



CAMPER HANDBOOK 2023



Camp Jack is a program of
Diabetes Association Inc.
peopleincfr.org



PEOPLE INCORPORATED'S MISSION

Our mission is 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'S 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 team of trainers.
3. Maintain a well-rounded camp staff, including those who have lived experience with 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 ensure that each age group is well represented by 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 campers' opportunities to express their creativity.
2. Increase campers' appreciation and knowledge of nature and the environment.
3. Increase physical activity among campers.
4. Increase awareness of the community.
5. Decrease stress, boredom, and isolation among campers while increasing 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, Inc., 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 ongoing relationship with the Diabetes Association, Inc.

HISTORY OF CAMP

The Diabetes Association, Inc. (DAI) began its traditional day camp over 25 years ago at the Rod and Gun Club in Westport, Massachusetts. As the need for the program increased, DAI began to look for a new site to support the growing number of campers living with diabetes and created a new home with the Boy Scouts of America at their Camp Buxton site in Rehoboth, Massachusetts. In 2009, DAI became an affiliate program of People Incorporated. The Diabetes Association, Inc.'s commitment to helping children living with diabetes to grow and learn has created exceptional experiences for hundreds of children in communities throughout Massachusetts and Rhode Island. In 2017, Camp Jack relocated 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, including two outdoor pools, athletic fields, a playground area, and indoor restroom facilities. Camp Jack occupies the former residential camp area of Camp Welch and operates as "a camp within a camp," retaining its own staff, policies, and procedures.

Camp Jack must comply with the regulations of the MDPH and be licensed by the LBOH.

DAILY SCHEDULE

Daily camp activities include sports, arts & crafts, interaction with nature, nutrition, and archery, along with rest and free time. Each group rotates through a daily schedule of activities, as follows:



8:00am	Campers begin arriving
9:00am	Flagpole & daily 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 activity
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

The Medical Consultant is responsible for reviewing and approving procedures, policies, and manuals for the diabetes camp. They also review all camper medical files before the start of camp.

Camp Coordinator: Melissa St. Pierre

The Camp Coordinator is responsible for all activities, programming, staff, and communications. The Camp Coordinator supervises all aspects of camp and is on-site at all times and accompanies the campers and staff in the event of an off-site trip.

Camp Nurse: Nicole Pereira, RN

Nurse Nicole is on-site at all times or off-site with campers and staff 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 implementing 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 wellbeing 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. Many are even former campers. Camp Mentors are role models to the younger campers and ensure the children's safety with respect to blood glucose during all activities. They work under the direct guidance of camp counselors. The Camp Mentors participate actively in all activities.

PEOPLE INCORPORATED LEADERSHIP

People Incorporated CEO: Megan Stirk

VOLUNTEERS, VISITORS, AND INTRUDERS

Volunteers check in with a Boys & Girls Club staff member at the area near the swing sets and are announced over the walkie-talkies to alert the appropriate party of their arrival. Volunteers will receive their assignments each morning upon checking in with the Camp Coordinator.

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

All staff and volunteers have been pre-screened, which includes a clear background check and completion of all necessary safety training.



HEALTH AND SAFETY

The care and safety of our campers is our number one priority. 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 uploaded at least **two 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 location without these forms. ***School physical forms are not acceptable. Forms must have a doctor's signature within 24 months of camp's first day.***

Campers arriving to camp or the camp bus/van stop with these forms in hand will not be allowed to stay until the camp medical staff has properly reviewed all forms. Any pertinent medical information regarding your camper will be shared with their respective staff member 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 **two weeks** for review of health information. If signing up once camp has already begun, registration must be submitted **no later than ten 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. If the nurse feels that the camper needs to leave camp, attempts will be made to reach someone from the Emergency Contact/Authorized Persons list and arrange for pick-up.

Please Note: If your child is excluded/sent home with any COVID symptoms, including but not limited to nasal congestion or runny nose, cough, sore throat, difficulty breathing, a fever over 100°, or any other COVID symptom identified by the CDC, they must be symptom-free for 24 hours without using a fever-reducing medication, AND have a negative COVID test 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, or 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, Inc.'s office. Families will be contacted immediately about the situation and the next steps. In addition, if a bus pick-up/drop-off location needs to be changed due to unforeseen circumstances or an emergency, the Bus Monitor and Camp Coordinator will contact families of bus riders via phone.

Medications at Camp

Campers who 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 in to 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, and antibiotic cream. If you think your child may need a specific over-the-counter medication 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 the medication

will be needed at camp, it needs to be provided in its original pharmacy container or box with a 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 (whichever 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 in the Diabetes Health Information Form regarding the pump.

