



# Vermont Overnight Camp Camper Handbook



<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	Rise and Shine
8:00am	Blood Glucose Monitoring (BGMs) and Insulin
8:30am	Breakfast
9:05am	Cabin Clean up
9:40am	Flag
9:45am	First Active
10:45am	All Camp Activity
11:55am	BGMs and Insulin
12:25pm	Lunch
1:15pm	Second Active
2:15pm	Third Active
3:05pm	Snack
3:25pm	General Swim
4:25pm	Less Active
5:25pm	BGMs and Insulin
5:55pm	Dinner
6:40pm	Flag
6:45pm	Evening Program 1
7:45pm	Evening Program 2
8:45pm	BGMs and Insulin
9:00pm	Snack
9:30-10:30pm	Lights out, depending on age
12:00am	Blood glucose monitoring
<b>3:00am</b>	<b>Blood glucose monitoring, if necessary</b>



**\*This is a typical day at Vermont Overnight 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.**

# Vermont Overnight Camp 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 he/she will have.

Let them 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 them too.

Send your child a letter or postcard before he/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 them 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!

### DON'T:

Give your child the impression that "only babies get homesick." Let them 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, makes diabetes management difficult, and also invites creepy critters into the cabin.

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

## INFORMATION FOR PARENTS/GUARDIANS

### Opening Day

**IMPORTANT: Please read the following information carefully. EARLY CHECK-IN IS NOT ALLOWED FOR SAFETY REASONS.** Please arrive between 1 p.m. and 4 p.m.

**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

When you arrive, you will be greeted by an Administrative Team member in the parking lot area. They will let you know what cabin your camper will be in for the session.

At the cabin, you will be greeted by your camper's counselors. You will receive a Security Pass which will outline all of the areas that you will need to visit. It is imperative that you go to each area outlined by the pass. Have your camper put on his/her bathing suit before leaving the cabin as he/she will need to take a swim test!

After unloading your camper's belongings please move your car to the lower lot. 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 safe, secure and easy as possible! Once back at the cabin, good-byes can be said.

### Camp Store

Camp Store will only be open during the closing day on Friday—Barton Center merchandise will be on sale at that time.

### Food

Please DO NOT send any food 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.

### 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.

### 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.

## Camper Code of Conduct (*Continued*)

### Closing Day

Please plan to arrive at camp between 9:30 AM and 11:00 AM on closing Friday. On closing day, campers are signed out to the individual identified on opening day as the person picking the camper up. If someone different is picking your child up, we need to know in advance.

### Electronics Policy

Here at Vermont Overnight Camp, we believe 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.

### Communication Policy at Camp

Please keep in touch with your child by sending mail to camp. Receiving mail is **very important** to the campers. Mail should be sent to: Camper Name, The Barton Center, c/o Camp Ta-Kum-Ta, P.O. Box 459, South Hero, VT, 05486. Please call the camp cell phone at 508-523-5794 if you have questions or concerns and speak directly with the Director or Assistant 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, **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 Sunday and Closing Friday.

### What to Pack

Please pack enough clothing for the length of your child's stay. Laundry facilities are available in the case of an emergency. Please label all clothing and personal items. When packing, please remember that The Barton Center is not responsible for lost or damaged items; therefore, do not pack high value items.

### *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/pool unless a counselor is with me and I have permission.
- 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 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-blousing 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 correct 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  
The Barton Center  
c/o Camp Ta-Kum-Ta  
P.O. Box 459  
South Hero, VT 05486

## 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, Day Camp, Vermont Overnight Camp and/or Adventure Programs. Parents/guardians and the camper must realize that any behavior deemed by the director to be inappropriate and/or unmanageable may result in any or all of the following:

- ◇ **Meeting directly with the director, assistant director, 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 (flips 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!

## **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
Sleeping bag <u>or</u> sheets & blankets		Pump Supplies

## **Suggested Items**

Stamps and Paper/Postcards	Plain t-shirt (for arts & crafts)	Lacrosse Stick and tennis ball
Musical Instruments	Costume clothing for skits	Baseball Glove
Water bottle	Small backpack or bag	Games
Self-addressed envelopes/postcards		

## **Do Not Bring**

Blood glucose meters	Electronic Devices except as noted	Money
Lancets and Insulin	Pets	
Foam mattress pads	Food	
Camper's Car	Items of high value	

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

## **DIRECTIONS TO VERMONT OVERNIGHT CAMP**

### **Street Address:**

**Camp Ta-Kum-Ta  
77 Sunset View Road  
South Hero, VT 05486**

### **FROM PLATTSBURG, NY:**

When you get off of the Ferry follow the road to the intersection of Route 2; you will see the Mobil Station and McKee's Pizza on the right. Turn right and continue East on Rt. 2 for about .8 (eight tenths of a mile). Watch for Sunset View Road on your right, take this right and continue for about a mile, Camp Ta-Kum-Ta's entrance is on the left, marked by a stone sign.

### **FROM BURLINGTON, VT AREA:**

Continue North from Burlington on Interstate I-89 and travel 9.2 miles. Take Exit 17, bear right and merge onto Rt. 2 West toward the Champlain Islands, travel 9.8 miles. Turn left onto Sunset View Road, this is the 3rd left after passing through the (small) village of South Hero – don't blink! Continue one mile; Camp Ta-Kum-Ta's entrance is on the left, marked by a stone sign.

## Health Care Policies Summary

**Health Forms:** State law mandates 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 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 extended stay in the Health area 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 arranged 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, 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 that the camper will have at camp, including insulin.