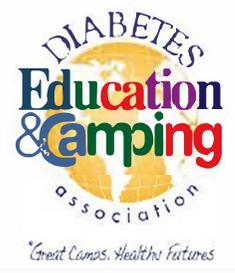




The Jack Rua Camp for Children with Diabetes

A Program of People, Incorporated

Parent/Guardian Handbook 2018



People Incorporated Mission:

To strengthen our community for each of its members by providing premier services for children and adults of ALL abilities in a collaborative and creative environment.

Camp Jack Goal

The Jack Rua Camp for Children with Diabetes fosters friendships among children with diabetes, their siblings, and friends, through a safe, active program while enabling them to learn about and face the common challenges of diabetes.

Objectives

To provide a safe environment for young people with diabetes, their siblings and friends, Camp Jack will:

1. Comply with all codes and safety regulations of the state of Massachusetts and the American Camp Association.
2. Provide training for camp staff following the Diabetes Association protocols and utilizing a fully certified and qualified staff of trainers.
3. Maintain a well-rounded camp staff including those who have diabetes and parents of children who have diabetes.

To decrease isolation and feeling “different” among young people with diabetes, Camp Jack will:

1. Recruit campers to maintain at least 50% participation by campers with diabetes and to ensure that each age group is well represented with campers with diabetes.
2. Increase peer support and understanding among siblings and friends.
3. Create an environment where living with diabetes is the norm.

To provide a fun and active program for young people with diabetes, their siblings and friends, Camp Jack will:

1. Increase camper's opportunities to express their creativity.
2. Increase camper's appreciation and knowledge of nature and the environment.
3. Increase physical activity among campers.
4. Increase awareness of community.
5. Decrease stress, boredom, and isolation amongst campers while increasing silliness, playfulness and imagination.

To provide experiences where campers with diabetes, their siblings and friends can learn about the disease and its challenges, Camp Jack will:

1. Increase knowledge of diabetes and its management.
2. Improve behaviors around diabetes management.
3. Increase independence.
4. Increase self-esteem.
5. Increase decision making and problem solving skills.
6. Increase knowledge of diabetes and ways to help and be supportive.
7. Increase knowledge and understanding of what it is like to live with a chronic disease.

To foster a long-term relationship with Camp Jack and the Diabetes Association, Camp Jack will:

1. Maintain participation of Camp Jack alumni.
2. Increase participation of campers in other youth programs of the Diabetes Association.

To support parents who are raising children with diabetes, Camp Jack will:

1. Reduce the stresses of 24 hour monitoring.
2. Offer safe, affordable, understanding child care for their children.
3. Increase their awareness of the diabetes community.
4. Increase their ability to support their child's growing independence.
5. Foster an on-going relationship with the Diabetes Association.

History of Camp

The Diabetes Association, Incorporated (DAI) began its traditional day camp over 25 years ago at the Rod and Gun Club in Westport, Massachusetts. As the need for the services provided by the program increased, DAI began to look for a new site to support the growing number of campers. DAI worked with the Boy Scouts of America to make a new home at the BSA Camp Buxton site, a 38 acre piece of land in Rehoboth, Massachusetts.

In 2009 the Diabetes Association, Incorporated became an affiliate program of People Incorporated. The Diabetes Association's commitment to helping children living with diabetes to grow and learn has created exceptional experiences for hundreds of children in Southeastern Massachusetts and Rhode Island. In 2017, Camp Jack moved to Camp Welch, 127 North Main Street, Assonet, MA 02702. Camp Welch is an outdoor camp operated by the Boys & Girls Club of Fall River that offers many amenities such as two outdoor pools, athletic fields, playground area and indoor restroom facilities. Camp Jack will occupy the former residential camp area of Camp Welch and retain all our own staff as well as our own separate policies and procedures.

