

CBCE

Clara Barton Camp

Camper Handbook



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***TYPICAL DAY...**

| | |
|----------------|---|
| 7:30am | Rise and Shine |
| 8:00am | Blood Glucose Monitoring (BGMs) and Insulin |
| 8:30am | Breakfast |
| 9:05am | Cabin Clean up |
| 9:35am | Flag |
| 9:40am | Period 1 |
| 10:40am | Transition Time |
| 10:55am | Period 2 |
| 11:40am | BGMs and Insulin |
| 12:10pm | Lunch |
| 1:10pm | Period 3 |
| 2:00pm | Period 4 |
| 3:00pm | Snack |
| 3:15pm | Rest Hour/Free Swim/Trading Post |
| 4:15pm | Period 5 |
| 5:00pm | BGMs and Insulin |
| 5:30pm | Dinner |
| 6:20pm | Flag |
| 6:25pm | Camp Activity (Senior Swim) |
| 7:25pm | Camp Activity/ Evening Program |
| 7:45pm | Evening Program |
| 8:45pm | BGM's and Insulin |
| 9:00pm | Snack |
| 9:30- 11:00pm | Lights out, depending on age |
| 12:00am | Blood glucose monitoring, if necessary |
| 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 4 times a day.**

Bring to camp and give to your counselor on opening Sunday

I _____ 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 behavior problems, breaking the code of conduct, or camper/parent choice, except in case of documented family emergency. We agree to make immediate arrangements for my camper to leave camp.

Camper Signature:

Date: _____

Parent/Guardian Signature:

Date: _____

INFORMATION FOR PARENTS/GUARDIANS

Directions (see website for more detailed directions):

**** Important ** Please display the CBC side of this handbook on your dashboard when approaching camp to indicate that your child is a CBC camper.**

Upon arriving at camp, families will receive cabin assignments on Clara Barton Road, PRIOR to parking. Please proceed directly to the appropriate short-term parking area, unload car, & immediately move car to the long-term parking area.

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 three sets of traffic lights. Bear left at the fourth 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 "George and Marie Chabot Health and Education Center" will be on your right. (Approx. 50 minutes from Providence with no traffic.)

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 eight traffic lights. At the ninth 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 four traffic lights. At the fifth light, take a left onto Rt. 12 South (by Wal-Mart and Cumberland Farms). Follow directions from Boston, beginning with the plus signs (++) . (Approximately 20 minutes from Worcester with no traffic.)

Opening Day

IMPORTANT: Please read the following information carefully.

Please arrive at camp between 1:00pm and 3:30pm on Opening Sunday. **DO NOT ARRIVE BEFORE 1:00 PM ON OPENING DAY. YOU WILL NOT BE ALLOWED TO CHECK-IN OR MOVE IN EARLY UNDER ANY CIRCUMSTANCES!**



Clara Barton Camp Alumni and/or staff will be available to assist families in each cabin and will introduce themselves. Feel free to ask them about their own camp experiences. Check-in on Opening Day is an extremely important process. It ensures that we have the necessary information regarding your child to provide a safe, happy, and positive camp experience. Although the process can be lengthy, your patience is appreciated.

Please plan to spend a few hours at camp!

What You Will Need To Do During Check-in.

(Campers traveling to camp alone will be accompanied by a staff member, and parents will receive a call from a healthcare team member within the first 24 hours.)

- Receive cabin assignment from the Camp Staff (on Clara Barton Road) and move your child into the cabin.
- Meet counselors and cabin mates.
- Meet with your child's health care team members for health screenings including insulin and medication orders.
- Meet with the nutritionist.
- Set up an account at the Camp Store. You should visit the store on Opening Day in order to decide how much you want to leave in the account for your camper.

Please note that any money left unspent in the Camp Store will NOT be refunded but will go to The Barton Center's general campership funds

- Take a swim test at the pool.
- Return check-in folder to the Program Directors.
- Sign any missing forms.



Food

Please DO NOT send any food to camp with your camper. At camp, low blood sugars are treated with glucose tablets, honey, insta-glucose, nabs (peanut butter crackers), or a combination of these, which are readily available. Please DO NOT pack other forms of reaction treatment for your child.

