



2016 CAMPER INFO

Transportation Information

TRANSPORTATION OPTIONS - OVERVIEW

	TRANSPORTATION OPTIONS <i>TO CAMP</i>	TRANSPORTATION OPTIONS <i>FROM CAMP</i>
CAR	Regular Drop Off **ARRIVE BETWEEN 1:00 P.M. AND 4:00 P.M.	Regular Pick Up - SATURDAY **AFTER 10:00 A.M. Regular Pick Up - SUNDAY **BETWEEN 10:00 A.M. AND 12:00 P.M.
BUS <u>PRICE PER ONE WAY</u> Domestic Campers: \$125 International Campers: \$0	Baltimore Bus (Greenspring Station → ILC) **11:00 A.M. ASSEMBLY, 11:30 A.M. DEPARTURE <hr/> New Jersey Bus (Short Hills Mall → ILC) **11:00 A.M. ASSEMBLY, 11:30 A.M. DEPARTURE <hr/> New York City Bus (Chelsea Piers → ILC) **11:00 A.M. ASSEMBLY, 11:30 A.M. DEPARTURE <hr/> Philadelphia Bus (Plymouth Meeting Mall → ILC) **11:00 A.M. ASSEMBLY, 11:30 A.M. DEPARTURE	Baltimore Bus (ILC → Greenspring Station) **10:30 - 11:00 A.M. DROP OFF <hr/> New Jersey Bus (ILC → Short Hills Mall) **10:30 - 11:00 A.M. DROP OFF <hr/> New York City Bus (ILC → Chelsea Piers) **10:30 - 11:00 A.M. DROP OFF <hr/> Philadelphia Bus (ILC → Plymouth Meeting Mall) **10:30 - 11:00 A.M. DROP OFF
AIR <u>PRICE PER ONE WAY</u> Domestic Campers: \$50 International Campers: \$0	Newark Airport Transfer (EWR → ILC) **IDEAL FLIGHT ARRIVAL BETWEEN 12 P.M. AND 5 P.M. <hr/> JFK Airport Transfer (JFK → ILC) **IDEAL FLIGHT ARRIVAL BETWEEN 12 P.M. AND 5 P.M.	Newark Airport Transfer (ILC → EWR) **IDEAL FLIGHT ARRIVAL TIMES BETWEEN 12 P.M. AND 5 P.M. <hr/> JFK Airport Transfer (ILC → JFK) **IDEAL FLIGHT ARRIVAL TIMES BETWEEN 12 P.M. AND 5 P.M.
STAY OVER	Camper was already at camp and staying for the next session	Camper was already at camp and staying for the next session

COMPLETING THE TRANSPORTATION FORM

1. **Log Into Your CampInTouch Account:**
 - a. Click [here](#) to access the Log In page for your account. **NOTE:** 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 reset 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.
 - b. Once you are logged in, you will be directed to the CampInTouch HomePage - This is your ILC Family Account!
2. **Complete the 2016 Transportation Form**
 - a. 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**.
 - b. Navigate to the **FORMS - TRANSPORTATION** by clicking on the link to the right of the form name.
 - c. Complete the form by selecting a travel mode and completing the relevant fields to and from camp for each session the camper is enrolled in.
 - i. **CAR** - Enter arrival date and press grey continue key.
 - ii. **BUS** - Sign up for bus from 4 options by pressing grey select key, then press the grey continue button.
 - iii. **AIR** - Enter flight information and press the grey continue button.
 - iv. **STAYOVER** - Click check box next to message to verify camper is staying over from one session to another and press the grey continue button.
 - d. Once all arrival / departure dates are completed, click on the **SUBMIT** button on the lower right hand corner of the box to complete the form.
 - e. A green confirmation box will pop up saying you have successfully completed the form.

