

# CAMP CAYUGA ARRIVAL & DEPARTURE INFORMATION

## TRAVELING BY CAR TO/FROM CAMP

SUMMER OFFICE: 321 NILES POND ROAD, HONESDALE, PA 18431 (570) 253-3133, FAX: (570) 253-3194  
BUSINESS OFFICE (start Sept: 8) P.O. BOX 151, PEAPACK, NJ 07977 (908) 470-1224, FAX: (908) 470-1228  
WEBSITE: [www.campcayuga.com](http://www.campcayuga.com) EMAIL: [info@campcayuga.com](mailto:info@campcayuga.com)

### OPTIONAL BUS & BAGGAGE SERVICE

If you received this flyer, our records indicate you have NOT selected Cayuga's Bus & Baggage Service. If you'd like to take advantage of this service, please contact us. The fee is \$180 round trip (\$95 one-way) per camper or \$190 (\$100 one-way) from the White Marsh, Maryland bus location. Seats are limited and available on a first-come first-serve basis. Each chartered bus is equipped with a restroom and air conditioning. Our bus & baggage service is available 4 times during the summer: 1) To camp on opening day (6/25/17); 2) From camp at end of first-half session (7/22/17); 3) To camp at the beginning of the last-half session (7/23/17); and 4) From camp on the last day (8/18/17).

### ARRIVAL DAY

Your child's first day at camp is loaded with fun & excitement, and the kids just can't wait to see things start happening. It's a very BIG day! It's also a very busy day, and it's not always possible for our staff to spend as much time with our campers' parents as we would like. Our Open House in the Spring and Visiting Day are two events scheduled for this purpose. Camp tours are not available on Arrival Day, and our dining hall service is available only to campers and staff. Pets are never permitted on the camp property. This includes Arrival Day, Departure Day, and Visiting Day.

### CAR ARRIVALS

If you're driving your child to camp on Arrival Day, plan your arrival anytime between 9:00am and 11:00am. You'll be greeted at the camp's entrance driveway by a staff member who will record your child's arrival, so you don't have to sign-in at the camp office. You'll then proceed to a designated area near the cabins where you can temporarily park.

From the parking area, parents accompany their camper to the Preliminary Screening Area, where our camp medical staff will perform head-checks for lice/nits & examine your child for other contagious conditions (virus symptoms, etc). During the screening, turn-in your child's packaged medications with the Camp Medication Form. The meds need to be easily accessible, so don't pack them in your camper's luggage. Keep your camper's luggage in your vehicle until the screening is completed.

One of your child's counselors will be waiting at the cabin to greet you, and will help carry your camper's luggage to the cabin. You're welcome to help your camper unpack & get settled-in, but keep your stay short. Plan to depart by 12:00pm. Except for Opening Day, keep in mind full-season campers will be participating in their daily activities and several counselors will be instructing at these activity sites. At the end of the morning activity program, these campers and counselors will return to their cabins to meet their new campers and join them for lunch.

### ENTERING CABINS ON ARRIVAL DAY

- **POLICY:** No one is permitted to enter the cabin without having a personal "hand-stamp". This includes new campers & individuals who travelled with the camper to camp (parents, siblings, drivers, family members, etc). There are no exceptions.
- After being examined at the Preliminary Health Screening tent, if no contagious conditions are found, the new camper will receive a "hand-stamp" (an ink stamp on his hand).
- Parents (ie. individuals who travelled with the camper) are to remain with their camper during the screening. Parents (and other family members) will receive their "hand-stamp" at the same time as their camper.
- After the camper receives his "hand stamp", he is given his cabin number.

- After this point, the parents, camper, and the camper's belongings are permitted inside the cabin.
- The camper's belongings are not permitted in the cabin until AFTER the camper has received a "hand-stamp".
- Individuals (eg. cabinmates), who may have already received their "hand-stamp", are not allowed to bring the "unstamped" camper's belongings into the cabin.
- Staff members, who carry luggage from the parking area to the cabins, will confirm that the person in possession of the bags has a "hand-stamp".
- Without a "hand-stamp", parents are NOT permitted in the cabin for any reason (eg. reserve a bed for their camper, etc).
- This health policy requires 100% cooperation. Thank you for your understanding!