Meals at Camp

Meals at camp are served at 8:30am, 12:10pm, and 5:30pm. The camp menu is child friendly; however, we understand that some children can be "picky" eaters. Alternative food options are available at every meal (e.g. cereal, fruit, peanut butter, yogurt, cheese) to accommodate preferences. Vegetarian and celiac meals are provided as needed. *If your child has a food allergy or special diet, please contact camp at least two weeks prior to arriving to discuss these needs.*

Snacks at Camp

Snacks at camp are served at 3:00pm, 9:00pm, and whenever necessary. The dietitian provides a list to the kitchen of children needing additional or special snacks.

Security Pass

On Opening Day, you will receive a security pass with the name of your child, cabin, counselors, and health care team member. Whoever picks up your camper on closing day must submit this to your child's counselor upon arrival. *NO CAMPER WILL BE PERMITTED TO LEAVE WITH ANYONE WHO DOES NOT HAVE THIS PASS!*

Phone Call and E-mail 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 do not call camp unless it is an emergency. It is very important that counselors remain with their campers at all times. This limits time counselors can spend on the phone with parents. In the

case of a concern, please call camp to speak directly with the Camp Director or Unit Director. **Campers may not speak on the phone nor have any visitors while attending camp.** Parents may visit a website (this will be provided to you during check-in) to see camp pictures and send *one-way* emails to campers. Campers will NOT be able to respond to emails.

Closing Day

Tradition at Clara Barton Camp is that campers, staff and parents/guardians share a closing campfire before returning home. All parents/guardians and families are strongly encouraged to attend. There will be a diabetes fair held at 4:30pm where you can learn about the latest diabetes technology. If you do not plan attending the fair, please plan to arrive at camp, with your security pass, by 6:00pm, on the closing day. The campfire lasts for approximately 1 hour after which all campers return home.



Dismissal Policy

The Barton Center reserves the right to dismiss a participant from any of its programs for behavior deemed to be 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, teasing, hazing, sexual misconduct, derogatory statements, defiance of program policies, emotional instability, or manipulation of diabetes care.

What to Pack

Please pack enough clothing for the length of your child's stay. Laundry facilities are only available in the case of an emergency. Please label all clothing and personal items. You will be charged for shipping costs for any items that must be returned to you. When packing, please remember that The Barton Center is not responsible for lost or damaged items; therefore, do not pack high value items.

Camper Code of Conduct (Continued)

I will not...

- Use or be near the waterfront (pool or pond) unless a counselor is with me and I have permission.
- Cross the street without a staff member present.
- Bring any candy, food, insulin, cell phones, or money to camp.
- Bring cigarettes or illegal substances to camp, and I promise not to engage in, or be associated with anyone smoking cigarettes or using illegal substances at camp. I will inform my counselors or the Camp 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.
- Use derogatory terms or offensive language when talking to or about any other person.
- Threaten or tease any other person in any way.
- Lie to my counselors, other staff, or other campers regarding my behavior or someone else's.
- Wear any gang attire.
- Bring any kind of weapon onto camp property.



Raise Money for Camp with your Shaw's Super Market Purchases!

Go to www.shaws.com/neighborhoodrewards and register your Shaw's card so that a percentage of your eligible Rewards Card purchases will be donated to The Barton Center. Please enter code 49001019997.

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

Camp questions: (508) 987-2056

Danielle Eid, Clara Barton Camp Director, ext 201

John Latimer, Director of Camps & Programs, ext 215

Health related questions:

Bonny Huston, Health Services Manager, ext 210

Financial questions:

Dana Fetterman, Finance & Administration Dir., 508-987-2056 x107

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 contract, agreeing to follow the guidelines developed for Resident Camp, Day Camp and/or Adventure/Wilderness Leadership Programs. Parents/ guardians and the camper must realize that any behavior deemed by the camp director to be inappropriate and/or unmanageable may result in any or all of the following:

