

Parent Handbook



Dear Island Lake Parents,

Can you hear it? Can you taste it? Can you smell it? Camp is in the air! Spring has sprung and we know your kids are excitedly gearing up for an awesome summer at ILC. We hope you're just as thrilled for your children (although we know how tough it is for you to let them go).

We composed this handbook with lots of information and important reminders for you in hopes that you'll **READ** it, study it, and memorize it so we can test you on your Island Lake knowledge later. Ok, we're joking about that quiz, but please take a few minutes to read all of the information enclosed in this manual.

Before you know it, you'll be hugging your children goodbye (don't get choked up just yet!), so make sure you're prepared. Please read all of our literature and take care of all required forms right away. Remember, your child's **safety** and **happiness** are our primary goals. Therefore, we need your assistance in providing all necessary information to assist us in creating a successful summer for all.

IMPORTANT REMINDERS



MOVING ON UP

We plan to move up to camp at the end of May. Our office will open and our phones will be turned on in our summer office starting on Monday, May 31st. As of May 27th, all correspondence should be sent directly to camp:

**Island Lake Camp
50 Island Lake Rd.
Starrucca, PA 18462**

Until June 25th, office hours are from 9 AM - 12 Noon and from 1 PM - 5 PM, Mon. - Sat. When camp begins, the office will be open from 9 AM - 9 PM daily.



DATES OF SESSIONS

Session 1: Saturday, June 26 – Thursday, July 15

Session 2: Thursday, July 15 – Tuesday, August 3

Session 3: Tuesday, August 3 – Monday, August 16



VISITING DAY

Saturday, July 24th (during Session 2) is Visiting Day. Visiting hours are from 9:30 AM to 3:30 PM. You are all invited to join us for a lunch buffet. There will be many performances and activities to entertain you throughout the day. Siblings and grandparents who can walk the terrain are invited. If you take your children off camp grounds, please sign them out and back in at the office. Children must be back by 3:30 PM, the end of Visiting Day. There will be no exceptions to this, so please do not embarrass us by asking. Please keep in mind that there are no pets allowed in camp.

On Visiting Day, our policy is to allow children to leave camp with their parents, or with a friend's family only when the camp has a release form signed by that child's parent. You should never subject yourself to legal action by taking another child off grounds without the camp having a signed permission form.



[OPEN HOUSE](#)

All new camp families are invited to attend our Open House at camp on Saturday, June 12th. It will include a buffet lunch and tours of the camp. This is an excellent opportunity for new campers and parents to spend a few hours with us and familiarize yourselves with Island Lake. The day begins at 11AM and should end around 3 PM. Please leave pets at home.

If you have a camper coming to Island Lake for the first time, an additional flyer has been included in this mailing. Please send back the bottom portion of that flyer so we know that your family will be attending our Open House.



[BUS TRANSPORTATION](#)

Please note that **all buses** will be departing at **1:00 PM** this summer. If we have not received your transportation form by now, we will assign your children to specific buses. Please call us with your bus info or fill out the form on our website immediately if you haven't yet sent in your form. Please do not assume that last year's forms will suffice if your child is a returning camper, as we will not refer to them.



[FORMS](#)

We still have not received many of your Profile, Transportation, and Medical forms. **No child will be permitted in camp without a Medical form.** If you did not make bunk requests on your registration form, please email or call us with your requests immediately. We can not guarantee that bunk requests will be honored after June 1st.



[MEDICATIONS](#)

Please see the supplemental letter included in this mailing.



[PACKING FOR CAMP & LUGGAGE](#)

In order to ensure our children a safe camp environment, we need your cooperation. We must hold parents and children responsible for what is packed for camp and, if necessary, we reserve the right to search all campers' possessions. Please supervise your children while they pack and be aware of everything your child is bringing to camp.

Remember that each camper is limited to 2 pieces of luggage. You will be receiving luggage tags along with your bus stop information in **June**. Duffel bags and/or suitcases are fine. Remember that **NO HARD TRUNKS** are allowed. Laundry is done in camp and returned to the children the same day, so you only need to pack 8-10 days worth of clothing. We sent you a suggested clothing list in your folders. You may want to refer to this list while packing. If you've misplaced it, you can retrieve it from our website at www.islandlake.com.

We provide linens only to those campers flying to camp. All other campers must bring their own linens. We suggest that flying campers bring several large towels.