### ARRIVAL DAY PROGRAM

- © Campers traveling to camp by car arrive between 9:00am and 11:00am. Campers traveling by bus arrive between 11:30am-2:30pm.
- © Upon arrival, all campers receive a Preliminary Health Screening by the medical staff. **Campers arriving with head lice must be treated before entering the cabin. This service incurs an additional fee (\$400) if treated at camp. Otherwise, campers with lice & other contagious conditions are sent home for treatment.**
- © During the screening campers turn-in their packaged medications, if any, along with the Camp Medication Form (which is an inventory list of the packaged meds your child is bringing to camp).
- © After the screening, your camper retrieves his luggage and reports to his assigned cabin where he unpacks & settles-in.
- © Campers report to the Bank Supervisor to deposit personal money in the "Camp Bank". (Parents can send their child's Camp Bank money in advance.)
- © Campers with their cabin group report to the office to: 1) Turn-in their spare keys, if any. (See "Spare Keys" section in Parent Handbook); 2) Pick-up their official red Camp Cayuga t-shirt. This shirt is included in the Canteen Fee. For identification purposes, a senior staff member will print your child's name with an indelible ink marker on the inside hem of the t-shirt; 3) Turn-in important documents, such as: passports, plane tickets, optional activity registration forms, etc.
- © At some point in the afternoon, campers are accompanied to the pool to take a simple swim test. The test is required of all campers, and serves to prepare our Waterfront Staff for proper supervision. Your camper will be asked to swim his favorite stroke for a short distance and tread water for about 3 minutes. Our aquatic staff will distribute wristbands, which designate swimming level ability, to each camper. These wristbands must be worn by everyone during their stay at Cayuga.
- © Afterwards, campers are given a tour around the camp property by their cabin counselors, and are shown all of the activity sites.
- © If time permits, the cabin group will report to the pool for recreational swimming. Thereafter, we all return to our cabins to wash-up for dinner.
- © Within the first 24-hours, campers will receive their "incoming" health screening at the infirmary. At this time the camp medical staff will verify your child's Health History information that you provided, and once again examine your child's physical condition.
- © After dinner, campers have free-time to mingle and get acquainted with their cabin-mates and other campers.
- © Division Directors hold an orientation meeting with their cabin groups to review camp rules. This meeting typically takes place after dinner or after the evening activity.
- © The evening activity on Arrival Day will be a *Welcome Campfire* or *The Counselor Show*. This is our "Official Welcome" and a great way to end an exciting, action-packed, busy day!

## **PRESCRIPTION MEDICATIONS**

All prescription medication must be in their original labeled pharmacy container. The container must be clearly labeled with the name of the med, your child's name, name of prescribing physician, frequency, dosage, expiration date, as well as any special instructions, such as: keep refrigerated. Expired meds and those with improper container labels will not be administered.

Camp policy requires the medical staff to follow the instructions on the original labeled pharmacy container. Notations made by the prescribing physician or parent, which include different instructions from those indicated on the original container, are NOT acceptable. **If you want the meds to be administered in a different dosage or frequency from that what is indicated on the original labeled pharmacy container, you must get a new prescription – one that includes the instructions you want on the pharmacy's container label.**

## **PACKAGING MEDS FOR CAMP**

If your child is bringing medication to camp, follow these procedures. This applies to prescription medication, over-the-counter meds, and vitamins.

- 1) Check the expiration date on all containers. Make sure your child's name is on each container. Confirm you have an adequate supply of meds for your camper's length of stay.
- 2) Place all of the meds inside one clear plastic zip-lock baggie. Use either a sandwich-size or quart-size baggie, depending upon the quantity & size of the medication containers.
- 3) Using an indelible ink marker (one that won't smear), print your camper's full name and birth date on the baggie.
- 4) Enclose the Camp Medication Form inside the baggie with the meds. This form is an inventory list of your camper's meds.
- 5) Place the packaged meds in your child's carry-on bag (not his luggage), so they're easily accessible during the preliminary health screening, which takes place before your camper unpacks his luggage at the cabin.

## **CAMP MEDICATION FORM**

This form is an inventory list of the meds your child is bringing to camp. Complete the form at the time you package your child's meds, and place it inside the baggie with the meds. The meds you list on the Camp Medication Form must coincide with the meds inside the baggie. **Do not mail the Camp Medication Form to us.** This form accompanies the meds. The Camp Medication Form is located under "Forms & Documents" on your dashboard. If your child is not bringing medication to camp, there is no need to complete this form.

