

# CAMP CAYUGA

## ARRIVAL & DEPARTURE INFORMATION

SUMMER OFFICE (starts June 8): 321 NILES POND ROAD, HONESDALE, PA 18431, (570) 253-3133  
BUSINESS OFFICE (reopens Sept 11): PO 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)

### ARRIVAL DAY

Your child's first day at camp is loaded with fun & excitement. It's a BIG day at Cayuga! It's also a very busy day, and we ask for your cooperation and patience.

### WHERE TO REPORT

If your child is residing on Junior Campus, follow our directional signs to the Junior Campus Main Entrance driveway. If residing on Teen Campus, follow our signs for the Teen Campus entrance driveway. If your children reside on both campuses, they will need to check-in separately on their respective campuses.

### WHEN TO ARRIVE

- ☺ The gates will open at 9:00am. Plan your arrival between 9:00am-11:30am.
- ☺ 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.
- ☺ If you have an outstanding balance or if you're paying in cash, you'll be instructed to report to the office at this time. Please be prepared to pay your balance at this time.
- ☺ You'll then proceed to a designated area near the cabins to temporarily park.

### UPON ARRIVAL

- ☺ After parking your vehicle, accompany your camper to the Health Screening Area. Look for a red & white tent.
- ☺ Remain with your camper during the screening. Do not permit him/her to roam or enter any cabin.
- ☺ Keep your camper's luggage in your vehicle until the health screening is completed.
- ☺ Each campus has its own Health Screening area.
- ☺ The screening process can take up to 20 minutes.

### BRING TO THE SCREENING AREA

- ☺ Camp Medication Form with all medications and vitamins. This form is on your dashboard. Refer to the Parent Handbook for instructions about prescription meds.
- ☺ If you are not bringing medications or vitamins to camp, do not complete this form.

### DURING THE HEALTH SCREENING

- ☺ All campers are screened by our medical staff.
- ☺ Nurses conduct a cursory examination and review your child's Health History.
- ☺ If your camper is identified with one or more flu-like symptom, or any other contagious condition, he/she will be sent home.
- ☺ Nurses collect medications & vitamins, and verify the Camp Medication Form coincides with the meds/vitamins you're bringing to camp.
- ☺ Professionals examine your child's scalp/hair for head lice/nits. If your child is found to have head lice/nits, you have two options: 1) Take your child home with all belongings and seek treatment; or 2) Authorize treatment at camp by a trained professional. The fee is \$400. To avoid this charge, be sure your child arrives lice-free!

☺ After the Health Screening, if no contagious conditions are identified, your camper will receive his/her cabin assignment.

☺ Campers & parents will receive a 'hand stamp' to indicate the Health Screening was completed.

### MOVING INTO CABIN

- ☺ After the screening, return to your vehicle to gather-up all belongings.
- ☺ Camp staff will assist with carrying your luggage to the cabin.
- ☺ Make your way to the cabin. 'Hand Stamps' are required to enter the cabin.
- ☺ Luggage is permitted in the cabin only after getting your 'hand stamp'.
- ☺ Counselors will be waiting at the cabin to greet you. Your camper's Division Director will also be stationed at the cabin area.
- ☺ Counselors will assist your camper with unpacking and settling-in. Parents are welcome to help their camper unpack, but please keep your stay brief.
- ☺ If you are renting camp linens, the counselor will have them ready for you in the cabin. The linen rental service does not include a pillow. If needed, one can be purchased in the canteen.

### CAMPER CABINS

- ☺ Most beds are bunked in each cabin. Each top bed includes a safety railing.
- ☺ Junior Campus cabins house 8-12 campers. (Three larger cabins will have up to 15 campers).
- ☺ Teen Campus cabins are much larger and house 18-24 campers.
- ☺ Bed linens (personal or rented) and clothing are washed weekly by an independent laundry company.
- ☺ Clothing & personal belongings are stored in your camper's cubby.

### REMINDERS FOR ARRIVAL DAY

- ☺ Medications & vitamins are turned-in during the incoming screening process, so don't pack them in your camper's luggage.
- ☺ Arrival Day is the deadline date to register for optional activities (paintball, ATVs, private tennis lessons, tutoring). The online registration feature will be turned-off at midnight on arrival day. There are no paper forms to submit.
- ☺ The Camp Bank is open on Arrival Day. You can deposit money in your child's Camp Bank if you didn't previously do this online. Cash is preferred over checks. Credit card deposits incur a 3% fee.

### ARRIVAL DAY – AFTERNOON PROGRAM

- ☺ If your child is holding important documents or items (passports & spare set of keys), he/she will be escorted to the office where these items are kept in safekeeping.
- ☺ After lunch, cabin counselors will accompany their campers around camp for a tour of the property. Returning campers will often assist as tour guides. Tours are fun & informative, and a good way for cabinmates to get to know one another.