Please note that each camper must have a shower caddy for all of his/her toiletries. This is to ensure that no toiletry items are in the bathrooms when they are not in use to facilitate easier cleaning of the bathrooms by our housekeeping staff. It is also more sanitary this way.



CARE PACKAGES

Campers love to receive ‘care packages.’ They are a symbol of love and reassure a child that his/her parents are still thinking of them. We wholeheartedly approve of campers receiving packages, but we ask you to limit them to **one per session**. However, we do not want food included. Food in the bunk causes many unwanted living creatures, jealousy, and sharing conflicts. We intend to fully enforce this during the summer, but it won’t be easy without your help. Please cooperate with us and **do not include food** of any kind. There are many other things that you can send your children that will make them just as happy. Please share this with well wishing grandparents. Please note that we will open and inspect each package for food and will dispose of it in the presence of the camper. We know ALL hiding spots so again, please do not embarrass your child by sneaking food into packages.



CANTEEN

The canteen is open 6 nights per week after evening activity. All canteen items will cost one token. We will give each camper 1 token for each night the canteen is open. Additional tokens may be purchased for 75¢ each at the canteen.



SPENDING MONEY

Extra spending money is not required at camp, however, it is highly recommended. The camp pays for any admissions and all meals on out-of-camp trips. If you want to give your child extra spending money for souvenirs and snacks on trips or for extra canteen tokens, we recommend \$50 dollars per session. We do not want children to keep money in the bunks. We have a bank account set up for each child in the office. Campers should come to the office to deposit their money into their accounts. They can withdraw money from their accounts during rest hour each day. We highly recommend that you send us a check in advance (no credit cards, please) to guarantee that the money successfully makes it in to your child’s account.



WRITING HOME

Children will be required to write letters twice each week. This is an effort on our part to promote communication with parents. Please discuss this with your child before camp, deciding with him or her what your expectations are. Remember to write to your child at camp. Each newly arrived camper looks forward to the first mail delivery. Mail takes three days to a week to arrive at camp. Send the first letter early and we will hold it until your child’s arrival. Letters home from camp usually take longer to arrive; please do not be upset when you do not hear from your child promptly.



EMAIL COMMUNICATION

We have a special system set up for you to email your children while they are at camp this summer. Please see the enclosed supplemental letter for information as to how to send emails to your campers.



PHONE CALLS

We are aware of your desire to have phone contact with your children while they are away at camp. We feel that our phone policy is fair and affords you the opportunity to keep in voice contact with your child.

The calling schedule will provide for each camper to have one 10 minute phone call during each session. Please understand that phone calls must be limited to 10 minutes so that every camper has an equal opportunity to speak to his/her parents. Calls will be placed from approximately 7:00 PM to 7:40 PM and again from approximately 8:50 PM until curfews. Curfews begin for the youngest campers at 9:30 and end for the oldest at 10:30.

Parents can call to reserve the calling dates starting on June 15th. At that time, we will be in camp and you must call us at 570-798-2550 to make your appointments. Divorced parents can make separate arrangements. Siblings may have consecutive time slots or separate dates and times. Until June 25th, office hours are from 9 AM - 12 Noon and from 1 AM - 5 PM Mon. thru Sat. When camp begins, the office will be open from 9 AM - 9 PM daily. Once you have set up your calling times they cannot be easily changed, so be sure of your availability before you call us. Once a time slot is full, we will not be able to accept additional appointments, so please call with more than one possible date and time.

Staff members will assist the campers in making phone calls. The camp will pay for all calls made to phone numbers in the US. Children can directly call their home number. Children who need to place international calls should bring a pre-paid phone card.

The dates on which campers will be able to call home are as follows:

- Session 1 - July 4 - July 14
- Session 2 - July 23 - August 3
- Session 3 - August 9 - August 14

We encourage letter-writing as the main form of communication between parents and campers. However, we do understand the need some people have for telephone communication. We are asking parents as well as campers to cooperate with our phone policy of one phone call per session. **Parents cannot call to speak to their children.** Please discuss this with your child before camp begins.

Please, Please, Please do **NOT** allow your child to bring his/her cell phone to camp. They are strictly forbidden and will be only be confiscated immediately upon arrival at camp. Having to confiscate you child's phone makes for a very uncomfortable situation for both the child and the camp. Please speak with your child about this ahead of time. Better yet, we recommend you collect your child's phone prior to their departure. Possession of a cell phone will result in a three-day suspension from camp.



HOMESICKNESS

Please refer to the "Guide for Parents of First Year Campers" included in this mailing.



