

CAMP CAYUGA

AIRPORT TRANSPORTATION INSTRUCTIONS

FOR PARENTS WHO SELECTED AIRPORT TRANSPORTATION SERVICE

AIRPORT TRANSPORTATION SERVICE

Cayuga provides transportation to/from 3 major airports. On arrival day, our staff will escort your child from the airport directly to Camp Cayuga. On departure day, our staff will accompany your child from camp to the security gate at the airline's terminal, and remain at the airport until your child's plane is in the air.

HOW TO SIGN-UP

If you didn't register for this service on your child's enrollment application, you can do so now. To register online, go to 'Forms & Documents' on your dashboard, click 'Additional Options', then click 'Transportation' and select your airport.

AIRPORT TRANSPORTATION ITINERARY FORM

After making your child's flight reservations, complete the 'Travel-Airport Itinerary Form' under 'Forms & Documents'. It is due two weeks before your child's arrival. To return, upload it from your dashboard.

AIRPORTS AVAILABLE

- WilkesBarre/Scranton Airport (AVP-Avoca, Pennsylvania) is the closest airport being only 35 miles (1 hour drive) from camp. However, it's the smallest airport on our list, and your child will likely need a connecting flight to arrive here.
- Newark Airport (EWR-Newark, New Jersey) has more non-stop direct flights than WilkesBarre/Scranton Airport and is closer to camp than JFK Airport. Newark International Airport (EWR) is the preferred airport, and encourage you to use it.
- JFK Airport (Jamaica, New York) is located in a heavy-traffic area of New York and is farthest from camp. We do not recommend this airport and discourage you from using it if possible. Flights to/from JFK may cost less than Newark Airport, but your child's ride to camp is about 1½ hours longer.

AIRPORT TRANSPORTATION SERVICE FEE

The fees below apply to flights that arrive/depart on our session start/end dates. Additional fees apply on other dates.

- Newark International Airport: \$240 roundtrip, \$120 one-way.
- JFK International Airport: \$280 roundtrip, \$140 one-way.
- WilkesBarre/Scranton Airport: \$140 roundtrip, \$70 one-way.

EXTRA CHARGE - IF NOT OFFICIAL DATE

Cayuga does provide transportation to/from the above airports on any given day. However, arrival & departure flights that take place on days other than the session's official start/end dates incur an extra charge.

- Newark Airport: \$35 one-way.
- JFK Airport: \$55 one-way.
- WilkesBarre/Scranton: no extra fee.

FLIGHT ARRIVALS - ACCEPTABLE TIMES (for domestic & international):

- Newark Airport:
Between 11:30am and 6:00pm.
 - JFK Airport:
Between 12:30pm and 5:00pm.
 - WilkesBarre/Scranton Airport:
Between 8:30am and 8:00pm.
- Explanation: Our airport staff is not permitted to depart camp before 6:30am, and not permitted to return with campers after 10:30pm. The airport staff will depart camp to pick-up your camper 5 hours before the flight's scheduled arrival at Newark Airport; 6 hours at JFK Airport; and 2 hours at WilkesBarre/Scranton Airport. The staff is instructed to arrive at your child's terminal about an hour before the scheduled arrival.

FLIGHT ARRIVALS - PROHIBITED TIMES (for domestic & international):

- Newark Airport:
Arrivals before 11:30am and after 6:00pm.
- JFK Airport:
Arrivals before 12:30pm and after 5:00pm.
- WilkesBarre/Scranton Airport:
Arrivals before 8:30am and after 8:00pm.

EXTRA CHARGE - FOR ARRIVALS DURING PROHIBITED TIMES (for domestic & international):

To avoid this extra charge, do not schedule an arrival during the above prohibited times.

- Early Arrival Flights: About \$180. This is the estimated cost of a hotel room for our airport staff. Since staff can't depart camp before 6:30am, a hotel near the airport is necessary on the night before arrival.
- Late Arrival Flights: About \$270. This is the estimated cost of a room for your camper (\$180) and one-half the cost of a room for our airport staff (\$90). Since campers & staff can't return to camp after 10:30pm, they need to stay overnight in a hotel near the airport, and return to camp the following morning.

FLIGHT DEPARTURES - ACCEPTABLE TIMES (for domestic):

- Newark Airport:
Between 11:30am and 8:30pm.
- JFK Airport:
Between 12:30pm and 7:30pm.
- WilkesBarre/Scranton Airport:
Between 8:30am and 10:00pm.

Explanation: Campers and airport staff are not permitted to depart camp before 6:30am, and airport staff are not permitted to return after midnight. Your camper will depart camp for the airport 5 hours before the flight's scheduled departure at Newark Airport; 6 hours at JFK Airport; and 2 hours at WilkesBarre/Scranton Airport. Campers check-in at least one hour before their scheduled departure time.

FLIGHT DEPARTURES - ACCEPTABLE TIMES (for international):

- Newark Airport:
Between 1:00pm and 8:30pm.
- JFK Airport:
Between 2:00pm and 7:30pm.
- WilkesBarre/Scranton Airport:
Between 10:00am and 10:00pm.