DETAILS: TRAVELING BY CAR TO/FROM ILC

CAMP LOCATION AND DIRECTIONS:	Address: 70 Clark Rd., Thompson, PA 18465 Directions can be found on our website by clicking here: http://independentlake.com/directions/
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	<i>DROPPING OFF AT ILC</i>		<i>PICKING UP AT ILC</i>
SUNDAY DROP OFF	<ul style="list-style-type: none"> - Please drop off your camper between 1:00 P.M. and 4:00 P.M. - Park in our main parking lot and our staff will assist you with your luggage. - Check in at the ILC Welcome Center to receive your bunk information & handle any pending administrative tasks. - Join us for a MANAGEMENT MEET & GREET at 2:00 P.M. at the welcome center. Mingle with our very talented ILC Staff! 	SATURDAY (PERFORMANCE DAY) PICK UP	<ul style="list-style-type: none"> - See the "Performance Day" PDF for more information. - Remember to sign your camper out and empty their piggy bank account at the welcome center.
MID SESSION DROP OFF	<ul style="list-style-type: none"> - Please call the day before to let us know what time you plan to drop off your camper. - Park in our main parking lot and check in at the Office. - A head counselor will assist you with your luggage and getting settled. 	SUNDAY (CHANGE-OVER DAY) PICK UP	<ul style="list-style-type: none"> - Please pick up your camper between 9:00 A.M. and 11:00 A.M. - Park in our main parking lot – a luggage service will help you with your luggage. - Remember to check in at the Welcome Center to sign out your camper and empty their piggy bank account!
		MID-SESSION PICK UP	<ul style="list-style-type: none"> - Please call the day before to let us know what time you plan to drop off your camper. - Park in our main parking lot and check in at the Office to sign out your camper and empty their piggy bank account. - A head counselor will assist you with your luggage and getting settled.

DETAILS: TRAVELING BY ILC BUS TO/FROM ILC

ILC BUS OPTIONS			
<p><u>Baltimore Bus</u></p> <p>Greenspring Station – Parking lot in Front of Pavilion 1 10803 Falls Rd. Lutherville, MD, 21093</p>	<p><u>Philadelphia Bus</u></p> <p>Plymouth Meeting Mall – Lower Level Parking Lot in Front of Macy's Department Store 500 Germantown Pike Plymouth Meeting, PA, 19462</p>	<p><u>North New Jersey Bus</u></p> <p>Short Hills Mall – Street Level Parking Lot Outside of Neiman Marcus 1200 Morris Turnpike Short Hills, NJ, 07078</p>	<p><u>New York City Bus</u></p> <p>Pier 60 Parking at Chelsea Piers Pier 60 – 23rd Street and West Side Highway New York, NY, 10011</p>

ILC BUS INFO

- Although we call this ILC service a "bus," in many circumstances the vehicle will actually be a van or even a car, depending on the number of campers using the service.
- The cost of ILC's bus service is \$125.00 each way. We will apply the cost and charge your card on file for the bus a few days before the date of travel. If this does not work for you, please e-mail cindy@independentlake.com to set up a different plan for payment.
- You will receive an additional e-mail a few days before the bus travel date with the name and phone number of the staff member(s) transporting your camper. It will also contain more detailed information about the vehicle that will be used to transport your camper.
- In the event of a change of time or location of the drop off or pick up, our office will contact you.

<i>TO CAMP</i>	<i>FROM CAMP</i>
<ul style="list-style-type: none"> - Every bus attempts to arrive at 11:00 AM at the bus stop location, wait for 30 minutes, and departs for camp at 11:30 AM. Although we leave camp with plenty of time, sometimes you cannot control the traffic! In the event that our driver will arrive later than 11:00 AM at the bus stop location, our office will contact you. - Our drivers and counselors will be wearing a grey ILC staff shirt, have an ILC Name Tag, and have personal ID. - Please be on time, because we want all campers on the busses to be back to camp by 4:45 PM because at that time all campers return to their cabins and begin getting to know the other campers and counselors in their bunk with icebreaker games. - You may want to pack a snack because the bus does not stop for lunch. - If your camper will be taking any medication while at camp, please give it to the ILC counselor traveling with the bus to pass on to our medical staff. 	<ul style="list-style-type: none"> - Every bus attempts to arrive at 11:00 AM at the bus stop location, wait for 30 minutes, and departs for camp at 11:30 AM. Although we leave camp with plenty of time, sometimes you cannot control the traffic! In the event that our driver will arrive later than 11:00 AM at the bus stop location, our office will contact you. - Meet our drivers at the designated area with identification. If someone other than you will be picking up your camper from the bus stop, you MUST let us know in advance via e-mail. - An ILC Staff Member will be sent with an envelope of cash containing any extra money in your camper's account. (If that amount is over \$50.00 we may send the balance in check form OR refund it to the credit card on file). Feel free to e-mail us if you would us to return the camper account money to you in a different way.

