



Clara Barton Camp Camper Handbook

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



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DO NOT BRING TO CAMP

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. All accommodations for service/therapy animals need to be made in advance. Please notify The Barton Center to further discuss.

Do Not Bring

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

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 (++).

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 including COVID-19 protocols which are detailed in a separate COVID-19 Protocols document, 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.

Print Camper Name: _____

Camper Signature: _____

Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

The Barton Center for Diabetes Education, Inc.
 PO Box 356 ~ North Oxford, MA 01537 ~ 508-987-2056

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 miss home. 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 your child will have.

Let your child know that missing home 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 arrival 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.

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

****IMPORTANT****

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!

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 and also invites creepy critters into the cabin.

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

INFORMATION FOR PARENTS/GUARDIANS

Opening Day

Please ensure you have sent in ALL required confirmation paperwork TWO WEEKS PRIOR TO ATTENDANCE. If we do not have all required paperwork on file, your camper will not be allowed to attend camp.

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 A-M your check-in time is between 1:00-2:30pm. If your camper's last name begins with N-Z, your check-in time is between 2:30-4pm. Upon arrival on opening day, medical check-in will take place in the Fuller Dining Hall with a Health Care Counselor and the On-Site Medical Provider. Parents and guardians are able to assist campers with luggage inside the cabin.

You will be given a Security Pass 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

Our Camp Store will now be online only through Teespring. For the link, scroll down on the home page of our website: bartoncenter.org.

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.

Medical and Health Care Staff

Our Medical Directors are board-certified pediatric endocrinologists from major medical centers in New England who actively participate in the development, annual review, and implementation of our health care policies. Our on-site Health Care Team includes a blend of registered nurses, student nurses, endocrinology fellows, and students in related health care programs who are under the 24-hour supervision of an endocrinologist or advanced practitioner with diabetes experience. A student dietitian or intern is on staff at each camp.

COVID-19 Protocols

Please see separate sheet for Barton COVID-19 Protocols.

Closing Day

Pick up time is between 9 a.m. and 11 a.m. on closing day. 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.

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

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, or dietary restriction, please be sure this information was included on your child's camp application. If not, please contact us.*

Electronics Policy

We feel it is important that children "disconnect" when at camp. For this reason, we ask that campers leave their tablets, smart watches, 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) is only delivered once a day at a designated time. Please do not send sensitive information via bunk notes—privacy cannot be guaranteed. When sending mail, please allow ample time for delivery so your child receives it while at camp. NOTE: All mail should be addressed to P.O. Box 356, North Oxford, MA 01537.

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.

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)
Pillow with case	Pillow with case	Long pants	Shower sandals or flip flops	
Towels	Twin sheets	Sneakers	Washcloths	Water bottle
Sleeping bag or blanket		Underwear		

Pump & CGM supplies including batteries and chargers for pumps, CGM receivers, or phones

Suggested Items

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

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

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

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, including smart watches.
- 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 and Health Related questions:

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

Financial questions:

Jessica LaFrance, Finance Director, 508-987-2056, Ext. 2004

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

Camper Name, Name of Cabin
 c/o Clara Barton Camp
 The Barton Center for Diabetes Education, Inc.
 PO 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...

- Follow all COVID-19 protocols in place at camp.
- Wear shoes & 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 the provided sharps containers.
- Follow the directions given to me by both my counselors and health care staff.
- Ask questions of my counselors and 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!

Diabetes Management

Children's activity, diet, sleep patterns, and stress levels are different at camp than at home. Your child's blood sugar may run higher or lower than he or she is used to. While we strive to balance insulin doses to offset these changes in routine, the primary goal for glucose management at camp is safety, avoiding extreme highs and lows. It has been our experience that, for most children, the basal rate or long-acting insulin dose, needs to be reduced by 20% and the target blood glucose may need to be raised to reduce hypoglycemia in the setting of increased activity. Insulin adjustments will be discussed and implemented as needed on opening day. Each child's blood glucose levels are reviewed daily by the on-site endocrinologist or diabetes practitioner, and insulin plans will be adjusted as needed to maintain safe and therapeutic glycemic control. If your child maintains tight glycemic control or follows special dietary requirements related to diabetes management, let us know. Please understand that we may not be able to accommodate all requests in the camp setting.

Camper Transportation Policy

We transport our campers between our camps, and to our off-site programs/field trips, 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.

Education

Campers are taught to identify the impacts of nutrition, activity, stress, sleep and medication on their diabetes management. Younger campers collaborate with camp staff as they learn to play a greater role in balancing their lives with diabetes; older campers are encouraged to explore how diabetes affects them as members of the community. Our education strategy blends teachable moments and group sessions with camp counselors, health care team members, and nutritionists.

Parental Notification

It is the policy of The Barton Center to notify parents of the following:

- Behavioral problem
- Illness or injury requiring extended observation in the Health Center
- Injury requiring more than simple first aid
- Hypoglycemia resulting in unconscious episode, seizure activity, and/or full-dose glucagon administration
- Referral to an outside health care facility
- Medication error
- New prescription
- Changes in diabetes management other than titration of insulin dose
- Pump malfunction
- At the discretion of the OSMP, Camps and Program Director, or Health Services Director unsupervised medication administration including self-bolusing of insulin, not to include the use of permitted inhalers or epi-pens.
- Hypoglycemia resulting in the use of mini-dose glucagon, notification will occur at check-out.
- Other situations as deemed necessary by the Camps and Program Director or Medical Providers.

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.

Physical needs to be less than 12 months from last day of camp session.

These forms need to be returned to camp **at least 2 weeks prior to arrival.**

Anyone without these forms on file by start of camp will not be allowed to participate.

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. Pump users must also bring chargers for their insulin pumps, CGM receivers, or phones.

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 **prior to camp start**. Campers will only be allowed to use cell phones as receivers for their continuous glucose monitoring device; texting, calls, and internet use are not allowed at camp. CGM users **MUST** supply sensors and a transmitter (may be current transmitter). CGM users must also bring a charger for their CGM receivers or phone.

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.
- Only single use, self-retracting lancets are used at camp for fingersticks. These are provided at camp and are not to be brought from home.
- 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 and glucagon, as well as all over-the-counter medications.