



2019 Parent/Camper Guide

Everything that you need to know from registration to check out

WELCOME TO IGC	2	Visiting	16
“MY IGC” Login	2	STAYING AT IGC	17
Our Website	2	Rules Overview	17
IGC PAYMENT POLICY	3	Kount on Kindness	18
Registration	3	Camper Behavior Policy	18
Payment and Fees	3	Parent Behavior Policy	18
Due Dates	3	Cabin Assignments	18
Cancellation and Refund Policy	4	Cell Phones/Media Devices	19
Tuition Insurance	4	Illegal Substance Policy	19
PRIOR TO ARRIVAL AT IGC	5	Media Release	19
Packing List	6	Camper Communication	20
Laundry	7	Camp Stamps	20
Gymnastics Training Groups	7	IGC Canteen	21
Form requirements	8	IGC Care Packages	21
Physicians Examination Form	8	Photos	21
My IGC Form Check List	9	Jet Skiing	22
Homesickness	10	Wellness	22
IGC TERMS AND CONDITIONS	11	Medications	23
GETTING TO IGC	12	Insurance	23
Directions to camp	12	Doctors Visit	23
Transportation	13	DEPARTING IGC	24
Area Accommodations	15	Check-Out	24
ARRIVING AT IGC	15	Lost and Found	25
Check-In	15	Returns to the Canteen	25
Pets	15	Tipping	25
Additional Day	16	CAMPER SCHEDULE	26
Pick-up Authorization	16		

WELCOME TO IGC

Thank you for choosing IGC!

We are dedicated to providing the highest quality program for your family.

The Parent/Camper Guide is designed to help you and your child to prepare for camp.

If you have further questions, please feel free to call/email our office or check our website for additional information.

“MY IGC” LOGIN

“MY IGC” is the tool that parents use to:

- Register for Camp
- Complete required forms and documents
- Update Family Information
- Make on line payments and update Credit Card Information
- Activate and Fund the Canteen Account by Credit Card
- Access to Camp Stamps

OUR WEBSITE

There is a significant amount of information on our website that should answer all of your questions about the camp experience. This Parent/Camper Guide is also an extremely valuable tool.

QUESTIONS

If you should have any further concerns, you can contact the Administration Office between the hours of 9 a.m. and 5.00 p.m. (EST) and we will be happy to help.

The Administration Office number is +1 (570) 629 0244.

Email IGC at office@internationalgymnastics.com

Fax +1 (570) 620 0616



AMERICAN CAMP
ASSOCIATION



PA DEPARTMENT OF
ENVIRONMENTAL PROTECTION



PA DEPARTMENT
OF HEALTH

IGC PAYMENT POLICY

REGISTRATION POLICY

Registration is on a first come, first served basis. International Gymnastics Camp, ("IGC") reserves the right to refuse an application and/or dismiss a camper without refund at any time for any reason, which, in its sole discretion, are in the best interest of IGC.

Deposit of \$300 per session per camper must accompany the registration via major credit card through the IGC website. You also have the option to select full payment upon receipt of the camper application. This option will charge your card on file the full tuition upon receiving your application.

The full tuition price will be charged to the credit card on file for any registrations after April 1, 2019

PAYMENTS AND FEES

Please review your invoice which is available under Financial Management through your "MY IGC" login (see page 2). The invoice includes the session(s) for which you have registered as well as your remaining balance which is due in full by April 1, 2019. All remaining final balances will be automatically charged to the credit card on file on April 1, 2019. Registrations received after April 1st will be charged the full tuition price to the credit card on file at the time of enrollment.

****Please note personal checks will NOT be accepted within 30 days of your enrolled session(s).**

Any outstanding balances may result in a cancellation of your enrolled session(s).

If you have any questions, please call the office at +1 (570) 629 0244 during regular business hours Monday through Friday 9:00 a.m. – 5.00 p.m. (EST).

DUE DATES

April 1, 2019

FINAL BALANCE DUE - The balance is due in full by April 1, 2019. Any unpaid final balances will be charged to the credit card on file.

Registrations after April 1, 2019

FINAL BALANCE DUE – The full tuition price will be charged to the credit card on file.

CANCELLATION & REFUND POLICY

To notify us of any cancellations, and to initiate any refund request, use the Cancellation Form found in your “MY IGC” account (under Forms and Documents).

Based on the date you submit the Cancellation Form, you may be entitled to a partial refund. As our refund policy is limited, we strongly recommend purchasing Tuition Insurance with your registration.

DATE CANCELLATION FORM RECEIVED	IGC REFUND POLICY SUMMARY*
Before April 1st, 2019:	Refund equals all tuition less a \$150 processing charge per week cancelled.
On or After April 1st, 2019:	No refund will be made if the cancellation form is received on or after April 1 st , 2019.

*If you have purchased Tuition Insurance with your registration, please contact Program Protector or Abroad Insurance directly to claim additional benefits beyond our refund policy.

Please note: There are no exceptions to the cancellation policy, all non-refundable fees are non-transferable. There is NO refund made for any camper who is a “No Show” or who withdraws at any time after arriving at camp. There is no reduction or refund of fees for late arrivals, early departure, or any dismissals.

TUITION INSURANCE

We understand that unforeseen circumstances may occur, preventing your child from attending camp. As our refund policy is **limited**, we are delighted to have partnered with Program Protector and Abroad Insurance to provide tuition insurance above and beyond our refund policy.

We **highly recommend** that you consider investing in Tuition Insurance if you are concerned about the financial consequences of having to cancel or withdraw from camp.

The protection plans are available for purchase during the online registration process, protect up to the full cost of your session, and include a variety of other benefits should the need arise.

You can purchase Tuition Insurance with your application (our camper application will link to the Program Protector website and back again). Although you may be eligible to purchase Tuition Insurance after your registration, certain benefits are only available if payment for this plan is received by Program Protector with or before your final tuition payment.

