

LAKE GREELEY CAMP

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Airport Transportation Service Instructions

For campers traveling distances that require air transportation, Lake Greeley Camp provides airport transport service to and from three regional international airports, Newark Liberty International Airport, John F. Kennedy International Airport, and Wilkes-Barre/Scranton International Airport. This service requires advance registration. **Before making your child's flight reservations, please read the following instructions in its entirety. In addition, please contact Lake Greeley Camp.** We can assist you in choosing a flight that is agreeable with the camp's daily schedule, has your child arriving at camp at an appropriate time, and may possibly be used by other campers. **The Airport Transport Itinerary Form is due no later than two weeks prior to your child's arrival.** This form is used to coordinate the transportation of campers to and from these airports and will be given to staff members who are assigned to escort your child.

How Do I Elect To Use This Service?

In order to use Lake Greeley Camp's airport transport service, you must first complete the Airport Transport Itinerary Form and mail or fax it to the camp office **at least two weeks in advance of your child's flight.** This is the only form you use when requesting airport transport service, communicating flight information, and making changes to an existing itinerary.

Airports We Service

Lake Greeley Camp provides airport transportation service to the following airports only:

- 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 three New York City airports.
- John F. Kennedy International Airport (JFK)
New York, New York

Dates Of Service And Fees

The airport transportation service is available on the first and last day of each camp session. The roundtrip fee on these dates are:

- Wilkes-Barre/Scranton International Airport - \$125.00
- Newark Liberty International Airport - \$200.00
- John F. Kennedy International Airport - \$300.00

Lake Greeley Camp will provide airport transportation service

to/from the above airports on any day. However, flights arriving and departing from Newark Liberty International Airport or John F. Kennedy International Airport that take place on days other than camp session start and finish dates will incur an additional \$75.00 one-way charge. There is no additional charge for flights arriving or departing from Wilkes-Barre/Scranton International Airport.

Arrival Flight Times

Camp policy prohibits staff from departing camp before 5:30 a.m. Therefore, when reserving flights arriving at Newark Liberty International Airport or John F. Kennedy International Airport, please do not schedule an arrival before 10:30 a.m. or 11:30 a.m., respectively. For flights arriving at Wilkes-Barre/Scranton International Airport, do not schedule an arrival before 8:30 a.m. Flights that arrive earlier than these guidelines will require staff members to leave camp the night before the flight and, therefore, will incur additional charges including overnight accommodations and meals.

To avoid arriving at camp late at night, do not schedule flights that arrive after 4:00 p.m. at Newark or JFK; and after 7:00 p.m. at Wilkes-Barre/Scranton.

Departure Flight Times

On the day of departure, campers who fly out of John F. Kennedy International Airport leave camp a minimum of 6 hours before the flight's scheduled departure, 5 hours if they are flying out of Newark Liberty International Airport, and 3 hours if they are flying out of the Wilkes-Barre/Scranton International Airport. Camp policy prohibits campers from leaving camp anytime before 7:00 a.m. Therefore, do not schedule departures leaving JFK before 1:00 p.m., Newark before 12:00 p.m., or departures leaving Wilkes-Barre/Scranton before 10:00 a.m.

Flights that depart earlier than these guidelines will require staff members and campers to leave camp the night before the flight and, therefore, will incur additional charges including overnight accommodations and meals. Likewise, please do not schedule departures later than 6:00 p.m. for JFK or Newark or 8:30 p.m. for Wilkes-Barre/Scranton. Flights leaving later than these guidelines will require our staff members to stay overnight, and again, will incur additional charges.

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 two 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 Transport 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 email, 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 Transport 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 Derek Bogdan.

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 Derek Bogdan at derek@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 only 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 re-

quired 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 his/her arrival gate (where passengers get off the plane) or 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 a telephone call from your child 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). Unless registered as an unaccompanied minor, the staff member will accompany your child through security to the departure boarding gate and remain with him/her throughout the boarding process. The staff member remains at the departure boarding gate 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.