Daily Schedule

Daily Camp Activities include Sports, Arts & Crafts, Nature, Nutrition, Archery, Rest and Free Time. Each group rotates through an activity schedule daily, as follows:



8:45am	Campers begin arriving
9:00am	Daily welcome/Announcements)
9:15am	Activity 1
10:00am	BGM testing and snack
10:30am	Activity 2
11:15am	Activity 3
12:00pm	BGM testing and lunch, free time
1:15pm	Activity 4 or special
2:00pm	BGM testing and snack
2:30pm	Activity 5
3:15pm	BGM testing for bus riders, clean up
3:45pm	Campers begin to go home
4:00pm	Camp closes for the day

Staff

Medical Consultant: Dr. Jeannine Audet, MD

Dr. Audet is responsible for reviewing and approving procedures, policies and manuals for diabetes camp. She also reviews all camper medical files prior to the start of camp.

Camp Director:

The Camp Director is responsible for all activities, programming, staff and communications. He is on site at all times, and with the group in the event of an off-site trip. All aspects of camp are supervised by the Camp Director.

Camp Nurse: Anna Manny, RN

Nurse Ana is on-site at all times or off site with the group in the event of a field trip. She is responsible for overseeing the healthcare of campers each day for the duration of camp.

Lead Counselor:

The lead counselor oversees all participants and staff in partnership with the camp coordinator and assists with implementation of scheduled camp activities.

Camp Counselors

Camp Counselors are over 18 years of age and are selected based upon their experience working with children in a camp environment. Counselors are responsible for the safety and well being of campers within their group and ensure that each child experiences a safe, supportive atmosphere that fosters friendship and encourages learning.

Camp Mentors

Camp Mentors are paid staff 16+ years of age, and many are even camp graduates. Camp Mentors are role models to the younger campers and ensure the safety of the children with respect to blood glucose during all activities. They work in direct guidance of camp counselors. The Camp Mentors participate actively in all activities.

People Incorporated Leadership

People Incorporated, Director of Community Partnerships: Ann O'Neil-Souza
Diabetes Association, Youth Advocate/Camp Coordinator:

Volunteers, Visitors and Intruders

Visitors and volunteers are asked to visit the main lodge (headquarters) to meet with the Camp Director to check ID, sign-in and receive a Visitor's Badge. Volunteers will receive their assignments each morning upon checking-in with the Camp Director.

Persons who are on camp premises without authorization of the Camp Director will be asked to leave immediately. Non-compliance will result in the involvement of the Freetown Police Department.

All staff and volunteers have been screened, completed background checks, and attended all necessary safety trainings.



Health and Safety

The care and safety of our campers is our number one priority at all times. Please follow our instructions regarding health forms and medications closely. Not following Health and Safety procedures will result in the camper's suspension until all forms are turned in and have been reviewed by medical staff.

Health Forms

Health forms (physical and immunizations; diabetic orders if applicable) must be turned into our office at least **2 weeks prior to the start of camp**. Current immunization records from the camper's physician must clearly state the dates of immunizations, in order to ensure that all records on file are current. Records that simply say "Up to Date" will not be accepted. Campers are not permitted on the camp bus/van or camp site without these forms (***school physical forms are not acceptable, forms must have a doctor's signature***).

Campers arriving to camp or the camp bus/van stop with these forms in hand will not be allowed to stay until all forms have been properly reviewed by the camp medical staff. Any pertinent medical information regarding your camper will be shared with their respective staff pending parent/guardian permission. Please review, sign, and return the Health Information Release forms included in the registration. Registrations will not be processed until all paperwork is signed and turned in. Camp Jack's health care consultant requires 2 weeks for review of health information. If signing up once camp has already begun, registration must be submitted no later than 10 business days before starting camp.

Care for Mildly-ill Camper

Every effort will be made to care for ill campers. The Camp Nurse will check temperatures and provide a place for campers to rest in the Nurse's Station. In the event of any illness, injury or accident, a parent or guardian will be notified upon the child's pick-up. If the nurse feels that the camper needs to leave camp, attempts will be made to reach someone from the Emergency Contact/Authorized Person's list and arrange for pick-up.

Please Note: If your child is excluded/sent home with fever over 100.0 they must be fever free for 24hrs without the use of a fever reducing medication. Also, if your child is excluded/sent home for vomiting they must be vomit free for 24hrs before returning to camp.