Note: Tuition Insurance is not included automatically with your enrollment. It must be purchased separately. Tuition Insurance is purchased through a 3rd party company – Program Protector, IGC does not take payment for this option.

For more information on **Program Protector**, please contact the Customer Service Specialists at 1800-423-3632. You will need to provide the code for International Gymnastics Camp – INTE0100PA – and refer to plans F530S (standard plan) and F530E (enhanced plan)

To purchase **Abroad Insurance**, visit <https://buy.sevencorners.com/policygroup/HW7C7C3/HW35CCP/>

PRIOR TO ARRIVAL AT IGC

Summer casual clothing is appropriate for camp. The clothes brought to camp are likely to get extra dirty and may get damaged or lost. Avoid bringing lots of brand-new expensive clothes to camp.

Please label all items brought to camp. This is the best way to ensure that the items brought to camp will come home from camp. Use a permanent laundry marker to label items but put more than just initials. All forgotten clothing and unclaimed items are donated to charity at the end of each following camp week. If you believe that your camper may have an item in 'lost and found', you must contact the camp office in the week after your camper returns home.

Camp is a great place for campers to learn responsibility, this includes carrying their own luggage. We recommend using duffel bags on wheels, so campers can easily maneuver their luggage up and down the hilly terrain. Storage space is limited, and trunks cannot be higher than 14 inches, so they will fit under the bed.

PACKING LIST

General Clothing

Leotards and shorts/leggings, and boys workout clothing (to be worn during all gymnastics classes; fitted workout tees may be worn over leotards)

T-Shirts

Shorts

Underwear

Bathing Suit

Sleepwear

Two towels (shower & pool)

Swimwear

Sweat Pants or Thigh length shorts (for Scary Aerie)

Sweatshirt

Socks

1 pair of Hand Grips (recommended, not required)

Footwear

1 pair of Flop Flops / Sandals / Crocs

1 pair of Sneakers (required for Scary Aerie)

Outwear

Rain Jacket / Poncho

Light Jacket

Linens and Bedding

1 Fitted Sheet – Twin/Single Size

1 Top Sheet – Twin/Single Size

1 Pillow with Pillow Case

1 Blanket / Comforter or Sleeping Bag

1 Pool Towel

1 Shower Towel

Toiletries

Toothbrush

Toothpaste

Soap / Shower Gel

Shampoo / Conditioner

Brush / Comb

Deodorant

Hair Dryer

Shower Caddy / Basket

Sundry Items

Sunscreen

Insect Repellant

Water Bottle

Stationary, Envelopes & Stamps

WHAT NOT TO BRING

Do not bring valuable items to camp. IGC is not responsible for articles which may be lost, taken, broken, or damaged. For a full list, please see Camp Rules on page 17 and 18.

The following items are NOT PERMITTED at camp:

Cell phones*
Cameras*
Laptops*
MP3 Players and iPods*
Electronic Readers*
Tablets*
i-watches and similar devices*
All electronics and social media devices*

* If your camper is in possession of any of these devices it will be confiscated and stored in the camp office until departure. Cell phones, cameras and similar media devices pose an imminent threat to a camper's safety and privacy. We take the safety and privacy of our campers very seriously and know that you do, too.

The following items are not recommended at camp:

Team Leotards or Warm-ups
Jewelry
Items of sentimental value

LAUNDRY

Coin operated washers and dryers are available for campers' use (\$3 for wash and \$3 for dry). Laundry money and detergent can be checked out of their canteen account. Campers should not have money in their cabins. Campers can bring their own laundry detergent if preferred.

IGC GYMNASTICS TRAINING GROUPS

Following check in all campers are brought to the Olympic Gym to be evaluated by our coaching staff and placed into workout groups according to their skill level and height. At the start of the week our instructors along with the campers will set realistic goals for each of the events. IGC instructors will assist with fine tuning goals on each event to ensure proper progressions are taken to safely achieve these goals.

FORMS REQUIREMENTS

All forms are required within TWO weeks of registration with the exception of the Physician's Examination Form and Immunization Form, which are due by May 1. [Transportation form is due within four weeks of your scheduled session, only needed if you require IGC to pick up/drop off your camper(s) from our local airport or bus station.]

ALL forms are due within FOUR weeks for registrations received **after** April 1.

All forms must be completed in full in order for the camper to participate in activities. Please take the time to completely read and fill out your Camper Medical Forms. These forms are used to better care for your child, and it is imperative that they are completed accurately. ALL sections MUST be filled out completely and remember to sign ALL areas requiring a signature. Our insurance does not allow us to let anyone participate unless his or her forms are totally complete.

"MY IGC" FORMS CHECKLIST

On all forms, please read and respond to the terms and conditions and check ALL the boxes that apply to your camper's medical history. Depending on your answer, the system may require more specific information.

General Camp Policy and Rules Overview

General Camp Policy and Rules Overview are REQUIRED.

Electronic signature and date are required from one parent/guardian.

Health History

Health History Form is REQUIRED.

All mandatory fields are underlined in red. We encourage you to fill out as much other information as possible, so our Registered Nurse and Athletic Trainers have fast and accurate information when treating any sickness or injury that might occur.

Media Release

Media Release Form is REQUIRED.

Electronic signature and date are required from one parent/guardian.

Physician's Examination Form

Physician's Examination Form is REQUIRED by May 2018 or within FOUR weeks for registrations received after April 1. Your child's physician must complete this form and a Physician's signature is required. Only physical examinations dated after June 1, 2018, will be accepted. **THERE ARE NO EXCEPTIONS!**

If the Physician's Examination Form is not 100% complete, your child will not be able to participate.

This form must be uploaded, faxed, mailed or emailed to the IGC Office. Any special directions from your physician and/or any special dietary requirements should be listed on the physician's form. Please also inform

us of any special physical, emotional or behavioral conditions of which our staff may need to be aware to help provide the best possible camp experience for your camper. (Read more under Camper Wellness page 22)

Pick-Up Authorization

Pick-Up Authorization Form is REQUIRED.

