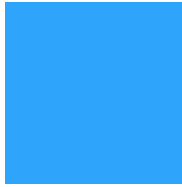




2016

# 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 children'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.

## Moving on Up



We are moving our office up to camp at the end of May. Our last day in our NY office will be Friday, May 27th. You can contact us directly at camp as of Monday, May 30th when our camp phones will be turned on. After May 27th, all correspondence should be sent directly to camp:

**Island Lake Camp  
50 Island Lake Rd.  
Starrucca, PA 18462  
(570) 798-2550**



Until June 24th, office hours at camp are from 9 am - 12 noon and from 1 pm - 5 pm, Monday through Saturday. When camp begins, the office will be open from 9 am - 9 pm daily.

## 2016 Session Dates



Session 1  
June 25 - July 14

Session 2  
July 14 - Aug 2

Session 3  
Aug 2 - Aug 15

# Bus Transportation

Please note that all buses will be departing at 1:00 PM this summer. If we do not receive transportation information for your family, we will assign your children to specific buses. If you haven't submitted your information, please do so on our website immediately. Do not assume that last year's choices will suffice if your children are returning campers, as our system does not transfer this information over from the previous summer.



## Open House



**Saturday, June 11th**



**11:00 am Sharp!**

All new campers and their families are invited to attend our Open House at camp on Saturday, June 11th. The day will begin with group walking tours around camp at 11 am sharp, followed by a big lunch buffet. After lunch we will host a Q&A for the parents while the children play organized games in the gym. This is a wonderful time for the children and staff to start meeting one another and developing friendships. Open House is an excellent opportunity for new families to familiarize themselves with Island Lake. The day will begin promptly at 11 am and should end by 3:00 pm. Please leave pets at home.

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



## Visiting Day



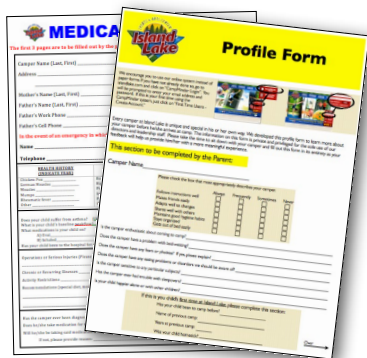
**Saturday, July 23rd**



**9:30 am - 3:30 pm**

Visiting Day is Saturday, July 23rd, during 2nd session. Visiting hours are from 9:30 am to 3:30 pm. Siblings and grandparents who can walk the terrain are invited. We will have several performances, exhibits, and activities for you to participate in throughout the day. You are all invited to enjoy our huge lunch buffet, as well. 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. 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. If you are unable to attend this special day, your children can leave camp grounds with a friend's family only if you sign a release form authorizing this prior to Visiting Day.



We still have not received many of your Profile 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 cannot guarantee that new bunk requests will be honored at this point. You still have time to fill out your profile information by logging into our website.

## Packing for Camp

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 children are 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 weekly in camp and returned to the children the same day, so you only need to pack 8-10 days worth of clothing. We have created a suggested clothing list that we encourage you to refer to while packing. You can find a copy on our website at [islandlake.com](http://islandlake.com) by clicking on "Island Lake Families" at the top of the homepage, and then "Forms & Mailings" on the left hand side of the page.

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

Please note that each camper must have a shower caddy for all of his/her toiletries. This is to ensure that all campers' personal items remain organized and easily stored outside of the bathrooms to allow our housekeeping staff to clean properly. It is much more sanitary this way, as well.



## Canteen

The canteen is open 6 nights per week after evening activity. All canteen items will cost one token. We will give each camper one token for each night the canteen is open. Additional tokens may be purchased for \$1.00 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 children extra spending money for souvenirs and snacks on trips or for extra canteen tokens, we recommend around \$50 per session. We do not want children to keep money in the bunks. A bank account is set up for each child in the office. Rather than send money with your children to camp, we highly recommend that you send us a check in advance (no credit cards, please) to guarantee that the money successfully makes it into your children's accounts. If your children do bring money to camp, they should go to the office upon arrival at camp to deposit their money into their accounts. They can withdraw money from their accounts during rest hour each day.



## Writing Home

Children are encouraged to write letters home twice each week. Please discuss this with your children before camp to let them know what your expectations are. Remember to write to your children at camp, as well. Campers look forward to receiving mail, even upon their arrival at camp. Mail takes 3-5 days to arrive at camp from the New York area. If you send your first letter early, we will hold it until your children arrive. Letters home from camp usually take longer to be delivered. Please do not be upset if you do not hear from your children promptly. Remember, no news is good news! No mail means your children are having too much fun to want to take the time to sit down and write home to you! (Just kiddin'!) We will do our part to encourage your children to write home to you at least twice per week.



