents/guardian to develop a behavior management plan.**
- ◇ **Being dismissed from the camp program.**

I will...

- Wear shoes and socks at all times (flip flops/water shoes may be worn to water activities).
- Be on time for all camp activities.
- Follow the Buddy System and always have another camper with me when going to or from activities.
- Tell my counselors when and where I am going, when I have returned, and not go anywhere else.
- Put all litter in trash cans, pick up after myself, and not vandalize camp property.
- Follow the lights out at night rules and be respectful of other campers and staff who may be more/less tired than I am.
- Dispose of my syringes, pen needles, infusion sets, CGM sensors and lancets in provided sharps containers.
- Follow the directions given to me by both my counselors and health care staff.
- Ask questions of my counselors and the health care staff regarding my insulin doses and my diabetes care.
- Respect the differences in other people, make an effort to include everyone, and refrain from behavior that may hurt another camper's or staff member's feelings.
- Respect the property of others.
- Let my counselor know if I am not having a good time or if another camper is affecting my stay at camp.
- Report teasing/bullying to my counselors or another staff member.
- Try to be a friend to all.
- Have lots of **FUN** and a **GREAT** time!

What to pack?

Laundry is available for campers who are staying for 14 days or longer. For campers staying less than 14 days, laundry will be available for emergencies only, so please pack enough clothing for your camper's entire stay. Please label all clothing and personal items. The Barton Center is NOT responsible for lost or damaged items—please leave high value/irreplaceable items at home!

The Barton Center reserves the right to inspect camper's belongings at any time for any reason.

Required Items

T-Shirts	Warm pajamas	Toilet articles	Shorts	Insect Repellent
Sunscreen	Sweatshirts	Jacket & Rain Coat	Flashlight	Bathing suit(s)
Plenty of socks	Pillow with case	Long pants	Shower sandals <u>or</u> flip flops	
Towels	Underwear	Sneakers	Washcloths	Water bottle
Sleeping bag <u>or</u> sheets & blankets		Pump Supplies and batteries		

Suggested Items

Appropriate clothing for dance	Stamps and Paper/Postcards	Plain t-shirt (for arts & crafts)	
Camera	Musical Instruments	Costume clothing for skits	Small backpack or bag
Fishing Pole/Baseball Glove	Self-addressed envelopes/postcards		

1 change of old clothes and Sneakers for Hike to Heck (Mud Hole) be prepared for them not to be returned

Do Not Bring

Food/Candy/Gum/Drinks	Car
Money	Items of High Value
Guns/Knives or any weapon	Electronic devices except as previously noted
Foam Mattress Pad	

****Parents/guardians are able to provide their children with their own properly-fitted, USCG Approved PFD to be used at camp if they choose.**

DIRECTIONS TO CLARA BARTON CAMP

Street Address: 60 Clara Barton Road, North Oxford, MA

From Mass Pike (Boston, Springfield):

Take the Mass Pike towards Worcester to the AUBURN Exit (#10).

**After the Toll Booths, take the ramp on the right marked Route 12 South. Follow Route 12 South through five sets of traffic lights. Bear left at the sixth set of lights (by Wal-Mart and Cumberland Farms).

++ Proceed 1.2 miles. You will pass St. Ann's Church on your left. Shortly after St. Ann's CLARA BARTON ROAD will be on your right. Turn right onto Clara Barton Rd. and proceed .7 miles. The "George and Marie Chabot Health and Education Center" parking lot will be on your right.

From Providence:

Take Rt. 146 North. Take exit marked Central Turnpike. At the top of the ramp, take a left. Proceed for approx. 10 minutes crossing (go straight through 1 stop sign) over Rt. 395 to the Center of Oxford. At the first traffic light, take a right. This is Rt. 12 North. Proceed on Rt. 12 for approx. 3 miles. Take a LEFT onto Clara Barton Road (watch for a sign for the Clara Barton Birthplace and North Oxford Carpet Mills). Proceed .7 miles to the top of the hill. The "Chabot Health and Education Center" will be on your right.

From 84 East (Hartford, NYC, Westchester):

Take Rt. 84 East into Massachusetts. Take the exit for Rt. 20 East (Worcester). Proceed on Rt. 20 through seven traffic lights. At the eighth light, (next to a shell gas station) take a right onto Rt. 56 South. Bear right onto ENNIS RD. At the first stop sign, take a left. The "George and Marie Chabot Health and Education Center" is on your left.

From 290 (Worcester):

Take Rt. 290 South to Rt. 20 West (the first exit after the MASS Pike). Take Rt. 20 through five traffic lights. At the sixth light, take a left onto Rt. 12 South (by Wal-Mart and Cumberland Farms). Follow directions from Boston, beginning with the plus signs (+++).

Health Care Policies Summary

Health Forms: State laws mandate that all campers and staff have a current health history and physical exam with required immunizations on file. These forms need to be returned to camp **at least 2 weeks prior to arrival.**

Diabetes Management: Insulin, syringes and pen needles, glucose meters, strips, lancets, and low blood sugar treatment supplies including emergency glucagon are provided at camp. **Please do not bring these items.**

Personal injection devices such as 1/2 unit insulin pens and inject-ease devices may be brought from home. **Please label with child's name.**

Pump users **MUST** supply infusion sets, reservoirs/cartridges, and extra batteries. Please provide enough supplies for a daily site change.

Low blood sugar is treated with a fast-acting glucose source. In some circumstances defined by The Barton Center Medical Advisory Committee, low-dose glucagon will be administered. High blood sugars will be managed according to Barton Center protocols.

Continuous Glucose Monitoring: Campers and under-18 staff members using continuous glucose monitors are required to perform capillary blood glucose checks according to The Barton Center's protocols. Devices that share real-time blood glucose data with anyone who is not at camp must be disabled. Campers will only be allowed to use cell phones as receivers for their continuous glucose monitoring device.

Care of Mildly Ill or Injured Campers: Mildly ill campers and campers with mild injury are cared for at camp under the direction of the on-site medical provider. If a camper requires an extended stay in the Health Center or referral to an outside facility, parents/guardians will be notified.

Emergency Medical Care: Health Care Team members maintain current First Aid Certification or its equivalent and are currently CPR certified at the level of Basic Life Support for the Healthcare Provider or above.

In the event that a camper requires care that cannot be offered at camp, appropriate transportation to a designated facility will be determined by the on-site medical provider, and parents/guardians will be notified.



Sharps Policy

- Blood glucose monitoring and insulin administration is managed in designated areas by trained counselors and the health care team.
- Used sharps (lancets, pen needles, syringes, infusion sets, and CGM sensors) are disposed of in an approved sharps container under the supervision of staff.
- Single use, self-retracting lancets are used at camp.
- Staff must be 18 years of age to assist with blood sugar checks.
- Personal protection equipment is provided by camp as needed.
- Biohazard waste is disposed of according to state and federal guidelines.



Medications

- Prescription medications must be in the original container with the pharmacy information, camper's name, drug name, dose, route, frequency, and ordering physician's name clearly labeled.
- Insulin is provided by camp.
- Over-the-counter medications must be kept in the original container with original label. Administration is according to labeled directions.
- Please complete an Authorization to Administer Medication to a Camper form for **each** medication, including insulin.