Please list everyone, including yourself, who has your permission to pick up your child from camp (full first and last names must be entered). Electronic signature and date are required from one parent/guardian.

Gymnastics Club Information

Gymnastics Club Information Form is REQUIRED.

Please submit the full name and address of your child's gymnastics club, as well as their coaches name.

Transportation Form

Transportation Form is REQUIRED ONLY if you need IGC to transport your camper to/from camp. We will need this form four weeks prior to arrival at IGC.

Please use this form to tell us how your camper will be travelling to and from camp.

Cabin Mate Request

Cabin Mate Request Form is NOT REQUIRED, but all requests are due 14 days prior to arrival at IGC.

Requests must be within a one-year age difference. Changes to your cabin mate request must be emailed to office@internationalgymnastics.com.

Cancellation Form

Cancellation Form is NOT REQUIRED

This form is only used if you are cancelling your campers' registration. Please read the terms and conditions carefully, complete the form in full, sign and return it to IGC by e-mail at office@internationalgymnastics.com, fax or mail.

Special Dietary Requirements: Meal Plan Form

Special Dietary Requirements: Meal Plan Form is NOT REQUIRED

This is only **required** if your camper has any food allergies that require an epi-pen, or other dietary sensitivities that for health, safety or religious needs require special preparation at meal times.

Medical Administration Form

Medical Administration Form is NOT REQUIRED

This is only **required** if you are coming to camp with medication. **This form must be brought to the Health Center during check-in with the medication in its original prescription bottle.**

Switching Weeks Form

Switching Weeks Form is NOT REQUIRED

This is only **required** if you are switching your currently enrolled week(s).

Jet Ski Activation Form

Jet Ski Activation Form is NOT REQUIRED

This is only **required** if you are requesting to register for Jet Ski. (see page # 22)

Saturday Off-Campus Visitation Request Form

This is only required if your camper is here form multiple weeks, and you wish to take them off campus on Saturday for a visitation.

MESSAGE ABOUT HOMESICKNESS

Sleep away camp offers an excellent opportunity for children to learn how well they can manage without their parents, but it can also produce anxieties. Children often feel that without parents to care for them, they may struggle with day to day living. Children may also feel guilty because they have “left their parents behind.”

It is a good idea to check your own feelings about having your child gone for a week or more. If you are not ready yourself, it may make it harder for your child to leave and feel like they have permission to have fun.

Generally, as each day passes, children feel better about being away from home and discover that not only are they capable of making it on their own, but that there are other adults who care. Please visit the “Parents” section of our website for more Information. We can also recommend that you check out the wonderful books and DVD’s by Dr. Chris Thurber (who works with IGC staff in pre-camp training) as tools to assist you in preparing for a wonderful camp experience. <http://campspirit.com/the-summer-camp-handbook/>

IGC TERMS AND CONDITIONS

As part of your registration you would have agreed to International Gymnastics Camp LLC a/k/a (“IGC”) terms and conditions. It is important that you read and understand these. To assist in this, we have included the documents as part of this guide. If you have any questions about the terms and conditions, please contact the office by email office@internationalgymnastics.com or by phone between 9 a.m. and 5.00 p.m. EST Monday to Friday on +1 (570) 629 0244

APPRECIATION AND ASSUMPTION OF RISK, GENERAL RELEASE AND WAIVER OF LIABILITY

I fully appreciate and understand that participation in gymnastics activities involves motion, rotation and height in a unique environment and, as such, carries with it a reasonable assumption of risk. In addition, the undersigned further acknowledges that the inherent risks of gymnastics participation are adequately appreciated, and that said participation is done on a strictly voluntary basis. By signing this document, I understand that in addition to gymnastics activities, other recreational activities are offered by International Gymnastics Camp, LLC, (IGC) and my child may participate in these activities.

WARNING: Catastrophic injury, paralysis and even death can result from gymnastics activity. I fully appreciate this WARNING as well as the fact that, even under the best of conditions, participation in gymnastics activities involves inherent risks on the part of the performer. The undersigned certify that the inherent risks of gymnastics participation are adequately appreciated, and that said participation is done on a strictly voluntary basis. I am aware of and appreciate these risks; and I am assuming them on behalf of my child, to the fullest extent permissible under law. I realize that no environment is risk-free; and so, I have instructed my child on the importance of abiding by IGC rules, regulations and policies. My child and I both agree that he or she is familiar with these rules, regulations and policies, and will obey them. I understand that participation in gymnastics is physically and mentally demanding. I agree that my child is capable of partaking in gymnastics training and camp activities. Moreover, I understand that part of the gymnastics experience involves group arrangements and interactions that may be new to my child. This comes with certain psychological, emotional, mental and other physical risks and uncertainties, beyond what my child may be used to dealing with at home. I am aware of these risks, and I am assuming them on behalf of my child to the fullest extent permissible by law. I realize that no environment is risk-free, and so I have instructed my child on the importance of abiding by IGC's rules, regulations and policies, and my child and I both agree that he or she is familiar with these rules and will obey them.

GENERAL RELEASE AND WAIVER OF LIABILITY

I, as parent/guardian of my child/gymnast, hereby release International Gymnastics School, LLC (IGS) and International Gymnastics Camp, LLC, (IGC), its officers, employees, and agents from any and all liability, claims, demands, controversies, damages, actions and causes of action which may occur by reason of injury, death, loss of services or consortium, property damage and any and all other loss and damages of any kind and nature sustained by my child/gymnast resulting from participation in gymnastics activities or other activities around camp, including but not limited to: use of gymnastics facilities and equipment, medical emergencies for which authorization and consent have been given, and any other camp activities participated in of whatsoever nature. This release shall bind the undersigned, their heirs, administrators and assigns. I also agree that I, my assignees, heirs, distributes, guardians, next of kin, spouse and legal representatives will not make a claim against, sue, or attach the property of IGS and IGC in connection with any of the matters covered by the foregoing release. It is agreed that any dispute or cause of action arising between the parties, whether out of this agreement or otherwise, can only be brought in the Pennsylvania Court of Common Pleas located in Monroe County, Pennsylvania, and shall be construed in accordance with the laws of Pennsylvania. I further agree that any dispute concerning, relating, arising out of or referring to the subject matter of this contract shall be resolved exclusively by binding arbitration in Monroe County, Pennsylvania, according to the then existing commercial rules of the American Arbitration Association and the substantive laws of that state.

