



2016 CAMPER INFO

Contacting ILC & Your Camper, Mail and Visiting Camp

CONTACTING THE CAMP OFFICE

During the summer, the camp office is open every day (including weekends) from 9:00am to 9:00pm EST. This will occur from the start of Session 1 (June 26th, 2016) to the end of Session 4 (August 21st, 2016). Please call at anytime with any questions or concerns! Our office staff will answer the phone during those hours and answer any questions they can OR connect you with the appropriate person. If the office is closed, please leave a voicemail and we will attend to it first thing the next day. For after hours, **EMERGENCIES ONLY**, you can call 570-727-4164. This phone number rings at Dan & Ann Gould's house after hours. Appropriate use of this number is appreciated.

CONTACTING YOUR CAMPER

You may use any of the following ways to contact your camper while they are at camp:

<p>LEAVE A MESSAGE AT THE OFFICE VIA PHONE OR EMAIL</p>	<ul style="list-style-type: none"> ● During hours when the office is open, you may call our office and leave a message with one of the staff to pass along to the camper. All messages are delivered to the camper at the next meal. ● During hours when the office is closed, you may call our office and leave a voicemail message to be passed along to the camper. Be sure to clearly state the camper's name. Voicemail messages will be delivered to the camper at lunch the next day. ● E-Mail the Office at info@independentlake.com with a Message to Be Passed Along to Them - These emails will be printed out and delivered to the camper at the next meal ● Remember, campers are only allowed to call home during specific times. <ul style="list-style-type: none"> - During rest hour between 5:00 and 6:00 PM, - After dinner, during free choice between 6:30 and 7:30 PM, and - During canteen time which is between 7:30 and 8:15 PM for Elkview campers AND between 9:00 PM and the camper's curfew for Lakeside campers.
<p>SEND LETTERS OR PACKAGES VIA USPS, UPS, DHL, OR FEDEX</p>	<ul style="list-style-type: none"> ● Campers can receive both letters and packages in their bunks. All mail is delivered to the campers bunks during rest hour (between 5 and 6PM). This delivery occurs every day EXCEPT SUNDAY and LAZY DAY. ● Please send all letters and packages, no matter the postal service, to: <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">CAMPER NAME Independent Lake Camp 70 Clark Road Thompson, PA 18465</p> </div> ● Please remember - ILC is located in a remote location so mail delivery often takes longer than expected.
<p>EMAIL CAMPERS PERSONALLY</p>	<ul style="list-style-type: none"> ● ILC has two complete computer labs, one on lakeside and one on elkview ● Campers have access to these computer labs during dailies, free choice, and after EVAC / before their curfew.
<p>CALL CAMPERS CELL PHONES *LAKESIDE ONLY</p>	<ul style="list-style-type: none"> ● Lakeside campers can use their cell phones while in their cabins. This is during rest hour (between 5 and 6 PM) and before curfew (9:00 PM and later). ● Please review our Cell Phone Policy on the Cell Phone & Electronics Policy informational PDF.

NOTE: For first time camp parents, please understand that most campers like to call home in the evening and some up until their curfew time, which can be quite late. Please do not be alarmed or consider them calling at this time an emergency.

VISITING CAMP

We have an open visiting policy in which you are welcome to visit us on any day between 10:00 AM and 8:00 PM. Please call or email us in advance with the day you wish to visit if it is NOT a performance day. Lazy day is not a good day to visit, as all regular activities stop and we have an optional trip out of camp.

When you arrive at camp, please stop in at our office to get a visitor's pass and information about where your camper is. Visitors are more than welcome to join us for meals and activities. Please respect the following rules must be respected when visiting Independent Lake Camp:

- No pets. (This includes handbag dogs).
- Cars are not permitted on campgrounds beyond the front gate, please park in the main parking lot and walk up to the office.
- No smoking on camp.
- Please wear appropriate footwear and attire

TAKING CAMPERS OFF OF CAMP

You are welcome to take your child off camp premises if you wish. When taking your child off campgrounds you must first inform their bunk counselor how long you will be gone, and then sign them out at the office. Similarly, when arriving back in camp you must sign the camper in at the office and inform his or her counselor. If you will not be back before 9:00 PM (when our office closes), please alert us to that when signing out. The office will not be open when you return so have your camper check in immediately with their counselor on OD to let them know they have returned. Your camper must be back on camp by their curfew time unless they are spending the night off of camp with you.

If you would like to take a camper off camp who is not your child, the parent or guardian of that camper must complete the Leaving Camp With Someone Else Permission Form located beneath the "Forms and Documents" section of their CampInTouch account. On this form, the parent must indicate the date of the trip, the destination of the trip, and the name of the adult taking them. Please review the instructions below for how to complete that form:

HOW TO LOG INTO YOUR CAMPINTOUCH ACCOUNT & COMPLETE THE LEAVING CAMP WITH SOMEONE ELSE PERMISSION FORM

1. Click [here](#) to access the Log In page for your account.
2. Use your email address associated with ILC as your Log In.
 - a. If you remember your password, Log In!
 - b. If you do not remember your password, click on the [Retrieve/Set Password](#) link on the lower right hand corner of the page - Confirm the e-mail address and click on the **SUBMIT** box. A rest e-mail will be sent. The e-mail will be from automation@campminder.com, (if it does not appear in your inbox, check your spam folder, although that usually does not happen). Open the e-mail and click on the [Retrieve/Set Password](#) link inside. You will be directed to a new page where you can follow the prompts to reset your password.
3. Once you are logged in, you will be directed to the CampInTouch HomePage - This is your ILC Family Account!
4. From your ILC CampInTouch HomePage, scroll down to the **FORMS DASHBOARD** section and click on the [Forms & Documents](#) link next to the **yellow pencil icon**.
5. You will be sent to a new page. Each enrolled camper will be listed in alphabetical order with a complete list of forms and informational PDF's below. Select the Leaving Camp With Someone Else Permission Form and complete!