DETAILS: TRAVELING BY ILC AIRPORT TRANSFER TO/FROM ILC

FLIGHT BOOKING DETAILS

We pick up and drop off at the following AIRPORTS:

<p>Newark Liberty International Airport (EWR) Address: 3 Brewster Rd, Newark, NJ 07114 <i>*Approximately 2.5 - 3.5 Hours From Camp</i></p>	<p>John F. Kennedy International Airport (JFK) Address: New York, NY 11430 <i>*Approximately 3.5 - 4 Hours From Camp</i></p>
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We request ARRIVAL / DEPARTURE TIMES be between **12:00 PM and 5:00 PM** so we can try and get all campers and staff members to camp before bedtime. **NOTE:** We understand that this is not always possible - Just keep us informed along the way!

ARRIVING BY AIR

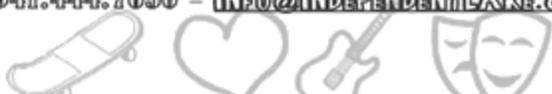
DEPARTING BY AIR

- Prior to departure, your camper will be sent an ILC Bracelet to wear on his or her flight into Newark or JFK airport.
- Once arrived, your camper will be met by an ILC Staff member in a Staff T-Shirt in the airport after he or she has cleared baggage claim, customs and immigrations. The staff member will have an ILC sign, camp identification, and personal identification.
- The staff member will then let our office know that your camper has been picked up and we will both call and e-mail you to tell you the information (no matter the time difference, we will still call).
- Our counselors will collect his or her passport for safekeeping.
- Once all campers are picked up, the group will take a bus or van from the airport to camp. If need be, they will stop for a meal on the way. We do our best to plan the rides in a way that your camper will not be sitting in the airport for too long but sometimes flight delays are beyond our control!
- Once the group arrives safely at camp, our office will again both call and e-mail you to let you know that your camper is on camp (again, no matter the time difference, we will still call). Passports and other valuables will be stored in our office safe.
- Please remind your child that if they are bringing any medications to camp to turn it in when they arrive.

- Your camper will depart camp on a van or bus with enough time to arrive at the airport at least 3 hours before departure time.
- Passports will be taken and held by the staff members until the camper needs it.
- Any balance in the camper's account will be returned to him or her on the bus or van ride to the airport. However, if the camper has over \$50.00 left in their camper account, we may refund part of the balance to your credit card on file. Feel free to e-mail us if you would us to return the camper account money to you in a different way.
- Your camper will be accompanied by an ILC Staff member to check-in, check bags, and to security screening. Basically, as far as the airport will let the staff member go.
- The staff member will wait at the airport until the plane takes off.
- Once the camper has departed, the staff member will then let our office know that the camper has departed and we will both e-mail and call you to let you know.

UNACCOMPANIED MINOR INFORMATION

- **If you haven't marked it on the form already, please let us know if your camper will be traveling as an unaccompanied minor - It is very important for our planning**
- **We will send you an e-mail 1 week before your campers flight is set to arrive AND/OR depart that contains the full name and phone number of the staff member that will be picking AND/OR dropping him or her off. Please provide the airline with the updated information. ILC is not financially responsible for any Unaccompanied Minor fees.**
- **Until that time, please use the following information for the form:**
 - **NAME:** Cindy Gould
 - **PHONE:** 267-664-2004
- **ILC is not financially responsible for any Unaccompanied Minor fees.**

INDEPENDENTLAKE.COM - 1.800.399.2267 - 1.941.444.7650 - INFO@INDEPENDENTLAKE.COM			
			
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