- ☺ After the tour, campers receive their official red Camp Cayuga t-shirt. This shirt is included in the canteen fee. For identification purposes, our staff will print your child's name with an indelible marker on the inside hem.
- ☺ Before dinner, cabin groups report to the pool to take Cayuga's swim test. The test is serves to prepare our waterfront staff for proper supervision. Campers are asked to swim their favorite stroke for a short distance and tread water for about 1 minute. The waterfront staff will distribute wristbands that designate swimming level ability. These wristbands are worn by everyone (campers & staff) during their stay.
- ☺ If time permits, cabin groups report to the pool for recreational swim. Afterwards, campers wash-up for dinner.
- ☺ After dinner, campers have free-time to mingle and get acquainted.
- ☺ Division Directors hold an orientation meeting with their cabin groups to review camp rules. This occurs after dinner or at bedtime.
- ☺ Evening flagpole assembly is around 7:45pm, which is followed by the evening activity.
- ☺ The evening program is welcoming and a lot of fun. It's a great way to end an exciting BIG day.

### **ARRIVAL & DEPARTURE DAYS**

- ☺ You will receive an email reminder 5-7 days before your camper's arrival & departure date. If traveling by bus, your bus schedule will be emailed during this same time frame.
- ☺ Please keep your stay brief & do not roam around camp. Plan to depart before 12:00pm.
- ☺ Camp tours are not available.
- ☺ Dining hall food service is available only to campers and staff. For local restaurants and fast-food establishments, see the Parent Handbook.
- ☺ Pets are not permitted on the camp property.
- ☺ On arrival days (except opening day) and departure days (except the last day of camp), our full-season campers will be participating in their daily activities and many counselors will be instructing at these activity sites. For this reason, you may not have the opportunity to meet all of your child's counselors. Thank you for your understanding.
- ☺ The canteen (camp store) on Junior Campus is open on arrival & departure days.

### **DEPARTURE DAYS**

- ☺ The gates will open at 10:30am. Plan your arrival between 10:30am-11:30am.
- ☺ You'll be greeted at the camp's entrance driveway by a staff member who will record your child's departure. There is no need to sign-out at the camp office. You'll then proceed to park at a designated area.
- ☺ One of the cabin counselors will escort your camper to the pick-up area.
- ☺ Your child's belongings will be ready for loading when you arrive. Our staff can assist you. All luggage will be tagged with your camper's name.
- ☺ Please keep your stay brief.

### **CAMP BANK**

- ☺ The 'Camp Bank' holds your child's personal money for safekeeping.
- ☺ We recommend making your Camp Bank deposit before arrival day. Deposits can be made online. Simply login, click 'View Camp Bank Account', and follow the instructions.
- ☺ The Camp Bank is open every day for camper withdrawals.
- ☺ Parents can view all Camp Bank transactions from their

dashboard, and deposit money at any time.

- ☺ The remaining balance in your Camp Bank will be mailed to you by September 30th.
- ☺ The Camp Bank is not related to the Canteen Fee. See Parent Handbook for explanation.

### **PERSONAL MONEY**

Campers need personal money to pay for the following:

- 1) Items purchased at the camp store: Cayuga apparel, snacks that exceed the daily canteen allowance, and miscellaneous items such as travel-size toiletries, batteries, stuffed animals, baseball hats, backpacks, etc.
- 2) Personal expenditures on trips (souvenirs) where cash is accepted.
- 3) Clinic & trip fees if your child signs-up during camp. The fee will be withdrawn from your child's Camp Bank. If your camper does not have sufficient funds to cover the trip/clinic fee, you will be invoiced.

NOTE: To determine how much personal cash/money your camper will need this summer, see the Parent Handbook.

NOTE: Cash is not accepted at AAA Yankee Baseball games. For this trip, your camper needs a prepaid visa gift card to purchase any extras (souvenirs, snacks) at the stadium.

### **OPTIONAL BUS & BAGGAGE SERVICE**

- ☺ Camp Cayuga provides bus transportation & baggage service to families who reside in the New York area.
- ☺ The drop-off & pick-up locations are Manhasset, Long Island, and West Nyack, New York.
- ☺ The chartered bus is air-conditioned and has a restroom.
- ☺ This service is available TO CAMP on opening day (Sunday, 6/29/25) and the start date for the second-half session & third 2-week session (Sunday, 7/27/25).
- ☺ This service is available FROM CAMP at the end of first-half session & second 2-week session (Saturday, 7/26/25) and at the end of the summer (Saturday, 8/23/25).
- ☺ We recommend you sign-up in advance since seats are limited. The online registration feature will be turned off when the bus is full. (There is no paper form to complete.)
- ☺ The charge is \$125 one-way.
- ☺ Bus Schedules are emailed 5-7 days before your arrival/ departure date. Your schedule will include the pick-up time, address of your assigned bus location, and driving directions.

### **STAFF TIPPING**

- ☺ Tipping is recommended.
- ☺ Parents typically tip their child's cabin counselors. A tip is given for *a job well done*.
- ☺ In some cases, parents tip other staff members who worked extensively with their child. This is appropriate if you feel the staff member went *beyond the call of duty*.
- ☺ The most common time to tip is departure day. If your camper is departing by bus or plane, mailing a prepaid visa gift card to camp is an option.
- ☺ The general range is \$35-\$50 a week for each cabin counselor.
- ☺ Cash is preferred. We suggest preparing cash tip envelopes in advance, since you may not have the opportunity to personally meet with each counselor. (Many counselors will be supervising other campers at their activities.) In this case, you can give the envelope to your child's Division Director or the Office Administrator, who will deliver it on your behalf. Write your name, camper's name, and staff member's name on the envelope.
- ☺ A prepaid visa gift card, in lieu of cash, is another good option. Personal checks are not recommended, since they cannot be cashed by international staff.