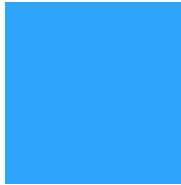
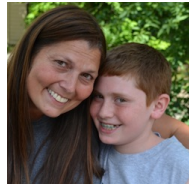




2013

# 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.

## 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 24th. You can contact us directly at camp as of Monday, May 27th when our camp phones will be turned on. After May 24th, all correspondence should be sent directly to camp:

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



Until June 21st, 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

## 2013 Session Dates



Session 1  
June 22 - July 11

Session 2  
July 11 – July 30

Session 3  
July 30 - Aug 12



# Bus Transportation

Please note that all buses will be departing at 1:00 PM this summer. If we do not receive your form shortly, we will assign your children to specific buses. If you haven't submitted your form, please do so on our website immediately. Do not assume that last year's forms will suffice if your child is a returning camper, as our computer program does not transfer this information over from the previous summer.



## Open House



**Saturday, June 8th**



**11:00 am Sharp!**

All new camp families are invited to attend our Open House at camp on Saturday, June 8th. 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 and circus. 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 Open House.



## Visiting Day



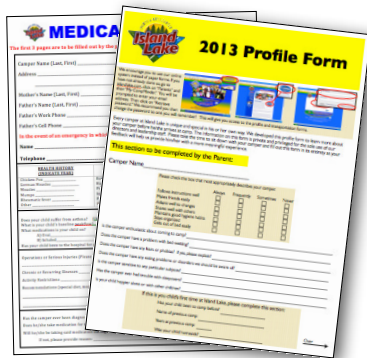
**Saturday, July 20th**



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

Visiting Day is Saturday, July 20th, 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 bunk requests will be honored after June 1st.

# 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 sent you a suggested clothing list in your folder to refer to while packing. If you've misplaced it, you can retrieve it from our website at [www.islandlake.com](http://www.islandlake.com), click "PARENTS" at the top of the homepage, and then click "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 are clear 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 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 children extra spending money for souvenirs and snacks on trips or for extra canteen tokens, we recommend around \$50 dollars 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 required 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 Tri-state 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 wholeheartedly 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 this 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 11th. 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 21st, 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: June 30 - July 10**  
**Session 2 calling dates: July 17 - July 29**  
**Session 3 calling dates: August 6 - August 10**

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

**Island Lake Online Photos, Videos, & Email**

This is a free service for Island Lake families. There will be no charge for viewing photos & videos or for sending standard text emails. There is an optional charge if you wish to insert the digital pictures and other special features into emails and to order photos prints and gifts.

To get started, visit our homepage at [islandlake.com](http://islandlake.com). Click on the link for Online Photos, Videos & Email. You will be asked to enter your email address and password (the same one you used if you filed out your Registration card and Profile form earlier). If you cannot remember your password, click "Forgot My Password". Click on the "Log In" link to visit our Online Community section where you can view photos & videos and view emails and create your account.

The Photo page shows you to view, tag and share photos, as well as view favorites. Click the icons below each photo to perform these actions.

When it is time to send standard plain-text emails, you may wish to attach photos. Considerations that must be met include: a maximum of 10 attachments based on the special features that you select. For security, recipients must be a "Trusted Contact" address. If you cannot remember your password, click "Forgot My Password". Click on the "Log In" link to visit our Online Community section where you can view photos & videos and view emails and create your account.

By clicking the "Guest Accounts" icon you will be able to create accounts for family members and friends to view photos and send emails. If you wish to view photos for the first time, enter your credentials on the site, check the appropriate boxes. After you create the accounts, your guests will receive an email with their login information.

You need help with logging, registering your online accounts, click on the HELP link on the top right of the page and view our Help Pages. From there answer your questions and click the HELP button on the HELP TICKETS link and create a new issue. These tickets are given and answered in our helpdesk system.

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 children.



If your children will be joining us on our 3rd session teen trip, we will mail 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 and will only be confiscated and mailed home to you immediately upon arrival at camp. Having to confiscate your 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" that was included in your camp folder that you received in the winter.



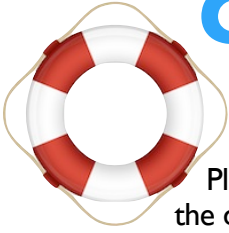
## iPods & Video Games

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 (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, 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 20th, 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 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, 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. 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.



## 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.



# 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 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. Our staff is well paid and nothing extra is expected.



## 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 these images of camp. Photos will be posted daily and videos will be posted weekly for your enjoyment.

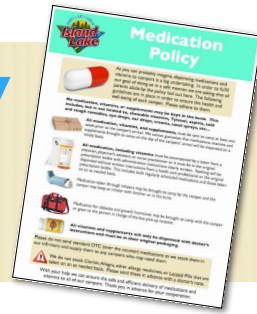
Please keep in mind that the internet pictures and videos are an extra added bonus that we are providing for your enjoyment. We try to include as many children

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!

We will also continue our practice of "tweeting" daily to keep you informed of the happenings at camp. Please go to [Twitter.com/IslandLakeCamp](https://twitter.com/IslandLakeCamp) and become a "follower." We will let you know 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, 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 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



## 2013 Session Dates

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June 22 - July 11

Session 2  
July 11 - July 30

Session 3  
July 30 - Aug 12

Open House



Saturday, June 8th



11:00 AM Sharp!

Visiting Day



Saturday, July 20th



9:30 AM - 3:30 PM