TEEN TRIP

If your child will be joining us on our annual 3rd session teen trip, we will be sending you more information, including a packing list and suggested spending money, in June to help you get ready.



GIRLS SWIMSUITS

This year we will continue to enforce a policy of one-piece swimsuits for girls at the waterfront and around camp. Please understand that this policy is in your daughter's best interest and make certain that only appropriate swimsuits are packed. Please keep in mind that some one-piece swimsuits may be deemed inappropriate by the directors.



SAFE SHOES

Our hilly, rocky terrain is not suited for platform or high heel shoes. For your daughter's safety, please do not send them to camp. We want to avoid unnecessary injuries. Sneakers with wheels (heelys) are not permitted in camp because of the danger factor.



WATER GUNS

Water guns are permitted to be used **one day only-July 24th, Visiting Day**. When we announce the end of Visiting Day, we will have an organized and supervised all-camp water gun fight. All parents remaining in camp are fair game, so be sure to say good-bye to your kids on time. If campers bring water guns to camp, this is the only day they will be permitted to use them. Please mark your child's name with permanent ink on the water gun before giving it to him or her on Visiting Day.



RIPSTIKS PROHIBITED

Ripstiks and all other brands of caster boards (2 wheel skateboards that twist in the middle) are forbidden at camp. These boards are unsafe at our skatepark and we do not allow children to ride on boards anywhere else at camp. If your child has a Ripstik, or caster board of another brand, please do not pack them or allow your child to carry them to camp for they will be confiscated. Thanks for your help and understanding to guarantee a safer summer for your child.



NO CELL PHONES, TVs, iPADS, LAPTOPS, OR VIDEO CAMERAS

The essence of camp is socialization and the confidence children gain by it. Having other means of communication is detrimental to this goal. Therefore, please abide by our policies and have your children leave all cell phones, PDAs, iPads, video cameras, TVs, and laptop computers at home. They are strictly forbidden at camp. iPhones are considered cell phones and likewise prohibited at camp regardless of their ability to be used simply as an iPod. A good rule of thumb is do not send your child to camp with anything you expect him or her to return home with. In general, valuables of any kind (jewelry, electronics, etc..) should be left at home. Your cooperation is essential in enforcing our policies. Please watch what your children are packing.

Possession and/or use of a cell phone or other communication devices in camp will result in harsh punishment including, but not limited to, suspension and/or isolation from the camp community.



IPODS & VIDEO GAMES

We understand that iPods and portable game systems are very popular amongst children. We prefer that they are left at home. However, if brought to camp we will not accept responsibility if they are lost or damaged. We must request that our campers follow our rules in order to continue allowing these items at camp.

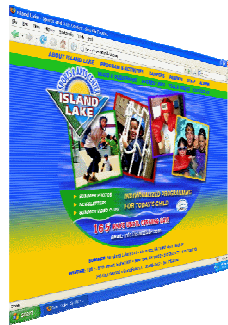
If children lose or break their iPod, game system, or any other form of electronic equipment in camp, please understand that the camp cannot accept responsibility. If children bring any of these items to camp, we recommend that you have their name engraved on them. iPods (as well as other music players) and video games **MUST remain in the bunks**. Children may only remove them from the bunk if they choose to take them to the waterfront during minor periods. We do not allow music players to be brought to any other activities, to the dining room, on out-of-camp trips, etc. Socialization and face-to-face interaction at Island Lake is of the utmost importance.

We hope you understand our need to take a firm stand on these issues. Our primary goal is to provide a safe and secure environment where your children can make friends, develop independence, learn new skills, and gain a sense of personal and community responsibility. Camp is for growth and fun and our aim is to keep it that way. We must all work together to assure the well-being of all our campers. With your cooperation, let's make Summer 2010 at Island Lake the best!



TIPPING POLICY

Each year, parents inquire as to the camp's tipping policy. You should know that tipping is optional and not necessary. For those who choose to reward their camper's counselors, group leader, instructors, or personal tutor for above and beyond care of their child, typical gratuities range from \$20 to \$50, although some may give more. Our best guess is that half of the parents give their children's counselors a little something extra. Again, please do not feel an obligation to tip. Our staff is well paid and nothing extra is expected.



SUMMER ON THE WEB



SUMMER PHOTOS & WEEKLY VIDEOS

Please refer to the supplemental letter regarding email to learn how to access the daily photos and weekly videos. Once you have followed the instructions for registration, you will have access to these images of camp. Photos will be posted daily and videos will be posted weekly for your enjoyment.