SPECIAL DIETARY REQUIREMENTS

If your camper has any allergies that require an epi-pen, egg, milk, celiac, gluten-free, kosher or any other dietary sensitivities that for health, safety or religious needs require special preparation, our kitchen cannot accommodate these sensitivities and our food service area is a buffet. To ensure food safety and prevent cross-contamination, for your camper's meals we require sealed individual meals for their stay. We will provide specialty frozen microwavable sealed meals at an additional cost to ensure your camper's health and safety. In addition, you may provide dietary specialty, nut free snacks for medical reasons that will be stored in the Health Center.

* Please note, for those with nut allergies, we do our best to provide a nut sensitive environment. Furthermore, we do not serve shellfish or fish.

IGC for years has strived to accommodate many different stress, anxiety and or depression disorders, behavioral and medical needs to ensure these campers could have a wonderful summer camp experience. We find ourselves saddened that due to the increased volume of these, we are no longer able to accommodate this philosophy at IGC. There are many ACA accredited camps across the country which specialize in meeting these needs and provide a wonderful camp experience. More information can be found at <http://find.acacamps.org/>

STRESS/ANXIETY DISORDER OR DEPRESSION

If your child has been diagnosed with stress/anxiety and or depression disorders, please be aware that IGC is not the best environment for them. We are a resident structured overnight camp with a specialty in gymnastics with multiple daily transitions. If your child is currently taking medication for any of the mentioned conditions, IGC is not equipped to accommodate their particular needs. There are many ACA accredited camps across the country which specialize in meeting these needs and provide a wonderful camp experience. More information can be found at <http://find.acacamps.org/>

BEHAVIOR

We cannot accommodate children with behavioral disorders. As stated above there are many ACA accredited camps across the country which specialize in serving campers with behavioral challenges. Please refer to the following link <http://find.acacamps.org/>

MEDICAL

A medical condition requiring specialized individual care cannot be accommodated at IGC. As stated above there are many ACA accredited camps across the country which specialize in serving campers with medical needs. Please refer to the following link <http://find.acacamps.org/>

At IGC we take pride in providing all our campers with the best experience. Please note that if a child is presenting any of the above issues, they will be asked to return home without a refund.

GETTING TO IGC

DIRECTIONS TO CAMP

We are easy to find and conveniently located just off I-80 in the Pocono Mountains of Pennsylvania. When using a GPS, be sure to enter the address; **100 Gymnastics Way, Stroudsburg, PA 18360**. Others have copied our address, and this can cause some confusion and extra driving if accidentally selected. Our exact coordinates are 40°59'45.75" N 75°19'54.30"W

DO NOT USE I-80 Exit 299. Coming I-80 Westbound, please use Exit 302. Coming I-80 Eastbound, please use Exit 302B.

From New York & New Jersey (Approximately 90 minutes)

Take I-80 West. Get off at Exit 302 (Bartonsville, PA). Make a left off the exit onto SR-611 North. Go 1 mile and turn left across from the International Day Camp billboard onto Golden Slipper/ Bartonsville Woods Road (Colonial Auto Sales is on the corner). Travel 3 miles. The entrance to IGC will be on your right.

From Philadelphia (Approximately 2 hours)

Take I-476 North to Allentown. At Exit 56 take US-22 East to SR-33 North (Pocono Mountains). Follow the signs to Bartonsville Exit (the SR-33 exit for Bartonsville branches to the left). Follow to SR-611 and make a left off of the exit onto SR-611 North. Go 1 mile and turn left across from the International Day Camp billboard onto Golden Slipper/ Bartonsville Woods Road (Colonial Auto Sales is on the corner). Travel 3 miles. The entrance to IGC will be on your right.

From Baltimore & Washington, D.C. (Approximately 4 hours)

Take I-83 North toward Harrisburg, PA. Merge onto I-81 North to I-78 East toward Allentown, PA. At Allentown take US-22 East to SR-33 North (Pocono Mountains). Follow the signs to Bartonsville Exit (the SR-33 exit for Bartonsville branches to the left). Follow to SR-611 and make a left off of the exit onto SR-611 North. Go 1 mile and turn left across from the International Day Camp billboard onto Golden Slipper/ Bartonsville Woods Road (Colonial Auto Sales is on the corner). Travel 3 miles. The entrance to IGC will be on your right.

From West of Pennsylvania

Take I-80 East to Exit 302B (Bartonsville). Follow to SR-611 and make a left off of the exit onto SR-611 North. Go 1 mile and turn left across from the International Day Camp billboard onto Golden Slipper/ Bartonsville Woods Road (Colonial Auto Sales is on the corner). Travel 3 miles. The entrance to IGC will be on your right.

From Connecticut and Upper New York

Connecticut families tell us the best route is I-84 West to I-380 South to I-80 East Exit 302B. Follow to SR-611 and make a left off of the exit onto SR-611 North. Go 1 mile and turn left across from the International Day Camp billboard onto Golden Slipper/ Bartonsville Woods Road (Colonial Auto Sales is on the corner). Travel 3 miles. The entrance to IGC will be on your right.

IGC TRANSPORTATION

IF YOU REQUIRE IGC PICK UP YOUR CAMPER, IT IS EXTREMELY IMPORTANT THAT YOU FAX OR EMAIL YOUR CAMPER'S ITINERARY TO THE ADMINISTRATION OFFICE AND CALL TO CONFIRM THEY HAVE RECEIVED IT.