- **Meeting directly with camp director, unit 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 appropriate times.
- 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 and lancets in the sharps containers.
- Follow the directions given to me by both my counselors and medical staff.
- Ask questions of my counselors and the medical 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.
- I will 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-Shirt | Warm pajamas | Toilet articles |
| Shorts | Waterproof shoes | Sunscreen & Bug Spray |
| Sweatshirts | Jacket & Rain Coat | 1 change of old clothes and sneakers |
| Long pants | Bathing suit(s) | Flashlight |
| Plenty of socks | Shower sandals <u>or</u> flip-flops | Pillow with case |
| Underwear | Towels | Sheets & blankets or sleeping bag |
| Sneakers | Washcloths | Pump Supplies |

Suggested Items

| | | |
|--------------------------------|----------------------------------|-----------------------------------|
| Appropriate clothing for dance | Stamps (available at camp store) | Plain t-shirt (for arts & crafts) |
| Camera and film | Musical Instruments | Costume clothing for skits |
| Water bottle | Small backpack or bag | Writing paper/postcards |

Do Not Bring

| | | |
|------------------------|-------------|---|
| Blood glucose monitors | Cell phones | Items of high value |
| Lancets | Pets | Money (<i>you will set up an account at the camp store on Opening Sunday</i>) |
| Insulin | Food | |

FORMS TO BE RETURNED INCLUDE:

Please review all forms carefully and return those appropriate for your child no later than two weeks prior to his/her session. Thank you!

Insulin Dose Sheet

For insulin injection users: Provide home sliding scale for insulin doses including short- and long-acting insulin, and any special instructions.

For insulin pump users: Provide carb-to-insulin ratios, basal rates, bolus and other requested pump information.

Health Examination Form

Must be completed by you and the camper's Health Care Provider and should include immunization information. This form must be filled out completely in order for your child to attend camp. *Please include a copy of your health insurance AND prescription cards (if separate). Return this form NO LATER than 2 weeks before the session begins.*

Pre-camp Blood Sugar Record

Record all blood glucose results and insulin doses given for the week prior to attending camp. (Bring this form to camp.)

Last Page of Camper Handbook

Review the Camper Handbook, Health Care Policy Summary, and Camper Code of Conduct and sign where indicated agreeing to these policies. (Bring this form to camp.)

Transportation Form

Return only if the camper is coming to camp by airplane, bus, or the camp vehicle from Boston's Joslin Diabetes Center lobby. Return this form with payment NO LATER than 2 weeks before the session.

Authorization to Administer Medication to a Camper Form

Must be completed for each medication including insulin which camper needs. Return this form NO LATER than 2 weeks before the session begins. Please make copies as appropriate.

Health Care Policies Summary*

*Full version furnished upon request

Health Forms:

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

Diabetes Management:

Insulin, syringes, glucose meters, strips, lancets and low glucose treatment supplies are provided for at camp.

Personal injection devices may be brought from home (i.e.: insulin pens).

Be sure to label with the child's name.

Pump users **MUST** bring their own pump supplies, including batteries, clips, cases, etc. Please provide enough supplies for a daily site change.

All unused supplies will be returned to you.

Low blood glucose reactions are treated according to Barton Health Care Standards based on current industry standards.

Care of mildly ill Campers:

All campers who are mildly ill are treated by the on-site physician.

In the event that there is a serious injury, vomiting, fever or an extended stay in the Health Center, the parents are notified.

Emergency Medical Care:

In the event that a camper or staff member requires emergency medical care, the Health Care Team will be notified by radio and runner.

Health Care Team members are required to have current CPR and First Aid certification.

Emergency transportation to a local facility will be provided by the local authorities.

Sharps Policy



- All blood glucose monitoring and insulin administration will be done in areas designated by counselors and health care team members.
- All used sharps (lancets, syringes, infusion sets) will be disposed immediately of in an approved sharps container under the supervision of adult staff.
- NO RECAPPING of sharps is allowed.
- Only single use, self-retracting lancets are used on camp (family camp does allow for use of personal lancets).
- Only staff over 18 years of age may assist with BGMs and insulin.
- Gloves are provided for anyone assisting with BGMs.
- Biohazard waste is disposed of according to state and federal guidelines. Cotton balls, BGM strips, tissues, etc. not saturated in blood may be disposed of in regular trash.



Medications (other than insulin)

- 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.
- Over-the-counter medications must be kept in the original container with original label and shall be administered according to directions for use.
- Please fill out an authorization to administer medication form for each medication including insulin which your child may use.