Notification of Parent/Guardian

Parents/guardians will be immediately notified in the event that an ambulance is called, blood sugar becomes too high or too low, a head injury or insect sting is incurred. If vomiting occurs, the camper will need to be picked up immediately and may not return to camp for 24 hours after the symptoms cease. All parents/guardians will be notified if the camp ever needs to be evacuated for any reason.

Emergency Transportation

In the event of an emergency or event wherein the camp needs to be evacuated, chartered buses will be transporting campers to a predetermined location selected by emergency officials or the Diabetes Association office. Families will be contacted immediately about the situation and next steps. In addition, if a bus pick-up/drop-off location needs to be changed due to unforeseen circumstances or emergency the Bus Monitor and Camp Coordinator will contact families of bus riders via phone.

Medications at Camp

Campers that need to take prescribed medications while at camp (insulin, oral agents, etc.) are required to bring their medication directly to the Nurse's Station. Medication should be in its original package/container with labeled instructions on how to administer it and the camper's name. If a camper is riding the camp bus/van, medications will be given to the bus monitor upon entering the vehicle to be turned into the Camp Nurse upon arrival at camp. All medications must be accompanied by a doctor's note and will not be administered otherwise. **Medications cannot be administered if you have not initialed and signed the camper waiver regarding medications.** Please Note: We only carry the following items... Calamine Lotion, Benadryl, & Antibiotic Cream. If you think your child may need a specific over the counter med throughout camp (i.e. Tylenol or Motrin) you must provide a signed PRN order from your child's physician and supply the medication to the camp nurse. If you note that your child is on a specific medication. (i.e. inhalers, oral agents etc.), please also note whether it will need to be administered at camp. If it will be needed at camp, it needs to be provided in its original pharmacy container or box with prescription label on it.

Diabetes Medications

- If your camper requires **an insulin injection** or an oral agent while at camp, be sure to include the specific instructions on the health form as well as with the insulin or oral medication that is sent to camp.
- If a camper is on a **sliding scale** for insulin injections, please include the doctor's orders for our records. The injections will be given or monitored (which ever is appropriate) by the Camp Nurse.
- If a camper needs an **oral agent**, it will be administered and monitored by the Camp Nurse.
- If a camper is on the **pump**, please fill out the appropriate section for the Diabetes Health information Form regarding the pump.

Please supply the nurse with the following items: Insulin & Glucagon supply (for time child will be at camp), extra pump supplies, emergency insulin administration (for pump failures), batteries, and testing equipment (meters, strips, etc.)

Blood Glucose Checks

All campers with diabetes are required to check their Blood Glucose at designated times (as noted in the daily schedule) as well as any time they feel low or high or whenever a staff member witnesses warning signs of low or high blood sugars. Testing during the designated testing times should be done within the designated testing tent. This eliminates the risk for lancets and strips to be left on high traffic surface areas such as the pavilion picnic tables. Campers who need to check their Blood Glucose at other times throughout the day do not need to go back to the designated testing areas to do so, as time is of the essence. All Counselors have group backpacks that contain meters, testing supplies, sharps containers, glucose tabs, juice boxes and crackers to handle such situations.

Bathroom Policy

In order to attend Camp all children must be able to independently utilize the restroom facilities and be completely toilet trained.

Discipline Policy

Disciplinary action will be taken on a case-by-case basis. Infractions including minor instances of disrespect, disobeying, and inappropriate language or behavior towards other campers or staff will be handled by a warning, followed by time away from the group. All infractions will be documented by staff and kept in the camper's file. A copy will be sent home with the camper at the end of the day.

Serious disciplinary actions will be taken in the event of physical fighting, destruction of property and other behaviors or actions that put campers, staff, etc. in danger. Such behavior will result in a meeting with the Camp Director and may be followed by suspension for the day, a meeting with the camper's parent/guardian or possible expulsion from camp.