Airline Travel

IGC can only meet commercial flights at the Lehigh Valley International Airport (ABE) <http://www.flylv.com/> in Allentown. If you are interested in this option, you may book flights within the given parameters below. These restrictions are made in light of airport security measures and travel time to the airport.

Flight Parameters: Sunday Arrival: 9:00 a.m. — 1:00 p.m.
 Saturday Departure: 9:00 a.m. — 4:00 p.m.

EXCEPTION: Saturday, August 17, 7:00 a.m. – 12:00 p.m. as this is the last day of camp.

If you are having difficulty finding connecting flights and landing times within these parameters, please contact the office before booking your flights.

An IGC staff member will be waiting at the gate upon your camper's arrival to accompany them to baggage claim and to their transport. For the return flight, IGC staff will check-in your child, accompany them to the gate, supervise boarding, and wait until the plane is in the air. IGC will remain responsible for campers until they are on their designated flight. Parents will incur the cost of any flight changes or extra charges that may be generated by the airline. Campers cannot fly on a Stand-By status. It is the parent's responsibility to secure any necessary round trip authorization for an "unaccompanied minor" and to make payment in advance to the airline for their round trip "unaccompanied minor" fee and any baggage.

Private planes can be met at Mt. Pocono Airport <http://www.mpoairport.com/> for a round trip charge with same arrival and departure times as Lehigh Valley Airport.

Airports Round Trip Pick-up fee schedule:

Price is based on the date the Administration Office receives your campers' itinerary.

Receiving date of itinerary	ABE	Mt Pocono
Up to 2 weeks in advance	\$60	\$30
14-0 days in advance	\$150	\$60

Please note: Once camp is in session we can accommodate campers who find it necessary to arrive a day early or to depart a day late. **The additional day fee is \$75.**

Bus Travel

The Martz-Trailways (www.martztrailways.com) and Greyhound (www.greyhound.com) buses can be met in Stroudsburg/Delaware Water Gap. Campers departing camp by bus must bring the prepaid ticket and departure information to Check-In. If you will be using this option, please contact the IGC office. We MUST have your camper's itinerary at least two weeks prior to their arrival.

Bus parameters are: Sunday Arrival: 11:00 a.m. — 1:00 p.m.
Saturday Departure: 9:00 a.m. — 11:30 a.m.

Bus Round Trip Pick-up fee schedule:

Price is based on the date the Administration Office receives your campers' itinerary.

Receiving date of itinerary	DWG Bus Station
Up to 2 weeks in advance	\$30
14-0 days in advance	\$60

We schedule our drivers and vehicles far in advance so we can ensure that we meet each camper's flight. The fees for late itinerary notices are to cover the expense of last minute bookings. Please book your camper's travel quickly, and send their itinerary to office@internationalgymnastics.com to avoid these late fees.

AREA ACCOMMODATIONS

For information on area attractions and accommodations contact the Pocono Mountain Vacation Bureau at (570) 421-5791 or (800) 762-6667. You can also visit their website at: www.poconomountains.com

Other accommodations include:

Hotels:

Fairfield Inn & Suites by Marriot (5 minutes)

Stroudsburg
570-421-0100

Hampton Inn & Suites (5 minutes)

Stroudsburg
570-369-1400

Mount Airy Casino (20 minutes)

Mount Pocono
1-877-682-4791

Waterpark Resorts:

Great Wolf Lodge (15 minutes)

Tannersville
570-688-9899

Camelback Lodge & Aquatopia (15-20 minutes)

Tannersville
570-629-1665

Kalahari Resorts (25 minutes)

Pocono Manor
1-877-525-2427

ARRIVING AT IGC

CHECK-IN

Check-in is between 12:30 p.m. and 2:00 p.m. on Sunday. Please do not arrive earlier than 12:00 p.m., as we will be unable to accommodate you.

Arriving at 12:30 p.m. ensures that you will have plenty of time to meet your camper's counselors. Check-in any medications at the Health Center, tour the camp, visit our canteen and meet all of our great staff!

Camper's will also need time to settle into their cabin before the cabin meeting at 2 p.m. If you are going to be late, please notify the office at +1 (570) 629 0244.

PETS

Pets (unless a service animal) are not allowed on camp grounds due to camper allergies and fears. Please leave your pets at home as it can get rather hot inside the family vehicle during check-in and check-out. We do, however, recognize the Americans with Disabilities Act and welcome Service Animals as required for specific individuals. Any parent or family member who is mobility restricted should make themselves known to our car parking staff and where possible we will seek to assist you with getting around the facility.

ADDITIONAL DAY

Once camp is in session we can accommodate campers who find it necessary to arrive a day early or to depart a day late. **The additional day fee is \$75.** However, we cannot accept campers before 12:30 p.m. on June 16, 2019. On August 17, 2019, we are unable to accommodate any late check outs after 10:00 a.m.

THESE ARRANGEMENTS MUST BE MADE IN WRITING AND YOU SHOULD CALL TO CONFIRM THESE WITH THE ADMINISTRATION OFFICE.

- If your camper is checking in a day early, the only Saturday check-in time is 1 p.m.
- If your camper is checking out a day late, the only Sunday check-out time is 10 a.m.
- If your camper is checking out a day early, the only Friday check-out time is 7 p.m.

PLEASE NOTE: The early Friday check-out option will incur a \$75 administration fee and that your camper will not be able to attend the open work out session, Staff Exhibition or the Camper Awards including Most Dedicated and 5-Year Campers.

PICK-UP AUTHORIZATION

Written permission is required if your child is departing camp with someone other than his/her parent/guardian. Campers are not allowed to leave camp with minors or with IGC staff members. IGC staff members will take campers off camp grounds only for medical appointments, emergencies, flights and bus transportation, or to our sister camp, ISTC, for jet skiing. Our pick-up authorization form is available through your "MY IGC" login (see page 2). You will need to include a full first and last name of the authorized person for us to accept the form. On pick up they will need to provide photo I.D. Additional requests and changes to this form must be made in writing to the IGC office two weeks prior to the pick-up. Unplanned pickups will still require written authorization to be faxed or emailed to the administration office before the camper may leave grounds with the adult who will then be responsible for the child.