## **PERSONAL MONEY**

Camper's need to bring "personal money" to camp to pay for:

- 1) Items purchased at the camp store (Cayuga apparel, stationery, snacks that exceed the daily canteen allowance, etc). The typical camper spends an average of \$25 per week on personal expenditures at the camp store.
- 2) Personal items purchased on camp trips (souvenirs, etc.).
- 3) Nominal trip fees that are not invoiced or billed to the parent. Refer to "Personal Money For Trips" section in your Parent Handbook for details.

Regarding trips, we suggest you deposit the following amounts in your child's Camp Bank. Parents are not invoiced/billed for these trip fees. Instead, the "trip fee" is withdrawn from the camper's Camp Bank by the Bank Supervisor. To be eligible to attend these trips, your camper must have the appropriate trip fee amount in his Camp Bank. No registration form is required. The trip fee (if any) is listed below, in addition to the amount typically used for personal expenditures.

- Dorney Amusement Park Trip: (\$40-\$60 personal + no trip fee)
- AAA Baseball Games: \$50 total. (\$10 personal + \$40 trip fee)
- Rafting Trips: \$40 total. (No personal money + \$40 trip fee)
- Golf Course Trip: \$40 total. (No personal money + \$40 trip fee)
- Local Theatre Trip: \$40 total. (No personal money + \$40 trip fee)
- Visiting Day Mystery Trip: \$60 total. (\$20 personal + \$40 trip fee)

## **CAMP BANK**

The Bank Supervisor is available on arrival day to accept your camper's personal money, which needs to be deposited in the Camp Bank. Parents can make this deposit, or your camper can do so later with his/her cabin group. Deposits can be made by cash, money order, check, or credit card (incurs 3% fee). Cash is preferred because the money is immediately accessible. If you're depositing a money order or check, make it payable to your child, not Camp Cayuga.

## **OUTSTANDING BALANCE**

It is camp policy not to accept a camper onto the premises if there's an outstanding balance in the camper's account. If there's a balance in your account, you'll be instructed to report directly to the office upon your arrival. Be prepared to pay your balance at this time. Afterwards, you'll be permitted to proceed to a designated area near the cabins where you can park, and walk to the Health Screening tent.

## **DEPARTURE DAYS**

Departure Days at camp are full of tears, address exchanges and fond farewells. While departure day is sadder than arrival day, there's generally just as much activity. Departure Days are so busy, it's not always possible for our staff to spend as much time with our camper's parents as we would like. Our Open House in the Spring and Visiting Day are two events scheduled for this purpose. Camp tours are not available on Departure Days.

## **CAR DEPARTURES**

If you're driving to camp to pick-up your child on Departure Day, plan your arrival between 10:30am and 11:30am. You'll be greeted at the camp's entrance driveway by a staff member who will record your child's departure, so you don't have to sign-out at the camp office. You'll then proceed to a designated area near the cabins where you can temporarily park.

Your child and one of the cabin counselors will be waiting for you at the cabin between 10:30am and 11:30am. Counselors will help carry your camper's luggage from the cabin to your vehicle. Plan to depart camp by 12:00pm. Please keep in mind that on Departure Days (except the last day of camp), our full-season campers will be participating in their morning activities and many counselors will be instructing at these activities.

## **STAFF TIPPING**

Tipping is permitted, and parents generally tip the staff members assigned to their child's cabin. A tip is given for a *job well done*. In some cases, parents also tip an instructor who worked extensively with their child. This may be done if you feel the instructor went *beyond the call of duty*.

Gratuities should be in the form of cash or money orders. Personal checks are discouraged, since staff members don't have local bank accounts and usually have difficulty cashing checks. Checks and money orders should be made payable to the counselor, not Camp Cayuga. Regarding how much to tip, between \$20 to \$30 a week for each cabin counselor is the average range. If you intend to give a gratuity, it is advisable to do so on Visiting Day or Departure Day, not on Arrival Day. If your child's cabin counselor is not available to accept your gratuity/tip, you can leave it with our office staff who will gladly deliver it for you. We suggest your tip be accompanied with a short note signed by you and addressed to the staff member.

## **MEALS & PETS**

Our dining hall staff is not available to serve meals to parents on Departure Days (or Arrival Days). For a listing of all local restaurants & fast food establishments in the area, please refer to your Parent Handbook. Sorry, pets are never permitted on the camp property!