Prohibitions:

- (1) Corporal punishment, including spanking, is prohibited.
- (2) No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse
- (3) No camper shall be denied food or shelter as a form of punishment
- (4) No camper shall be punished for soiling, wetting or not using the toilet

Activities

Camp Jack's programs have been designed to keep kids active throughout the day, requiring a bit more physical activity/exercise than a typical school day. Camp staff monitors campers closely as to prevent possibly high/low blood sugars, over heating, etc. All members of the staff are trained in CPR/First Aid and the Camp Nurse is always present. Please dress your camper appropriately. Sneakers are strongly suggested. Written notes or phone call from the parent/guardian or doctor are needed to excuse a camper from an activity.

Missing or Absent Camper

If your camper is not attending camp on a given day, please call the Director as soon as possible and let them know. Additionally, all campers must be physically signed-in and out each day. Not properly dismissing your child results in a camp wide search and Missing Camper Procedure.

What to Bring to Camp

Many of our campers use the same type of blood glucose meter and they could be easily misplaced, swapped, etc. A lost meter is cause for all activity at camp to stop while camp staff and campers search for the missing item. **Please label all items with your camper's full name.**

Suggested Items:

- Insect repellent
- Water bottle
- Swim suit
- **Lunch** (we do not provide lunch)
- Sunscreen
- Beach towel
- Water shoes

Please send child in with their own sunscreen, (SPRAY SUNSCREEN HIGHLY RECOMMENDED) as components of sunscreen can cause sensitivity/ rashes in certain children.

For younger children it is suggested an extra pair of clothing be kept in back pack (including underwear) in case of accidents

To ensure campers are fully protected, please apply first application of bug spray and sunblock before arriving at camp

Do NOT send:

- Valuable items, such as personal sports equipment
- Electronics (radios, iPods or CD players, games, cell phones, etc.)
- Pocketknives or other weapons
- Pets, alcohol, drugs, or tobacco
- Money

Items on the do not send list that are brought to camp will be confiscated and returned at the end of the camp day. Campers who ride the bus and wish to bring a cell phone with them for emergency reasons must leave their phones in their backpacks during the camp day. Camp Jack and its staff are not responsible for lost, stolen or damaged items.

Snacks/Drinks

Camp provides a variety of healthy snacks for campers at both 10:00am and 2:00pm every day. These snacks are portioned or packaged to suit the needs of our campers. Gluten free snacks are available, but if your child has a particular kind of gluten free snack that they enjoy, it is encouraged that they bring it with them. Water is provided throughout the camp day. Sugar-free drinks will be offered at snack times only.

If your camper has a food allergy, it must be indicated on their Camper Health Forms.

Snack calendars are available upon request. Your child may bring in their own snack and keep it with them if they'd prefer.

Lunch

All campers may bring their own lunches or get their lunches on site. Please do not pack candy in your child's lunch, regardless of whether or not they have diabetes.

Weekly Menus will be provided in advance and carb counting will be provided for each menu option

On-Site Drop-off /Pick-up Procedures

Sign-In

Campers who will be dropped off at the camp site may be dropped off no earlier than 8:45am. Campers cannot be dropped off earlier than 8:45am, as there is no nurse on duty before then.

Please park in the designated area. Driving through the site is not allowed.

Parents/Guardians/Authorized persons must physically sign-in their camper with staff at the sign-in/out table (located next to nurse's station) each morning. This ensures the child's safety and also allows the staff to pass on any information that the parent/guardian/authorized person may need to know regarding the day's events.

Sign-Out

Campers may begin getting picked up at 3:45pm. We discourage earlier pick-ups as it disrupts the cohesiveness of your camper's group. Please let Camp Director know, either by phone, email or written note, if your child will need to be picked up early. **All campers and staff must be picked up by 4:00pm daily.**

Persons picking up children from camp must go directly to staff at the sign-in/out table and physically sign them out. Campers will only be released to persons identified on their Authorized Persons form. **If no one picks up the child at the camp site, the child will be taken to the Freetown Police Station and will have to wait to be picked up there.**

Please Note: If pick-up/drop-off location changes due to unforeseen circumstances or emergency the Camp Coordinator will contact families via phone call.

