

Instructions for Downloading and Assembling A Guide for Families: Diabetes Care for Children and Teens

[A Guide for Families: Diabetes Care for Children and Teens with Type 1 Diabetes](#) includes information to use when teaching families who have a child or teen with a new diagnosis of type 1 diabetes. The *Guide* includes information to address survival or basic level learning objectives for pediatric type 1 diabetes.

The *Guide* should be printed and organized in a 3-ring binder with tabs. Please follow these instructions for downloading, printing and assembling the binder:

A: Print the full *Guide* as well as the inside cover page:

1. Open the PDF file of the *Guide*. **If you are using a Mac computer, open the file using Adobe Reader – this will enable you to see and print the graphic images.**
2. Print the *Guide* double-sided using black ink on white paper.
3. 3-hole punch all pages except the first title page which goes on the front cover.
4. (i.) Open the PDF file for the *inside* cover page with the logo for your Health Region. (ii.) Insert your program contact information in the fillable PDF beside your health region logo. For example if your diabetes education program is in Nanaimo BC, open the VIHA inside cover page and enter your program contact information, including both emergency and non-urgent contact information.
5. Print and 3-hole punch the *inside* cover page.

B: Assemble in a 3-ring binder with 8 section tabs:

Use a white, one inch binder with a clear plastic sleeve and inside pockets.

- Place the illustrated title page behind the plastic sleeve on the front of the binder.
- Insert the *inside* cover page inside the binder. This page should include your health region logo and program contact information. It should be the first page families see when they open the binder.
- Insert the Table of Contents [TOC] which specifies 8 sections for the binder and the related survival-level learning documents to include in each section.
- Insert 8 tabs with numbers or titles to correspond with the 8 sections in the TOC.
- Insert the appropriate information sheets in each section, as outlined in the TOC.
- Place each of the following in the clear pockets inside the binder:
 - 1 copy of CDA's *Beyond the Basics* poster
 - 1 MedicAlert order form
 - Community resource information such as a CDA and JDRF brochure, a flyer for the Kids with Diabetes website, and other relevant community information
 - Business cards with contact information for the diabetes education team

A 3-ring binder as described above is recommended to make it easier for educators and families to locate information. You can also print individual topics to give families.

You may add information to the binder as your teaching progresses to more advanced levels of learning.