

LAKE GREELEY CAMP

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Airport Transportation Service Instructions

For campers traveling from distances that require air travel, Lake Greeley Camp provides transportation service to and from three regional international airports, Newark Liberty International Airport, John F. Kennedy International Airport, and Wilkes-Barre/Scranton International Airport, for its campers. This service requires advance registration.

The information in this document describes the policies and procedures the camp follows when providing airport transportation services. Please read this document in its entirety before making your child's flight reservations. In addition, please contact Lake Greeley Camp with any questions. We can assist you in choosing a flight that follows camp policies and has your child arriving at and departing from camp at an appropriate time.

How Do I Elect To Use This Service?

To request Lake Greeley Camp's airport transportation service, you must complete the Airport Transportation Itinerary Form. Please complete this form including all flight information pertinent to your child's travel to/from camp and return it to the camp office by fax, mail, or email a minimum of four weeks prior to your child's flight to camp. All communication concerning your child's flight must be made through this form including making any changes to an existing itinerary.

Airports We Service

Lake Greeley Camp provides airport transportation service to the airports listed below. **Please note, Newark Liberty International Airport is the airport we recommend using because it is at least 1.5 hours closer to camp (without taking into consideration New York City traffic) than the other NYC airports.**

- Wilkes-Barre/Scranton International Airport (AVP)
Avoca, Pennsylvania
It is the closest airport to camp, only 50 miles away. However, it is likely your child will need a connecting flight to arrive at this airport.
- Newark Liberty International Airport (EWR)
Newark, New Jersey
The least congested of the 3 New York City airports.
- John F. Kennedy International Airport (JFK)
New York, New York

We do not recommend using this airport. It is the

farthest airport from Lake Greeley Camp and requires driving on roads that are often heavily traveled which only lengthens your child's ride to/from camp.

Transportation Fees

The airport transportation service fees are per person and apply to flights that arrive/depart on our session start/end dates.

Wilkes-Barre/Scranton Airport

	1st camper	add'l. siblings
one way	\$75.00	\$60.00
round trip	\$125.00	\$100.00

Newark Liberty Airport

	1st camper	add'l. siblings
one way	\$125.00	\$90.00
round trip	\$225.00	\$125.00

JFK Airport

	1st camper	add'l. siblings
one way	\$175.00	\$125.00
round trip	\$325.00	\$175.00

Sibling rates will apply only if campers are arriving/departing on the same flight.

Additional Charge

(if flight is not scheduled on an official start or end date)

Lake Greeley Camp will provide airport transportation service to/from the above airports on any day. However, flights arriving or departing on days other than the actual camp session start and end dates will incur an extra charge.

- Newark Airport - \$40.00 one-way
- JFK Airport - \$65.00 one-way
- WilkesBarre/Scranton - no additional fee

Arrival Flight Times

Camp policy prohibits its transportation staff from departing camp before 6:30 a.m. and does not permit their arrival at camp with campers after 10:30 p.m. The camp's transportation staff will depart camp to pick-up campers

4 hours before the flight's scheduled arrival at Newark Liberty International Airport, 6 hours at John F. Kennedy International Airport, and 2 hours at WilkesBarre/Scranton Airport. It is, therefore, essential that you schedule your child's flight so that it arrives between the times indicated below.

Arriving Flights - Acceptable Times

- Newark Airport - between 10:30 a.m. - 5:00 p.m.
- JFK Airport - between 11:30 a.m. - 4:00 p.m.
- WBS Airport - between 8:30 a.m. - 7:00 p.m.

Flights arriving earlier or later than the recommended time period will require staff members and possibly your child spend the night in a hotel near the airport. **As a result, additional charges for overnight hotel accommodations and meals will be added to the transportation fee.**

Departure Flight Times

On the day of departure, campers who fly out of Newark Liberty International Airport leave camp a minimum of 5 hours before the flight's scheduled departure, 6 hours if they are flying out of John F. Kennedy International Airport, and 3 hours if they are flying out of the Wilkes-Barre/Scranton International Airport. Transportation staff and campers are not permitted to leave camp for the airport before 6:30 a.m. nor are they allowed to drive camp vehicles after midnight. Based upon the travel time requirements, please schedule your child's flight so that it departs between the times indicated below.

Departing Flights - Acceptable Times

- Newark Airport - between 12:00 p.m. - 8:00 p.m.
- JFK Airport - between 1:00 p.m. - 6:00 p.m.
- WBS Airport - between 10:00 a.m. - 9:00 p.m.

Flights departing earlier or later than the recommended time period will require staff members and possibly campers stay overnight in a hotel. **As a result, additional charges for overnight hotel accommodations and meals will be added to the transportation fee.**

International Flights

Campers who are departing on international flights require an additional one hour of travel time from camp in order to check-in at least three hours before the flight's scheduled departure. Therefore, all international flight departure times should be after 2:00 p.m. at John F. Kennedy International Airport and 1:00 p.m. at Newark Liberty International Airport.