Bus Drop-off /Pick-up Procedures

Bus monitors will have a cell phone and all contact information for all campers riding the bus. If situations occur on the bus, including minor infractions such as misbehavior, families will be notified via phone or meeting upon the campers at pick-up. All infractions will be documented. ***If changes or emergencies occur that affect campers pick-up/drop-off time and/or location, the bus monitor and camp coordinator will contact all parents/guardians of campers riding the bus via phone call with next steps.***

Campers that do not follow the bus/van rules and put the safety of the other passengers at risk may be suspended from, or lose their privileges to ride the bus immediately for the duration of camp.

Sign-In

Campers who are riding the bus/van to camp must be at their selected pick-up spot at the designated time. The bus/van will only wait for 5 minutes at each stop.

Parent/Guardians/Authorized Persons are to wait with their camper at the bus stop and physically sign their child in with the bus monitor.

Sign Out

Persons picking up children from the bus must go directly to the bus monitor at the bus door and physically sign the child out. Campers will not be allowed off the bus until they are signed out and will only be released to persons identified on their Authorized Persons form.

If no one is available to pick a child up from their selected stop, the bus will wait for 10 minutes while the bus monitor calls that camper's Authorized Person's pick-up list. If no one is available to pick up a child still, the child will remain on the bus until the next stop. If no one picks up the child at the following stop, the child will be taken to the Dartmouth Police Station and will have to wait to be picked up there.

**Please review the following rules of bus riding with your camper(s).
Failure to comply with bus rules, policies and procedures will result in disciplinary action and possible loss of bus riding privileges.**

Bus Rules, Policies and Procedures

Each camper who is provided transportation services by the camp is expected to obey the rules established by the Camp Director for the safety and welfare of all campers. Behavior on the bus should be comparable to the type of behavior required in a classroom. Unacceptable behavior will result in disciplinary action and possible loss of riding privileges.

General Behavior:

1. Be considerate of others on the bus and use appropriate language at all times.
2. Follow the instructions of the bus driver and bus monitor.
3. Board and leave the bus at the designated bus stop as chosen by your parent or guardian.

While Waiting to Board the Bus:

1. Be at the designated pick-up spot on time. The bus will not wait for campers who are not on time and have not called the bus monitor to report their absence for the day.
2. Wait for the bus to come to a complete stop before moving toward the service door. Always walk in an orderly fashion.
3. Board the bus in single file, using the handrail for safety.
4. Notify the driver or bus monitor ahead of time when you know you will not be riding the bus or getting off at a different stop.

While Riding on the Bus:

1. Hold personal belongings or place them on or under seats -- keep the aisle of the bus clear at all times. Do not touch other people's personal belongings. Do not block the Emergency Exit with your person or your belongings at any time.
2. Place trash in the waste receptacle as you leave the bus. Throwing articles out the windows is a violation of State law and camp rules.
3. The bus driver has the same authority as any camp staff member. Failure to comply with the bus rules may result in loss of bus transportation.
4. Keep hands, feet and head inside the bus at all times.
5. Keep your hands and feet to yourself at all times.
6. Loud talking, screaming/yelling or unnecessary confusion is not permitted. This is a distraction to the driver and will not be tolerated.
7. Treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender. Bus rider should never tamper with the bus or any of its equipment.
8. Horse-play is not permitted on or around the school bus.
9. Bus riders are not permitted to leave their seats while the bus is in motion. Seat belts should be worn at all times when applicable. If wheel chairs are utilized the person must be seat belted into wheel chair, the chair in locked position, and secured to vehicle.
10. Two people will ride to a seat when needed. The bus will never carry more riders than its legal limit allows.
11. If an emergency should occur, remain seated until given instructions by the bus driver or monitor. Remain calm and quiet until help arrives.
12. Check to see that all belongings are taken along as you leave the bus.
13. Assigned seating may occur. If so, all campers must obey the seating rules.
14. Please remain seated at all times when riding the bus.