## Care Packages

Campers love to receive 'care packages.'



They are a symbol of love and reassure children that their parents are thinking of them. We certainly approve of campers receiving packages, but we ask you to limit them to one per session. Food cannot be included in packages. Food in the bunks can attract many unwanted creatures and can create 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 all of this information with well wishing grandparents. We will open and inspect each package for food and we will dispose of it in the presence of the camper. We know ALL of the hiding spots so again, please do not embarrass your children by sneaking food into packages.

# Phone Calls



We are aware of your desire to have phone contact with your children while they are at camp. However, phone calls are very difficult for children. They walk into the phone room with smiles but then many times walk out in tears because they hear

their parents' voices and it saddens them. For that reason, we strictly limit phone calls to one per session after the 1st week of each session (their adjustment period). We feel that our phone policy is fair and is in the best interests of our campers.

Our call schedule will allow each camper a 10 minute phone call per session. Phone calls must be limited to 10 minutes to allow every camper an equal opportunity to speak to his/her parents. Calls will be placed from approximately 7:00 pm to 7:30 pm and again from approximately 8:45 pm until curfews. Curfews begin for the youngest campers at 9:30 pm and end for the oldest at 10:30 pm.

Parents can begin to call camp to reserve their phone call dates starting on June 14th. At that point, we will be in camp so please call us at 570-798-2550 to make your appointments. Divorced parents can make separate arrangements. Siblings may have either consecutive time slots or separate dates and times. Until June 24th, office hours are from 9 am - 12 noon and from 1 pm - 5 pm, Monday thru Saturday. When camp begins, the office will be open from 9 am - 9 pm daily. Once you set up your calling times they cannot be easily changed so be sure you are available prior to setting up dates and times with 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 in mind.

Our staff will help campers make their phone calls. They can call home directly from our phone room. The camp will pay for all calls made to numbers within the U.S. Children who need to place international calls can purchase a phone card in our office.

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

**Session 1 calling dates: July 2 - July 13**

**Session 2 calling dates: July 22 - August 1**

**Session 3 calling dates: August 10 - August 13**

We encourage letter-writing as the main form of communication between parents and campers. We ask parents to please cooperate

**Online Photos, Videos, & Email**

This is a free service for Island Lake families. There will be no charge for viewing photos or videos or for printing standard size prints. There is an optional charge if you wish to have larger prints, photo books, and other special features. You will receive a 2 year free trial using the CampPhoto app on either an iPhone, iPad, or Android.

**You need help with your online account call 303-444-CAAMP**

To get started, visit our homepage at [islandlake.com](http://islandlake.com) and click on "CampPhoto Login". You will be prompted to enter your email address and password. If this is your first time using the CampPhoto app, you will click on "First Time Users - Create Account".

The Photo app allows you to view, buy and share photos, as well as mark favorites. Click the icons below each photo to perform these actions.

While it is free to send standard album prints, you may wish to purchase CampPhoto for example, standard prints without an album, you may wish to purchase a photo book, photo album, or photo cards. The price of these items will vary a number of CampPhoto based on the features you select.

By clicking the "Guest Accounts" tab you can create accounts for family members and friends to view photos and print prints. If you would like you can give to be able to email your child, check the appropriate box. After you create the account, your guest will receive an email with their login information.

Are you following us on social media? Island Lake is on Facebook, Instagram, Twitter, and YouTube. Visit our social networking pages. We're looking forward to hearing from you. You can also contact us at 570-798-2550. We're here to help you with any questions or concerns. Please email us at [info@islandlake.com](mailto:info@islandlake.com) or visit our website at [islandlake.com](http://islandlake.com). We're here to help you with any questions or concerns. Please email us at [info@islandlake.com](mailto:info@islandlake.com) or visit our website at [islandlake.com](http://islandlake.com).

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 on how to send email to your children.



If your children will be joining us on our 3rd session teen trip, we will send out more information in June to help you prepare for this highly anticipated trip.

with our phone policy of one phone call per session. Parents cannot freely call to speak to their children. Please discuss this with your children prior to camp.

**Please, please, please do NOT allow your child to bring his/her cell phone to camp. They are strictly forbidden. Possession of a cell phone will result in a three-day suspension from 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.



## Homesickness

Please refer to the "Guide for Parents of First Year Campers" that is posted in the 'Forms & Mailings' section of our website.