Please supply the nurse with the following items: Insulin and 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 picnic tables or camp grounds. 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, and others in danger. Such behavior will result in a meeting with the Camp Coordinator 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, shelter, or water 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. The camp staff monitors campers closely as to prevent possibly high/low blood sugars, overheating, 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 calls 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 Camp Coordinator 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 a 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 repellant
- Water bottle
- Swimsuit
- Lunch
- Sunscreen
- Beach towel
- Water shoes

Please send children in with their own sunscreen as sunscreen components can cause sensitivity/rashes in some children. (SPRAY SUNSCREEN IS HIGHLY RECOMMENDED)

For younger children, it is suggested an extra pair of clothing be kept in a backpack (including underwear) in case of accidents.

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

Do **NOT** send:

- Valuable items, such as personal sports equipment
- Electronics (radios, iPods, iPads, tablets, games, etc.)
- Cell phones
- Pocketknives or other weapons
- Alcohol, drugs, or tobacco
- Pets
- Money

Items on the "do not send list" brought to camp will be confiscated and returned at the end of the camp day. Camp Jack and its staff are not responsible for lost, stolen, or damaged items.

Please note that cell phones are for diabetes management and emergency use only. 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.

All medical and treatment decisions must be passed to the camp leadership and NOT sent to your child's cell phone.

SNACKS/DRINKS

Camp provides a variety of healthful snacks for campers at both 10:00 a.m. and 2:00 p.m. 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, we encourage them to 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 DROPOFF/PICK-UP PROCEDURES

Sign-In

Campers who will be dropped off at the camp may be dropped off no earlier than 8:00 a.m. Campers cannot be dropped off earlier than 8:00 a.m., 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 who will greet you in the parking area each morning. This procedure 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 3:45 p.m. We discourage earlier pick-ups as it disrupts the cohesiveness of your camper's group. Please let the Camp Coordinator 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 4:00 p.m. daily.

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

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

BUS DROPOFF/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 when meeting 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 the next steps.***

Campers who 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 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

Authorized 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 those 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 Persons pick-up list. If no one remains available to pick up a child, 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 Coordinator 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, as 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 riders should never tamper with the bus or any of its equipment.
8. Horseplay 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 wheelchairs are used, the person must be seat belted into the wheelchair, with the chair placed in a locked position and secured to the 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 the monitor has been properly authorized to do so by the Camp Coordinator or the child's guardian.
4. Riders will not be released to any person not identified on the camper's release form. The Bus Monitor and Camp Coordinator must be notified in advance if a child will 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 at camp?

A health history form, physical form, and current immunization records (diabetic orders if applicable) are required for every camper. These documents will be reviewed before campers arrive at 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 Camp Nurse's supervision.

Other medications, such as allergy medication (Benadryl), antibiotic ointments, hydrocortisone cream, or cleansers (e.g., alcohol, hydrogen peroxide) may be administered ONLY by the Camp Nurse. In the event of an accident or illness, the staff 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 a doctor's attention. For diabetes, blood sugar is measured a minimum of three 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's backpack at all times.

How are staff selected and supervised?

The camp counselors are 18 years old or older. Most have completed one or more years of college. All applicants are interviewed by the Camp Coordinator and undergo a background check. Staff members with diabetes must have demonstrated good diabetes management and, in most cases, are camp alumni.

All staff members must attend training, including training with a Certified Diabetes Educator, First Aid/CPR, behavior management, and rules and policies of camp, as led by the Camp Coordinator and Lead Counselor.

The Camp Coordinator is at camp during the entire camp session. Staff is observed daily. The Camp Coordinator conducts formal performance reviews at the end of the camp season. The Camp Coordinator reports to the Diabetes Association, Inc.'s leadership team weekly to continue developing best practices and safe, effective camp programming.

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

Camp Counselors and the Camp Coordinator are trained extensively on handling personal and medical situations with your children. However, in extreme cases of medical illness, injury, behavioral issues, or other situations where the Camp Coordinator deems it necessary to contact a parent, the Camp Coordinator will call parents/guardians directly.

What is the staff to camper ratio?

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

- 7 years and younger 1 staff to 5 campers
- 8-11 years 1 staff to 8 campers
- 12-14 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 reason and explanation from your child's physician. There are no refunds for "missed days."

How are health care policies determined? Please note that operational and health-related policies and procedures are subject to change at any time based on guidance from local public health authorities and the Centers for Disease Control and Prevention (CDC).

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EMERGENCY NAMES AND NUMBERS

911	Ambulance Service
911	Freetown Fire
911	Freetown Police
508.993.8373	MA State Police
800.222.1222	Poison Control Center
508.644.2202 ext. 3	Freetown Board of Health
617.624.6000	MA Board of Health

HOSPITALS

401.444.4000	Hasbro's Children's Hospital (Providence)
508.674.5600	Saint Anne's Hospital (Fall River)
508.679.3131	Charlton Memorial Hospital (Fall River)

PEOPLE INCORPORATED LEADERSHIP

508.679.5233	Megan Stirk, CEO
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