

AIRPORT TRANSPORTATION INSTRUCTIONS

FOR PARENTS WHO SELECTED THE OPTIONAL AIRPORT TRANSPORTATION SERVICE

AIRPORT TRANSPORTATION SERVICE

Cayuga provides transportation service to and from three (3) International Airports. On arrival day, our staff will escort your child from the airline's terminal gate to Camp Cayuga. On departure day, our staff will accompany your child from camp to his airline's terminal gate, and remain at the airport until your child's plane is in the air.

HOW TO SIGN-UP

This service is optional and advance registration is required. If you didn't register for this service on your child's enrollment application, you can do so now online. Simply "login" on our homepage, click "Forms & Documents" on your dashboard, then click "Additional Options" and select your airport under the "Transportation" section. Note: Within 1 week of your camper's arrival, it is not possible to signup online through "Additional Options". You'll need to register using the paper form (PDF) *Travel-Airport Transportation Service Request Form* located under "Forms & Documents" on your dashboard.

AIRPORT TRANSPORTATION ITINERARY FORM

After making your child's flight reservations, complete & return the *Travel-Airport Itinerary Form*. This Form is under "Forms & Documents" on your dashboard. To return the form, click "Forms & Documents" on your dashboard and select "upload" next to "Travel-Airport Itinerary Form". If you prefer, you can email your completed/scanned form to info@campcayuga.com, or fax it to 908-470-1228 or after June 6th to 570-253-3194. The Itinerary Form is due 2 weeks prior to your child's arrival.

AIRPORTS AVAILABLE

- *WilkesBarre/Scranton Airport* (Avoca, Pennsylvania) is the closest airport being only 35 miles (1 hour drive) from camp. However, it's the smallest airport on our list and your child will likely need a connecting flight to arrive here.
- *Newark Airport* (Newark, New Jersey) has more non-stop direct flights than WilkesBarre/Scranton Airport and is closer to camp than JFK Airport.
- *JFK Airport* (Jamaica, New York) is located in a heavy-traffic area of New York and is farthest from camp. Flights to/from JFK may cost less than Newark Airport, but your child's ride to camp is about 1½ hours longer.

AIRPORT TRANSPORTATION SERVICE FEE

The fees below apply to flights that arrive on the session's start date, and depart on the session's end date.

- WilkesBarre/Scranton Airport: \$60 one-way, \$120 roundtrip.
- Newark International Airport: \$90 one-way, \$180 roundtrip.
- JFK International Airport: \$105 one-way, \$210 roundtrip.

EXTRA CHARGE - IF NOT OFFICIAL START/END DATE

Cayuga does provide transportation to/from the above airports on any given day. However, arrival flights that take place on days other than the session's official start date, as well as departure flights that take place on days other than the session's end date, incur an extra charge.

- Newark Airport: extra \$35 one-way.
- JFK Airport: extra \$55 one-way.
- WilkesBarre/Scranton: no extra fee.

FLIGHT ARRIVALS - ACCEPTABLE TIMES

Newark Airport: Between 11:30am and 6:00pm.

JFK Airport: Between 12:30pm and 5:00pm.

WilkesBarre/Scranton Airport: Between 8:30am and 8:00pm.

Camp policy prohibits Airport Staff departing camp before 6:30am, and generally prohibits them from returning to camp with children after 10:30pm. For this reason, certain arrival times are prohibited (see below). Our Airport Staff depart camp 5 hours before the flight's scheduled arrival time for Newark Airport; 6 hours for JFK Airport; and 2 hours for WilkesBarre/Scranton Airport. FYI: Our staff is instructed to arrive at your child's gate about one hour before the flight's scheduled arrival.

FLIGHT ARRIVALS - PROHIBITED TIMES

Newark Airport: Arrivals before 11:30am and after 6:00pm;

JFK Airport: Arrivals before 12:30pm and after 5:00pm;

WilkesBarre/Scranton Airport: Arrivals before 8:30am and after 8:00pm.

Note: Domestic & International Flights arriving during these prohibited times will incur an extra charge. (See section below "Flight Arrivals - Extra Charge If Prohibited Time".)

FLIGHT ARRIVALS - EXTRA CHARGE IF PROHIBITED TIME

If your flight arrives before the acceptable arrival time, camp policy requires our Airport Staff to stay in a hotel (near the airport) the night before arrival. If this applies, the extra charge is equal to the cost of the hotel room. This cost is estimated at \$140. If your flight arrives after the permitted arrival time but before 8:00pm, the extra charge is \$70 and no hotel room is required. If your flight arrives after 8:00pm, your child will stay in a hotel near the airport that evening, and will be driven to camp the following morning. In this case, the extra charge is equal to the cost of your camper's hotel room (estimated \$140) plus one-half the cost of the staff member's room (estimated \$70). The total estimated cost is \$210.