VISITING

For the safety and security of our campers, there is no visitation during the camp week.

If your camper is **staying 2 or more weeks (i.e. 2, 3, 4, 5 or more)** you are welcome to take them off camp grounds on the weekend. Please complete the "**Saturday Off-Campus Visitation Request**" form, under Forms and Documents in your My IGC Account.

Please note there is no visitation on the IGC camp grounds and visitation has **very strict hours for drop off and pick up:**

- Campers must be picked up **at 12 p.m.** on Saturday
- Campers must be returned either **by 5 p.m.** Saturday, if you would like your camper to eat dinner at camp, or **by 7 p.m.** Saturday, if you will be eating out with your camper before returning to camp.

- If you choose to take your camper out overnight, they must be returned to IGC, Sunday **at 10 a.m.**

We do not accommodate earlier or later pick-ups or returns.

If your child is to be taken off camp grounds on weekends by someone other than yourself (i.e. friends, relatives or parents of other campers), the person picking up the camper **MUST** be an individual listed on the Pick-Up Authorization Form. They will arrive at the Greeter Gate to present their photo I.D. The camper will then be paged and brought to the gate for sign out.

IGC is not responsible for campers while they are not on the camp grounds.

STAYING AT IGC

All of the following rules/policies have been designed for the safety of our campers. The rules/policies are to ensure that everyone involved with IGC has a safe and fun experience while at camp. The rules are taken seriously and are **“strictly enforced.”** All campers must abide by the rules and policies established for the benefit of all. Those not complying with the rules/policies will be sent home without a refund.

RULES OVERVIEW

- Respect the camp and others.
- No tobacco products, alcohol, drugs, vape, vape pens, JUULS, e-cigarettes etc. of any kind
- No weapons.
- Rudeness and profanity to the staff and other campers will not be tolerated.
- No fraternizing. Campers must remain in their assigned cabins. Cabins are open only to those who live there. Male campers are not allowed in female cabins or on the pathways to female cabins, and female campers are not allowed in male cabins or on the pathway to male cabins.
- No candles.
- Campers are not allowed to leave the camp area.
- No food or beverages are allowed in the cabins due to forest animals and severe food allergies. **Please do not bring or mail food or beverages.**
- Cabins are to be cleaned and beds made by campers before warm-ups.
- No gum.
- Campers will be charged for any graffiti or intentional property damage.
- Campers must attend all warm-ups and classes.
- Trampolines and spaceball can only be used when a staff member is supervising.
- Swimming and boating are only allowed when a lifeguard is on duty. Lifejackets must be worn on the lake.

IGC is not responsible for any lost, stolen, or damaged personal property of the campers while in attendance at camp.

KOUNT ON KINDNESS

International Gymnastics Camp is proud and privileged to ask our parents and campers to be involved in our new nationwide movement **KOUNT ON KINDNESS**.

IGC is excited to launch this new campaign to promote kindness at camp, inside local gym clubs, and in communities. Our goal is to foster a supportive workout environment where everyone feels safe, accepted and has a mutual sense of belonging. Kindness takes courage and is contagious! Harmony among coaches, parents and gymnasts creates success. Gymnasts who feel successful and who train in a stress-free atmosphere can learn more easily and quickly.

All campers are encouraged to sign up, for more information and to become a Kount on Kindness member please visit www.kountonkindness.com

CAMPER BEHAVIOR POLICY

Our aim is to offer a positive and safe camp experience to all campers. Therefore, it is essential that you communicate to your child that we do not accept behavior such as violence, bullying, possession of weapons, repeated profanity, disrespect, bigotry, inappropriate sexual behavior, drug or alcohol use, smoking or any other behaviors that are potentially harmful to themselves or to others. Campers who cannot live within the policies of camp or who are adversely affecting the experiences of other children will be dismissed. If a child is dismissed from camp, no refund is given, and parents are required to make arrangements for immediate pick-up. IGC has a “Zero Tolerance Policy” for all inappropriate behavior.

Furthermore, there are circumstances where we have agreed to accept a child with full knowledge of their specific personal challenges. IGC will attempt to take all the necessary steps to make the experience successful but may find that it is impossible to accommodate their needs. If this is the case the camper may be asked to leave for the good of the camper and/or the camp community. It is important for you as parents to discuss with your camper, in detail, the camp’s expectations of behavior.

PARENT BEHAVIOR POLICY

IGC parents are expected to conduct themselves in a calm and professional manner both on the phone and in person. Conduct that is abusive, abrasive or disruptive to employees or to other campers and/or their families is not acceptable, and you and your camper will be asked to leave without a refund.

CABIN ASSIGNMENTS

International Gymnastics Camp is committed to fostering healthy social and emotional development in each camper. Caring counselors oversee recreational and cabin activities and get to know every camper as an individual.

Campers are housed in cabins by age groups. These are normally within one year of each other. Campers are allowed ONE roommate request each. This request must be reciprocated and submitted no later than 14 days before Check-in. Requests received less than 14 days before Check-In **may not** be taken into account. IGC does not guarantee any cabin assignment or bunk requests. Cabin assignment information is not available prior to Check-In. IGC **will not** bunk entire teams together but campers may request to be with a teammate who is within one year of age.

If your child is coming alone or does not have a friend who meets our roommate criteria, be assured that they will be placed in an age appropriate bunk with other independent campers. Our counselors have been trained in helping campers to form new relationships with other campers, and your child will not be left out. Please prepare yourself and your camper for the possibility that they may not get their bunk request.