After Leaving the Bus:

1. Move away from the side of the bus immediately, following the guidance of the bus monitor.
2. Be extra alert to possible dangers at all times- including other cars in the parking lot.
3. The monitor will not discharge riders at other places than their assigned bus stop unless he has been properly authorized to do so by the Camp Director or the child's guardian.

- Riders will not be released to any person not identified on the camper's release form. The bus monitor and Camp Director must be notified in advance if a child is going to be picked up by someone not authorized by their release form to do so.

Frequently Asked Questions (FAQ)

How is the health of my child cared for?

A health history form, physical form, and their current immunization records (diabetic orders if applicable) are required for every camper and will be reviewed before their arrival to camp. Staff will be made aware of all pertinent information, including allergies. All medications brought to camp are kept safely away from camper areas. Insulin is administered as needed and changes in dosages, basal rates, or boluses are under the supervision of the Camp Nurse.

Other medications, such as allergy medication (Benadryl), antibiotic ointments, hydrocortisone cream, or cleansers (Alcohol, Hydrogen Peroxide) may be administered ONLY by the Camp Nurse. In the event of an accident or illness, we will call Emergency Response Services first and the Parent/Guardian second.

All camp staff members are certified in First Aid and CPR. Parents/Guardians will be called in the event of any illness or injury that warrants the attention of a doctor. For diabetes, blood sugar is measured a minimum of 3 times each day and recorded on the campers blood glucose record. The Camp Nurse along with the Counselors and Camp Mentors will monitor each camper during daily activities. Glucose tabs, juice, crackers, meters, lancets, band-aids, and other basic first aid items are available in each Counselor backpack at all times.

How are staff selected and supervised?

The summer counselors are 18 years old or older. Most have completed one or more years of college. All applicants are interviewed by a director and undergo a background check. Staff with diabetes must have demonstrated good diabetes management and in most cases are camp alumni. All staff members are required to attend two weeks of training, which is inclusive of trainings with a Certified Diabetes Educator, First Aid/CPR, behavior management, and rules and policies of camp, as led by the Camp Director and Lead Counselor. The Camp Director is at camp during the entire camp session. Staff is observed daily. The Director conducts formal performance reviews at the end of the camp season. Weekly, the Camp Director reports to the Diabetes Association Leadership team to continue developing best practices and safe, effective camp programming.

When will I be contacted in a situation pertaining to my child?

Counselors and Camp Directors are trained extensively on handling personal and medical situations with your children. However, in extreme cases medical illness, injury, behavioral issues or other situations where a director deems it necessary to contact a parent, you will be phoned by a director.

What is the staff to camper ratio?

In accordance with the Massachusetts Department of Public Health Day Camp Code and ACA regulations, our staff-to-camper ratio is as follows:

- 6 years and younger 1 staff to 5 campers
- 7-8 years 1 staff to 8 campers
- 9-14 years 1 staff to 10 campers

Is there a Refund Policy?

We understand that medical emergencies may arise over the summer or just as your child is set to attend camp. Refunds are only given under emergency situations. Please call us as soon as possible to inform us of your need to cancel. We will ask that you submit a written excuse from your child's physician. There are no refunds for "missed days."

Emergency Names & Numbers



Ambulance Service.....	911
Freetown Fire.....	911
Freetown Police.....	911
MA State Police.....	508-636-5855
Poison Control Center.....	1-800-682-9211
Freetown Board of Health.....	508-822-7828
MA Board of Health.....	1-888-658-2850 (toll free)

Hospitals

Hasbro's Children's Hospital (Providence).....	401-444-4000
Saint Anne's Hospital (Fall River).....	508-674-5741
Charlton Memorial (Fall River).....	508-679-3131

Camp Health Care Consultant

Dr. Jeannine R. Audet, MD.....	508-493-8221 (cell) 401-681-4274 (office)
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People, Incorporated Leadership

Theresa Romanovitch, Vice President of Workforce Development and Community Partnerships Office:.....	508-689-6104
Ann O'Neil-Souza, Director of Community Partnerships.....	774-627-2436

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Phone: 508-679-5233

<http://peopleinc-fr.org/programs/diabetes-association-inc/>

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