

# Clara Barton Camp

## Camper Handbook



<b><u>Table of Contents</u></b>	
<b><u>Topic</u></b>	<b><u>Page</u></b>
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	Less Active
11:55am	BGMs and Insulin
12:25pm	Lunch
1:15pm	Second Active
2:15pm	Third Active
3:05pm	Snack
3:25pm	Rest Hour
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
<b>12:00am</b>	<b>Blood glucose monitoring, if necessary</b>
<b>3:00am</b>	<b>Blood glucose monitoring, if necessary</b>



**\*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.**

## **CBC Handbook Agreement**

### **Bring to camp and give to your counselor on opening Sunday**

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. We agree to make immediate arrangements for my camper to leave camp in the event of dismissal.

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 Camp 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 A-M, your check-in time is between 12:30-2pm. If your camper's last name begins with N-Z, your check-in time is between 2:30-4pm.**

When you arrive, you will be greeted by an Admin Team member in the parking lot area. They will let you know what cabin your daughter will be in for the session and will give you a map of camp to direct you to that cabin.

At the cabin, you will be greeted by your daughter'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 station and have someone at that station initial the pass so that we know you visited that area. Have your daughter put on her bathing suit before leaving the cabin as she will need to take a swim test!

After unloading your daughter's belongings please move your car to the gravel lot. Upon receiving your “Security Pass,” you may go to whichever station you want; our suggestion: go to the one that has the least amount of people first.

We will have TWO medical check-in areas: the area you go to will depend on your cabin. **Cabins Lily Pad, Tarpey, Shangri-La, Rainbow, and Lagoon will report to Fuller Dining Hall for your medical check-in. Cabins Lions, Peaceful, Whispering, and Boathouse will report to the Great Room in the Chabot Health & Education Center for your medical check-in.**

Once all stations have been visited and initialed by someone at each station, you will return your daughter to her cabin and have her counselor check off that you have completed each station.

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! Once back at the cabin, good-byes can be said. We ask that you be on your way no later than 2pm for the A-M group & 4pm for the N-Z group.

*(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.)*

### Trading Post

Visit the Trading Post 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 to camp with your camper. 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 contact the camp at least two weeks prior to arriving to discuss these needs.*

### **Closing Day**

Please plan to arrive at camp between 9:30 AM and 11:30 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. All parents/guardians and families are encouraged to attend our **Diabetes Fair** held during check-out on Friday morning. Meet our diabetes exhibitors and learn about diabetes products, equipment, supplies, and gather information. You can also use this time to speak with your child's health care assistant and/or the doctor.

### **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 call if you have questions or concerns and speak directly with the Camp Director or Unit Director. **Campers do not have access to phones or computers during their stay.** 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, which will be printed out and delivered to campers daily.

### **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 Sundays and Closing Fridays.

### **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.

### **Do Not Bring**

Blood glucose monitors  
Lancets and Insulin  
Video Devices

Cell phones  
Pets

Money (you will set up  
an account at the camp store on Opening Sunday)

Items of high value  
Food

## **Camper Code of Conduct (Continued)**

### ***I will not...***

- Use 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.
- Wear any gang attire.
- 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, 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.
- Take any medication including insulin unless I am directly supervised by appropriate camp staff—this includes self-bolusing.

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

#### Camp Related questions:

Ashley Napear, Clara Barton Camp Assistant Director, 508-987-2056, Ext. 2001

Mark Bissell, Resident Camp Director, 508-987-2056, Ext. 2008

#### Health Related questions:

Deborah Holtorf, Health Services Manager, 508-987-2056, Ext. 2010

#### Financial questions:

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

## 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 and/or Adventure 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 the camp 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 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-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
1 change of old clothes and Sneakers for Hike to Heck (Mud Hole) be prepared for them not to be returned	Sleeping bag <u>or</u> sheets & blankets	Pump Supplies

## **Suggested Items**

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

## **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 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 "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 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 (++).

## Health Care Policies Summary

### 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 (ie: insulin pens).

**Be sure to label with the child's name.**

Pump users **MUST** supply 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 sugar is treated with a fast-acting glucose source. In some circumstances defined by the medical advisory committee, low dose glucagon will be administered.

High blood sugars will be managed by the home routine or on-site physician order.

### Care of mildly ill Campers:

Mildly ill campers 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:

Health care team members maintain current First Aid and CPR certifications.

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 physician, and the parents 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, syringes, infusion sets) are disposed of in an approved sharps container under the supervision of staff.
- Single use, self-retracting lancets are used at camp. Exceptions are made for situations that meet specific criteria.
- Staff must be 18 years of age to assist with blood sugar checks.
- The camp provides personal protection equipment.
- 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.
- 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. Please remember you do not need to bring insulin to camp. It will be provided.