CELL PHONES AND OTHER MEDIA DEVICES

In accordance with our “Zero Tolerance Policy” cell phones and other media devices are “strictly prohibited” at camp. Due to digital technology, uploading capabilities and social media, campers cannot have cell phones, cameras and/or similar media devices at camp. Cell phones, cameras and similar media devices pose a threat to a camper’s safety and privacy. We take the safety and privacy of our campers very seriously and know that you do, too. Flight campers can bring a cell phone for use while travelling. This will be handed into the office at check in and stored safely until departure.

ILLEGAL SUBSTANCE POLICY

Due to the national growing epidemic of vaping and the desensitizing and normalization of this issue, we are taking a strong stand to ensure it does not spread into our IGC environment & culture. Our policy is; if your camper brings any type of e-cigarette device, vape, vape pens, JUUL devices, cigarettes, alcohol or any illegal drugs they will be instantly dismissed without refund **and a fine of \$500 for endangering the health and safety of other campers and themselves.**

IGC reserves the right to refuse an application and or dismiss a camper at any time for reasons which in its sole determination are in the best interests of the camp, including the right to dismiss a child because of disruptive parent involvement.

MEDIA RELEASE

As part of your form requirements we ask parents to agree to the IGC media release. It is important that you understand this release, please ensure you fully review the form. If you have any questions about the Media Release please contact the office by email office@internationalgymnastics.com or by phone between 9 a.m. and 5.30 p.m. EST Monday to Friday on +1 (570) 629 0244.

Please note, if you decline the Media Release your camper will not be able to participate in any photographs during their week, including their Cabin Photograph and Individual Photograph with Celebrities.

CAMPER COMMUNICATION

MAIL

Campers love receiving letters! Allow ample time for mail to arrive at camp. Please address them as follows:

Camper's Name and Cabin # (available at Check-In)

International Gymnastics Camp

100 Gymnastics Way

Stroudsburg, PA 18360-8137

When writing letters, it is most beneficial to focus on camp and not on what your child may be missing at home. If you would like to send your child a care package, please **do not** include any food items or gum. Due to food allergies and forest animals, we do not allow food or snacks in the cabins.

NOTE: IGC offers our own Camp Care Packages filled with souvenir items from our canteen. These can be pre-ordered on line or ordered at Check-In.

CAMPSTAMPS

Campstamps is an email system that is accessed through your My IGC account. This system is one that allows parents to purchase electronic stamps to write letters back and forth with their camper while at camp. Once stamps are purchased through the Email section of your My IGC account you can write a letter to your camper that will then be printed by our office staff once a day to be distributed to campers. Parents can select for an e-Letter reply sheet to be printed along with their letter for the camper to be able to write back.

PLEASE NOTE: It is not unusual for a camper to reply a day or two later – campers have so many activities available that they may not stop long enough to write a letter: Also, “E Letters” from campers may be reviewed by our staff to ensure campers are having a positive experience and to make sure any concerns are addressed with parents while the camper is still at camp.

TIP: When writing e-letters focus on camp and how excited you are to hear about the camp, the gymnastics, and the new friends they have made. Refrain from expressing anxious feelings about time away from home, even with the best of intentions (“I sure hope the food there is decent “, “I hope you’ll be okay “, or “Have a wonderful time. I hope I remember to feed your dog. “). Giving children something to worry about will increase the likelihood of nervousness or homesickness.

INTERNET

Campers **do not have access** to the internet at camp. Our campers are busy working out, making new friends, and having fun!

IN AN EMERGENCY

During the camp season at IGC our staff answer the phones from 8 a.m. until 9 p.m. EST. Outside of this time a staff member will respond to an emergency phone that you will be directed to should you call. If you have a legitimate emergency, please do not hesitate to use this service. If your inquiry can wait until the morning, then please leave a message and staff will get back to you.

In the event of a national emergency where you are unable to immediately contact the camp; be assured that we will be caring for your child.

IGC CANTEEN

IGC has a camp store that carries T-shirts, gymnastics apparel and supplies, snacks and beverages. Spending money will be placed on a canteen account under your camper's name, which they can access to purchase items during their stay. Canteen accounts are set up using your credit card held by Campminder through your "My IGC" Login. Simply click on View Canteen Account and add funds. All canteen accounts can be topped up at any time during your campers stay.

During Check In and Check Out you can purchase food, drink or merchandise for yourself or your camper using cash, debit, credit or your camper's canteen account.

Because of the variety of needs of our campers, it is difficult to recommend an amount of spending money. From past experience, we would suggest \$75 per week. Campers are not able to overspend their accounts. Campers are responsible for budgeting their own spending money; they are also responsible for their own purchases and consumption of food of their choice. This should be discussed between the parents and campers prior to your arrival at camp.

Unspent canteen money will be refunded to the default credit card on file within 15 days of your departure from camp.

IGC CARE PACKAGES

IGC Care Packages can be pre-ordered [online](#) or purchased in the canteen at the time of check-in. Care packages are delivered to your camper during their camp session. It is advised to pre-order care packages to ensure you receive your desired choice as these are popular items.

IGC PHOTOS

The IGC Photography Staff use the most up-to-date equipment and photography techniques to give parents a snapshot of what's going on at camp. We take over 400 pictures per day. It is not always possible to ensure that all campers have their photo taken and posted, however our professional team of photographers works very hard to include as many campers as possible. Please keep in mind, some campers can be a little camera shy and avoid the photographers' lens. Photos are uploaded at the end of every day for parents to view.

Photographs can be viewed and purchased through the Summer Photos link on our website <http://internationalgymnastics.smugmug.com/>, and during check-out on Saturday. A password is required to access the photographs online; this will be provided at via the welcome e-mail you receive one week prior to camp.

JET SKIING

Jet skiing sessions are 30 minutes and take place at our sister camp, [International Sports Training Camp](#), and is available to all campers for \$110. Campers ride the Jet Ski in tandem with an IGC staff member, who is licensed to operate personal watercraft.

Jet Ski has extremely limited availability and is a first come first serve basis. Campers are only permitted to Jet Ski once per season. You will be notified via email if your camper has been enrolled.

