

# LAKE GREELEY CAMP

Business Office: P.O. Box 219, Moscow, Pennsylvania 18444 • 570-842-3739 • fax - 570-842-0410

Campsite (after June 12th): 222 Greeley Lake Road, Greeley, Pennsylvania 18425 • 570-685-7196 • fax - 570-685-2660

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## AIRPORT TRANSPORT SERVICE INSTRUCTIONS

For campers traveling distances that requires air transportation, Lake Greeley Camp provides airport transport service to and from two regional international airports, Newark Liberty International Airport and Scranton/Wilkes-Barre International Airport. This service requires advance registration. Before making your child's flight arrangements, please be sure to read the camp's instructions below. 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. **Please read these instructions before making flight arrangements.**

### 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, PA  
*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, N.J.  
*The least congested of the three New York City airports.*

### DATES OF SERVICE & 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

Lake Greeley Camp will provide airport transportation service to/from the above airports on any day. However, flights arriving and departing from Newark that take place on days other than camp session start and finish dates will incur an additional \$50.00 one-way charge. There is no additional charge for flights arriving or departing from Wilkes-Barre/Scranton.

### ARRIVAL FLIGHT TIMES

Camp policy prohibits staff from departing camp before 5:30 a.m. Therefore, when reserving flights arriving in Newark, please do not schedule an arrival before 10:30 a.m. For flights arriving in Wilkes-Barre/Scranton, 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 in the late evening, do not schedule flights that arrive after 5:00 p.m. at Newark; and after 8:00 p.m. at Wilkes-

Barre/Scranton.

### 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 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 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 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 1:00 p.m. at Newark 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.

### UNACCOMPANIED MINOR

Depending upon the age of your child and the policies of the airlines you have chosen, you may 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, including beyond the security checkpoint. Since only passengers are permitted beyond this checkpoint, 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 the security checkpoint and escort our campers to their gate. Unaccompanied minor status is needed for both arrival & departure flights to ensure your child is properly supervised. It improves our chances of receiving security clearance by allowing our staff member to take the place of the airline representative.

When you register your child as an unaccompanied minor, the airline will ask you for the name of the individual who is meeting your child at the airport. Airline representatives will require the person picking

up your child to produce positive identification and sign a release. Unfortunately, we can not provide the name of the camp representative who will be meeting your child at the airport at the time you purchase the ticket. These assignments are typically not finalized until several days prior to arrival or departure. We, therefore, recommend you use the name of our Camp Director, Matthew Buynak.

The staff member, who is assigned to escort your child, will be given written authorization from Matthew indicating his/her authority for escorting your child to/from the airport.

Once you have registered your child as an unaccompanied minor, be sure to obtain written confirmation and forward a copy of this confirmation to us. If the unaccompanied minor is indicated on the plane ticket, a copy of the plane ticket is sufficient. If no written confirmation is provided to the camp, it can take in excess of one hour to register your child at check-in, and payment will be 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.

### **HELPFUL TIPS**

Please inform your child of our airport arrival procedures, which are as follows:

- A Lake Greeley Camp staff member will greet your child at the terminal gate (where passengers get off the plane) and escort him/her to the baggage claim area. For international flights we will greet your child after the immigration process, not at the gate where he/she exited the airplane. (Our intention in all cases is to greet your child as he/she exits the plane.)
- After collecting the luggage, our staff member will call you to let you know your child has arrived safely.
- We then load the luggage into the camp vehicle and drive directly to camp. The vehicle does not make any other stops along the way. Other campers traveling on the same flight (or arriving at approximately the same time) will travel in the same camp vehicle to camp.
- Upon arrival at Lake Greeley Camp, your child will call you to confirm his/her arrival at camp.
- 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 your 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.

# LAKE GREELEY CAMP

## AIRPORT TRANSPORT ITINERARY FORM

Please attach a recent photograph of your child.

**Before making your child's flight arrangements, please read the Airport Transport Service Instructions.** After making your child's flight reservations, please complete this form and it to the Moscow, Pennsylvania office, if after June 12th, please mail it to 222 Greeley Lake Road, Greeley, Pennsylvania 18425. If your camper's travel plans change after submitting this form, please complete another form with the new updated flight information. **The Airport Transportation Itinerary Form is due no later than two weeks prior to your child's arrival.**

**Camper's Name** (print): \_\_\_\_\_

Please check your child's session.  Mini Session 1  First Half  Full Season  
 Mini Session 2  Second Half  First Six Weeks  
 Mini Session 3  Second Six Weeks  
 Mini Session 4  Custom \_\_\_\_\_  
Dates of Session

**My child's itinerary has changed. I am providing you with new flight information.**

### FLIGHT INFORMATION

#### TO CAMP:

Newark Liberty International Airport  
 Wilkes-Barre International Airport

#### FROM CAMP:

Newark Liberty International Airport  
 Wilkes-Barre International Airport

Airline: \_\_\_\_\_ Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Departure City/Airport: \_\_\_\_\_ Departure City/Airport: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Arrival Airport: \_\_\_\_\_ Arrival Airport: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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