DOMESTIC FLIGHT DEPARTURES - ACCEPTABLE TIMES

Newark Airport: Between 11:30am and 8:30pm.

JFK Airport: Between 12:30pm and 7:30pm.

WilkesBarre/Scranton Airport: Between 8:30am and 10:00pm.

Camp policy prohibits campers from departing for the airport before 6:30am, and prohibits staff from returning to camp after midnight. For this reason, certain departure times are prohibited. Our campers depart Cayuga 5 hours before the flight's scheduled departure time for Newark Airport; 6 hours for JFK; and 2 hours for WilkesBarre/Scranton Airport. FYI: Campers check-in at least one-hour before their scheduled departure time.

DOMESTIC FLIGHT DEPARTURES - PROHIBITED TIMES

Newark Airport: Departures before 11:30am and after 8:30pm.

JFK Airport: Departures before 12:30pm and after 7:30pm.

WilkesBarre/Scranton Airport: Departures before 8:30am and after 10:00pm.

Note: Flights departing during these prohibited times will incur an extra charge. (See section below "Flight Departures - Extra Charge If Prohibited Time".)

INTERNATIONAL FLIGHT DEPARTURES - ACCEPTABLE TIMES

Newark Airport: Between 1:00pm and 8:30pm.

JFK Airport: Between 2:00pm and 7:30pm.

WilkesBarre/Scranton Airport: Between 10:00am and 10:00pm.

Camp policy prohibits campers from departing for the airport before 6:30am, and prohibits staff from returning to camp after midnight. For this reason, certain departure times are prohibited. Our international campers depart Cayuga 6½ hours before the flight's scheduled departure time for Newark Airport; 7½ hours for JFK Airport; and 3½ hours for WilkesBarre/Scranton Airport. FYI: International campers check-in about 2½ hours before their scheduled departure time.

INTERNATIONAL FLIGHT DEPARTURES - PROHIBITED TIMES

Newark Airport: Departures before 1:00pm and after 8:30pm.

JFK Airport: Departures before 2:00pm and after 7:30pm.

WilkesBarre/Scranton Airport: Departures before 10:00am and after 10:00pm.

Note: Flights departing during these prohibited times will incur an extra charge. (See section below "Flight Departures - Extra Charge If Prohibited Time".)

FLIGHT DEPARTURES - EXTRA CHARGE IF PROHIBITED TIME

If your flight departs before the acceptable departure time, camp policy requires your camper and the Airport Staff to stay in a hotel (near the airport) the night before departure. If this applies, the extra charge is equal to the cost of your camper's hotel room (estimated \$140) plus one-half the cost of the staff member's room (estimated \$70). The total estimated cost is \$210. If your flight departs after the permitted departure time, camp policy requires the Airport Staff to stay in a hotel that evening. If this applies, the extra charge is equal to the cost of the hotel room. This cost is estimated at \$140. To avoid extra charges, don't schedule a flight that departs after the acceptable departure time.

LUGGAGE ON DOMESTIC FLIGHTS

Cayuga's Airport Service (for domestic flights) limits campers to 2 bags with no weight restrictions. Since airlines charge \$25-\$50 for each additional/overweight bag, you may want to consider shipping some of your child's luggage to camp in advance. We'll store the bags in safekeeping and deliver them on arrival day. Note: The local Post Office, United Parcel Service (UPS), and FedEx all service our area. For return flights on departure day, the same holds true. To avoid your child paying baggage fees at check-in, you may want to ship the bags from camp at the end of his/her session. In this case, it's your responsibility (the parent) to make the pick-up and payment arrangements with your service provider. The camp office staff will gladly weigh and measure the luggage pieces, if requested. Please remember to notify us of your arrangements (name of shipping service, number of bags to be picked-up, pick-up date, pick-up time), so we can have your camper's luggage accessible. If you do not want to ship your child's luggage from camp, be sure to deposit enough money in your child's Camp Bank account to cover the airline's baggage fees, which must be paid at check-in.