## 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 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, video games, and other electronics **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, or on out-of-camp trips. 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 this summer at Island Lake the best yet!

# Girls Swimsuits & Shoes



This year we will continue to enforce our policy of one-piece swimsuits for girls at the waterfront and around camp. This policy is in your daughters' best interests and we request that you make certain that only appropriate swimsuits are packed. Please keep in mind that some one-piece swimsuits may be deemed inappropriate by the directors as well.

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 are best.



# Water Guns



Water guns are permitted to be used one day only - July 23rd, 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.



## No Cell Phones, TVs, Laptops, or Video Cameras

The essence of camp is socialization and the confidence children gain from 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, TVs, laptop computers, and video cameras at home.**

They are all 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.

**All devices capable of receiving a data connection via cell service (even if it's not enabled) are prohibited. Any iPad or other device that may have this capability will be inspected.**

A good rule of thumb is to 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.

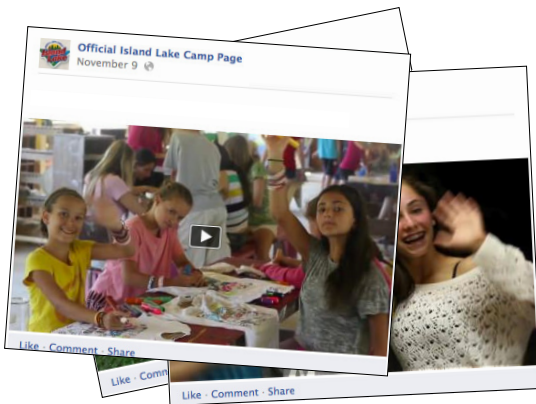
Possession and/or use of a cell phone or other communication devices in camp will result in harsh punishment including, but not limited to, suspension and/or isolation from the camp community.



# Tipping



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 counselors, group leaders, instructors, or a personal tutor for above and beyond care of their children, typical gratuities average around \$50, although some may give more. Our best guess is that half of the parents give their children's counselors a little something extra but again, please do not feel an obligation to tip.



## Summer Photos & 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 this part of our website. Photos will be posted daily and videos will be posted weekly for your enjoyment.

Please keep in mind that the online pictures and videos are an extra added bonus that we are providing for your enjoyment. You can also check out our Facebook

page everyday for short video clips of camp in action. 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 it. 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!

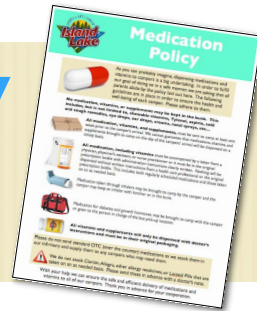


We will also continue our practice of tweeting and blogging daily to keep you informed of the happenings at camp. Please go to [Twitter.com/IslandLakeCamp](https://twitter.com/IslandLakeCamp) and follow us. To read our blog, head over to [islandlake.com](http://islandlake.com) and click on the yellow blog icon on the bottom left side of the home page. We will tweet you the weather, meals, evening activities, and even the wake-up song every day along with any other special events.



# Medication Policy

Please see the supplemental letter included in this mailing regarding camper medication.



## 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 of every child in the bunk 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.



# 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 this type of conversation between parent and child 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 rules, 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.



# Time Schedule

8:00 AM	Camp wake up; non-bunk staff breakfast
8:15	Breakfast for camp
8:45	Return to cabins; clean up bunk and areas
9:30	<b>FIRST MAJOR</b>
10:30	Break; prepare for and travel to next area
10:45	<b>FIRST MINOR</b>
11:45	Break; prepare for lunch; non-bunk staff lunch
12:00 PM	Lunch; Bunks 1-12
12:15	Lunch; Bunks 13-24
1:00	<b>SECOND MAJOR</b>
2:00	Break; prepare for and travel to next area
2:15	<b>SECOND MINOR</b>
3:15	Snack Break
3:45	<b>THIRD MAJOR</b>
4:45	Break; prepare for and travel to next area
5:00	<b>THIRD MINOR</b>
6:00	Prepare for dinner; non-bunk staff dinner
6:15	Dinner; Bunks 1-12
6:30	Dinner; Bunks 13-24
7:00	Rest hour
8:00	Begin travel to evening activity
8:30	Canteen opens; free time; youngest campers served first at canteen; OD's begin
9:30	Camper curfews begin, staggered according to age; lights out 1/2 hour after curfew



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July 14 - Aug 2

Session 3  
Aug 2 - Aug 15

Open House



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Visiting Day



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