Please keep in mind that the internet pictures and videos are an extra added bonus that we are providing for your enjoyment. We try to include as many children as possible in the pictures and videos, and we hope to include all of our campers on a weekly basis. However, we cannot guarantee that your child(ren) will be included as often as you would like. **We cannot accept any special requests.** Remember, photos are snapped at a moment's notice. Sometimes children may not be putting on their best face, but please do not read into these photos. Kids will be kids and may not always look their finest while running around at camp. We are just trying to bring the fun & excitement of Island Lake into your home. Enjoy!

HEAD LICE CONCERN

We kindly request your cooperation in a very important camp matter that affects the welfare of your child and everyone else at camp. Please read this carefully and keep it in mind before your child boards the bus to camp.

Head lice is a public health problem that we need to deal with in camp. Each summer, there are always one or two campers who arrive with head lice or nits. Our nurses check every child's head upon his/her arrival, but, unfortunately, we cannot always spot them. Segregating a child with head lice from the rest of the camp has an emotionally devastating effect on him/her as well as his bunkmates. The subsequent examination of the entire bunk and washing and spraying all personal possessions, etc. is very disruptive to a child's camp experience as well as being extremely embarrassing to him/her personally, and is one we wish to avoid.

With your cooperation, we can better control this situation. We urge you very strongly to check your child's head periodically beginning several weeks before the start of camp. If you discover head lice or nits, please inform us. Consult your physician and begin treatment.

Whether or not you believe your child has head lice, we recommend that you treat your child with Cetaphil Gentle Facial Cleanser prior to departing for camp. While this method is unproven, it is benign and cannot hurt your child. Apply the Cetaphil at night, place a shower cap over your child's head, and then wash and blow dry the hair the next morning. This is a prophylactic treatment. An increasing number of experts are recommending this procedure.

As a treatment for a child who arrives at camp with head lice, we will use Ovide, a prescription shampoo. This is the only treatment that has been proven to kill the head lice as well as the eggs. The prescription will be charged to your insurance policy or to you if you don't have health insurance. If we cannot treat your child's condition successfully within a reasonable time period, our medical staff, in concert with our directors, may decide to send your child home until the condition is cured. The alternative would be to hire a company that specializes in head lice to come to camp to treat your child. This is expensive and could take a couple of days leading to your child's isolation from the camp community for that period of time, and is not a desired option for these reasons.

Head lice certainly is not life threatening, but from a public health standpoint, it is a nuisance. Our primary concern at Island Lake is your child's physical and emotional welfare. With your cooperation, your child's and everyone else's Island Lake summer can be a most rewarding and fun-filled experience. Thanks for your help.

SAFETY POLICY

We would like to avoid situations that inevitably become unpleasant. We hope that you will take this opportunity to discuss the following matters with your child.

Children, especially adolescents, are often interested in experimentation. Almost anything can be fair game. As parents we all understand this. We hope, through proper guidance, that we are there to help. As camp directors, our role "in loco parentis" can be more difficult.

We must face the dual responsibility of protecting the health, safety, and welfare of all our campers and staff, as well as overseeing the program to provide both learning and enjoyment. We take these responsibilities seriously.

Accordingly, we have established certain policies from which there can be no deviation. The following is taken from the camp enrollment contract:

“Smoking, and/or the presence or use of tobacco and/or any other intoxicant or drug is expressly forbidden and the camper will be immediately dismissed without refund. The camp also reserves the right to dismiss any camper whose conduct is unsatisfactory or is inimical to the best interest of the camp. In any event, there will be no refund of any part of the camp fee.”

Harmful and dangerous items do not belong in the camp environment. These include, but are not limited to, fireworks, smoke and stink bombs, knives, scissors, matches, lighters, and laser pointers. Please be sure your children are aware of this. These items will be confiscated and the camper may be sent home. **Lock boxes** are strictly forbidden in camp. It is also not necessary or acceptable for children to wear backpacks around camp.

It may be that the type of conversation between parent and child that this letter can inspire is unnecessary in your family. Only you can decide. Should you wish, we are available and interested in further discussion.

It is our sincere hope that you are able to understand why we have these rules at camp. We do not have many of them, but we must enforce the rules we do have.

Our ultimate goal is to provide your children with a safe & healthy environment in which they can thrive. With your cooperation we can achieve this goal and provide a great experience for each and every child.