Explanation: Campers and airport staff are not permitted to depart camp before 6:30am, and airport staff aren't permitted to return after midnight. Your international camper will depart camp for the airport 6½ hours before the flight's scheduled departure at Newark Airport; 7½ hours at JFK Airport; and 3½ hours at WilkesBarre/Scranton Airport. International campers check-in about 2½ hours before their scheduled departure time.

FLIGHT DEPARTURES - PROHIBITED TIMES (for domestic):

- Newark Airport:
Departures before 11:30am & after 8:30pm.
- JFK Airport:
Departures before 12:30pm & after 7:30pm.
- WilkesBarre/Scranton Airport:
Departures before 8:30am & after 10:00pm.

FLIGHT DEPARTURES - PROHIBITED TIMES (for international):

- Newark Airport:
Departures before 1:00pm & after 8:30pm.
- JFK Airport:
Departures before 2:00pm & after 7:30pm.
- WilkesBarre/Scranton Airport:
Departures before 10:00am & after 10:00pm.

EXTRA CHARGE – FOR DEPARTURES DURING PROHIBITED TIMES

(for domestic & international):

To avoid this extra charge, do not schedule a departure during the above prohibited times.

- Early Departure Flights: About \$270. This is the

estimated cost of a hotel room for your camper (\$180) and one-half the cost of a room for our airport staff (\$90). Since campers & staff can't depart camp before 6:30am, they need to stay in a hotel near the airport on the night before departure, and check-in at the airport the following morning.

- Late Departure Flights: About \$180. This is the estimated cost of a hotel room for our airport staff. Since staff are not permitted to return to camp after midnight, a hotel near the airport is necessary on the evening your camper departs.

AIRLINE BAGGAGE FEES & SHIPPING

When you check-in your child for his/her return flight, also check-in his/her bags. If your child needs to check-in additional bags at the airport or pay an 'overweight' fee, a credit card is required. We suggest giving your child a prepaid credit card for this purpose. Note: When you consider the hassle of lugging bags; baggage fees; overweight charges; and the camp's limit of two bags per person, and you may want to ship your child's luggage to/from camp. See 'Luggage' section in the Parent Handbook.

AIRLINE'S UNACCOMPANIED MINOR PROGRAM

If your camper is traveling by plane, enroll him/her in your airline's Unaccompanied Minor Program (UMP) for both arrival and departure flights. This program provides an airline representative who assumes 'parental oversight' and supervises your child. The UMP typically applies to children ages 5 to 14 and is needed to ensure proper supervision.

NAME OF ASSIGNED STAFF MEMBER

When you enroll your child in the UMP, the airline will ask for the name of the individual (camp staff member) who is greeting your child at the airport upon arrival, as well as the person who is escorting your child for the return flight. The name of this staff member will not be available until 2-3 days before the flight. We suggest you provide your airline with the Camp Director's name – Brian Buynak, along with the camp's Pennsylvania address & telephone number. In the past, this was sufficient for most airlines because our staff member (who is assigned to accompany your child) will possess documentation from the Camp Director indicating he has permission for 'parental oversight' of your child.

GET CONFIRMATION

Enroll your child in the roundtrip UMP at the time you purchase the tickets. It's important to get written confirmation of the UMP and send us a copy with your Itinerary Form. If we have no written confirmation of the UMP for your child's return flight (and if the airline has no record of the UMP in their computer database), it can take up to 45 minutes to enroll your camper in the UMP at the time of check-in. This delay causes problems, and can be avoided

by getting written confirmation. Without proof of the UMP, the airline will require your child to pay the UMP fee at check-in because minors are not permitted beyond the security checkpoint without 'parental oversight'. We suggest giving your child a prepaid credit card in the event this occurs.

AIRPORT ARRIVAL PROCEDURES

EXPLAIN TO YOUR CHILD: A Cayuga staff member will greet your camper as soon as he exits the baggage claim area with his luggage. Your child will telephone you from the airport to let you know he/she arrived safely. If your child can't call from the airport for whatever reason, the camp will notify you via email or phone. The camp vehicle (car or van) travels directly to/from the airport, and makes no stops along the way. Generally, there are two staff members (male & female) assigned to each vehicle. Campers traveling on the same flight (or arriving within the same time frame) may travel in the same vehicle. Upon arrival at Cayuga, your camper reports to the office to turn-in his/her travel documents, paperwork, passport, and cell phone, if any. After checking-in at the main office, your camper will be escorted to the Health Center for a screening conducted by the camp's medical staff. If contagious conditions are identified, a nurse will contact you. After the screening, we will accompany your camper to his cabin where he will be introduced to his cabinmates and have the opportunity to unpack & settle-in.

AIRPORT STAFF

Our airport staff will be wearing a red Camp Cayuga staff t-shirt, and will be holding a 'Camp Cayuga' sign. The staff member (male or female) will have in his possession a photo ID; your child's Itinerary Form; a photograph of your child (remember to upload a recent photo); a print-out of your camper's profile including your contact information; and an authorization form prepared by the Camp Director that gives our staff member permission to escort your child to camp.