Changes To The Flight Itinerary

If your child's travel plans change after you have submitted an Airport Transportation Itinerary Form, it is imperative that you complete an entirely new form providing the updated flight information. Please be

sure to check the box indicating your child's flight itinerary has changed. Do not send an email or fax, or call the camp with these changes. All communication concerning your child's flight information must be made through the use of the Airport Transportation Itinerary Form.

If on the day of departure, your child misses his/her flight, please call the camp at (570) 685-7196 and speak with Assistant Director John Bianco.

Airline Baggage Fees

If your child is traveling with overweight luggage or more luggage than the airline permits, baggage fees will be charged at check-in. We recommend giving your child a prepaid credit card to pay for these fees. If a camper is unable to pay the additional baggage fees, the camp will. The credit card on file with the camper's account will be charged to reimburse the camp.

Unaccompanied Minor

The policies concerning unaccompanied minors vary among airlines. However, in most circumstances if your child is flying without an adult, you will be required to register your child as an unaccompanied minor. Registering a child as an unaccompanied minor ensures that he/she will be in the custodial care of an airline representative at all times, even beyond security checkpoints. Since only passengers are permitted beyond these checkpoints, we strongly recommend all children be registered as an unaccompanied minor. With heightened security, it has become increasingly difficult for our staff members to get beyond security checkpoints and escort our campers to the gate from which their flight is departing.

When registering your child as an unaccompanied minor, the airline will ask you for the name of the individual who will be meeting your child at the airport. Airline representatives will require the person picking up your child to produce identification and sign a release. Unfortunately, at the time you purchase the ticket, it is not possible for us to provide the name of the camp representative who will be meeting your child at the airport. These assignments are typically not finalized until a few days prior to a camper's arrival or departure. **We, therefore, recommend you use the name of our Camp Director, Matthew Buynak.** Between 24 - 48 hours prior to your child's flight, the camp will email you the name of the staff member who will be escorting your child to/from the airport. It is imperative that you promptly notify the airlines of this change. Please check your email periodically for this information.

After you have registered your child as an unaccompanied minor, be sure to obtain written confirmation and email a copy of this confirmation to John Bianco at john@lakegreeley.com. If the airline's unaccompanied minor service is indicated on the plane ticket, a copy of the plane ticket is sufficient. If your child was accompanied on his/her flight to camp by an adult, and will be flying alone on his/her return flight, it is necessary you

register your child as an unaccompanied minor. Arriving at the airport without written confirmation will prevent the camper from checking-in. Making unaccompanied minor travel arrangements at check-in can take an excessive amount of time, and payment for the service is required at that time. Please help us avoid this delay by making the proper arrangements at the time you purchase your ticket.

Camper Photograph

Please attach a recent 1.5" x 1.5" photograph of your child. This photo will provide helpful assistance to our staff members in identifying your child at the airport.

Camper Supervision - Arrivals

A Lake Greeley Camp staff member will greet your child at the closest security checkpoint and escort him/her to the baggage claim area. For international flights we will greet your child outside the customs area after he/she has passed through customs.

Upon arrival at Lake Greeley Camp, you will receive an email from the camp confirming his/her arrival.

Camper Supervision - Departures

A Lake Greeley Camp staff member will travel with your child to the airport. At the airport, the staff member will ensure your child is properly checked in with the airlines (obtaining a boarding pass and checking baggage). If permitted, the staff member will accompany your child through security to the departure boarding gate and stay with him/her throughout the boarding process. If the staff member is unable to accompany the camper to the departure boarding gate, he/she will wait at the closest security checkpoint. The staff member will remain at the airport until receiving confirmation from airline representatives that the plane has taken off and in the air to its destination.

Please take note, Lake Greeley Camp coordinates the transportation of its campers using the air transportation service to/from camp. Therefore, other campers traveling to or departing from the same airport on the same day will be transported to/from camp together in the same camp vehicle. **As a result, campers may arrive early to the airport because other campers have an earlier flight or remain at the airport awaiting the arrival of additional campers. In most circumstances, the additional time spent at the airport will not exceed two hours.**

Helpful Tips

- Please explain to your child that our staff members will be wearing a blue staff t-shirt and will be holding a Lake Greeley Camp sign. The staff member will have in his possession your child's Airport Transport Itinerary Form, a photograph of him/her, a photocopy of your camper's enrollment application, an authorization form signed by the Camp Director, and picture identification.

Both male and female staff members are assigned to these airport responsibilities.

- If your child is a returning camper, please have them wear their Lake Greeley Camp t-shirt they received the previous summer. This will assist our staff members with identifying your child at the airport quickly.