LUGGAGE ON DOMESTIC FLIGHTS

Campers arriving on domestic flights should consider shipping some of their luggage to camp. Cayuga's Airport Service (for domestic flights only) limits campers to 2 bags with no weight limit; while most airlines limit passengers to 1 bag with a 50 lb limit. Airline baggage fees can be as high as \$50 per bag and more for overweight bags. To avoid airline baggage fees, consider shipping your luggage to camp in advance. Luggage, which is shipped in advance, will be stored in safekeeping and delivered to your camper on Arrival Day. The US Post Office, UPS (United Parcel Service), and Federal Express all service our area.

The same holds true for domestic departure flights. To avoid baggage fees on the way home, you can ship the luggage from camp at the end of your camper's session. It's your (the parent) responsibility to make the pick-up and payment arrangements with your service provider. The camp office staff will gladly weigh and measure the luggage pieces, if requested. Please remember to notify us of your arrangements (name of shipping company, number of bags to be picked-up, pick-up date, pick-up time), so we can have your camper's luggage accessible. If you do not want to ship your camper's luggage from camp, be sure to deposit enough money in your child's Camp Bank account to cover the airline's baggage fees, which must be paid at check-in.

AIRLINE'S UNACCOMPANIED MINOR PROGRAM (UMP)

Campers traveling by plane should be enrolled in your Airline's *Unaccompanied Minor Program* (UMP) for both the arrival and departure flights. This program provides an airline representative who assumes the responsibility of "parental oversight", which includes supervising your child beyond the security checkpoint. Since only passengers are permitted beyond the security checkpoint, the UMP is needed for both arrival & departure flights to ensure your child is properly supervised. It's become increasingly difficult for our staff members to get beyond the airport security checkpoint. However, the UMP improves our chances of receiving security clearance by allowing our staff member to take the place of their airline representative. It's my understanding that as long as you pay the additional fee for the UMP, the airlines are satisfied with Cayuga providing the "parental oversight". The UMP typically applies to nonstop flights for ages 5 to 14.

NAME OF ASSIGNED STAFF MEMBER: When you enroll your child in the UMP, the airline will ask you for the name of the individual (camp staff member) who is greeting your child at the airport upon arrival, and the person who is accompanying your child to the airport for departure. The airline representative, who has "parental oversight" of your child, will ask our Airport Staff for ID before relinquishing his/her responsibility to the camp. Since airport staff assignments are not finalized until 2 or 3 days before arrival/departure, for now, provide your airline with the Camp Director's name - "Brian Buynak", along with the camp's Pennsylvania address & telephone number. The day before your child's arrival/departure, we'll provide you (by phone or email) with the staff member's name who has been assigned to accompany your camper.

GET CONFIRMATION: Enroll your child in the roundtrip UMP at the time you purchase the tickets. It's important to get written confirmation of the UMP and send us a copy. If we have no written confirmation of the UMP for your child's return flight (and if the airlines has no record of the UMP in their computer database), it can take up to 45 minutes to enroll your camper in the UMP at the time of check-in. This delay causes problems, and can be avoided by getting written confirmation. Without proof of the UMP, the airline will require your child to pay the UMP fee at check-in because minors are not permitted beyond the security checkpoint without "parental oversight".

AIRPORT ARRIVAL PROCEDURES

Please inform your child of our Airport Arrival Procedures, which are as follows: A Cayuga staff member will greet your camper at the terminal gate (where passengers get off the plane) and escort him/her to the baggage claim area. For international flights our staff member will greet your child after the immigration process, not at the gate where he/she exited the airplane. After collecting the luggage, our staff member will instruct your child to call you collect from an airport payphone - to let you know he/she has arrived safely. Confirm this telephone number with your child. If you'd like a call to your cell phone, be sure your child has a calling card (since cell phones can't accept collect calls). Afterwards, we'll load the luggage into the camp vehicle and drive your child directly to camp. The vehicle doesn't make any other stops along the way and there are usually 2 staff members assigned to each camp vehicle. Campers traveling on the same flight (or arriving within the same time frame) may be assigned to travel in the same camp vehicle to camp. Upon arrival at Cayuga, your camper will report directly to the infirmary for a preliminary health screening by the camp nurses to insure no contagious conditions enter the camp (head lice, etc).

Please explain to your camper that our Airport Staff will be wearing a red Camp Cayuga staff t-shirt and will be holding a "*Camp Cayuga*" sign. The Cayuga staff member will have in his possession your child's Airport Transportation Itinerary Form; a photograph of your child (if you uploaded it from your dashboard); a copy of your camper's enrollment application including your contact information; a personal photo ID; and an authorization form signed by the Camp Director. Both male & female staff members are assigned to airport responsibilities.