To sign up for Jet Ski please complete the Jet Ski Request form found in your "My IGC" account under forms and documents. If space is available your card on file will be charged the \$110 fee. If you switch camp weeks, Jet Ski enrollment does not transfer. Before arrival / payment, please discuss with your camper if you wish for them to go jet skiing.

JET SKI REFUND POLICY:

PRIOR TO CHECK IN: If you cancel your jet ski option prior to check in you will be refunded the jet ski fee less a \$10 administration fee.

AT CHECK IN OR DURING CAMP SESSION: If you camper has been pre-registered or signs up during check in but does not report for jet skiing, the fee is NOT refundable.

WELLNESS

HEALTH CARE

A physical examination and completed Health History form are necessary to attend camp. We also conduct brief written health screening with all campers on Check-in day. Campers who arrive ill will not be accepted and must return home.

The centrally located IGC Health Center is staffed with a Registered Nurse and Certified Athletic Trainers. We also have a physician on call at all times. If a camper is injured or becomes ill and is out of activity for more than half of a day, you will be notified. In the event of illness, campers will be housed in the Health Center for a brief period of time. If their illness persists, you will be required to pick up your child.

Since there will be no refund for illness or injury, we strongly suggest that you purchase tuition insurance for your camper. Information can be found on (page 4) of this guide.

CAMPER WELLNESS

Recently we are finding that more and more children are sent to camp without full disclosure of their physical, emotional and psychological well-being. Children with psychiatric issues, serious medical conditions, or campers who are experiencing traumatic reactions to family issues such as parental separation, deployment, divorce or death should include this in their Health History form.

In fairness to our counselors, staff, and campers we need to make informed decisions regarding the care of every child. Our purpose in having pertinent health information including physical, emotional and psychological, is to be able to serve each child. We expect that parents or guardians of IGC campers have provided us with all the necessary information through your forms and documents section on your "My IGC" Login. Any updates can be flagged with your counselor during check-in.

MEDICATIONS

For our campers' safety, all medications, vitamins included must be turned in to the Health Center and be administered by the Camp Nurse. Therefore, if it is not imperative to your camper's wellbeing and safety, please refrain from bringing any unnecessary medications or vitamins to camp.

Prescription drugs must be in the original container with licensed physician's instructions. Please place these original containers into a zip-lock bag labeled with your camper's name. If your child takes any medications or vitamins, please complete the Medical Administration Form found within your "My IGC" account and **bring it to camp** with the medication(s).

Any medications not picked up upon Check-Out of camp will be disposed of properly the week after your child's departure.

If your camper will be traveling with another person/family to Check-In, please be sure to have the Medical Administration Form filled out and brought to camp with your camper. If the camper requires an EPI-pen or inhaler on their person at all times, please contact the IGC Admin Office for the release form and bring with your camper to Check-In.

INSURANCE

All campers must have medical insurance in order to attend camp.

Your personal medical policy is your child's primary coverage. If a camper sustains an injury at camp, parents are required to pay for any out-of-pocket expenses and then submit the claim to their insurance company. Parents are responsible for paying all physician's fees and prescription costs incurred by their child prior to their departure from camp.

If you do not have medical insurance for your child, a short-term policy for camp can be obtained through TRAVMARK A+ Protection Plans (see page 4).

DOCTORS VISIT

If your camper requires a trip to the doctor or ER, or a prescription to be picked up at a local pharmacy, the following protocol will be followed regarding physician/facility payment:

The nurse will call to notify a parent/guardian/emergency contact to discuss their camper health concern. If it is determined that the camper will visit our local physician, the nurse will pass on the doctor's office details to the parent/guardian. The parent/guardian will then be advised to call the medical office or pharmacy and make arrangements to pay with a credit card. A receipt of payment with diagnosis will then be sent home for the parent to submit to their insurance company.

ABILITY TO CONTACT PARENT/GUARDIAN/EMERGENCY CONTACTS

We are requesting that a parent/guardian/emergency contact person be designated to be responsible for keeping closer to their phone during the time their camper is away at camp. There are multiple occasions during the summer when it may take hours to receive a return call from a contact person regarding a camper illness/injury. The nurse/athletic trainer will make every attempt to notify the designated contact in a timely manner, but we need your cooperation to make this occur.

If a parent is going to be unavailable, it is advisable to notify the emergency contact to give them a "heads up" to be available in the unlikely event they are needed in your absence.

DEPARTING IGC

CHECK-OUT

Check-Out takes place on Saturday between 8:30 a.m. and 10:00 a.m. Please do not arrive earlier than 8:00 a.m. as all campers will still be eating breakfast, and you will be unable to enter onto the camp grounds. If you are going to be late, please call the office on +1 (570) 629 0244. Please be aware that you may incur additional charges (as per the additional day charge).

There are no late check outs available on the last day of camp, Saturday August 17th, 2019.

Check-Out Procedures:

- Remember to bring photo identification.
- Sign your camper out with their counselor at their cabin and obtain an exit pass.
- Stop by the Health Center to pick up your camper's medication.
- Visit the canteen to:
 - View camp photos available for purchase.
 - Purchase any merchandise or snacks

Unspent canteen money will be refunded to the default credit card on file within 15 days of your departure from camp.

LOST AND FOUND

If you suspect that you camper may have lost items during the week, you should check the lost and found area. If you return home and realize that you are missing items, please e-mail office@internationalgymnastics.com and include the item that has been lost and your campers' name.

It is very difficult to locate items but, where possible, arrangements will be made to return the items (at your expense). There is a minimum charge of \$5 to return lost items that will be charged to your default credit card on file.

All lost and found items will be donated to charity at the end of the following week.

RETURNS TO THE IGC CANTEEN

All sales at the camp store are final. Please ensure that you have the correct fitting item before you leave IGC. If you have any issues with items purchased, you can contact the office via email at office@internationalgymnastics.com

TIPPING

Our staff does not expect to receive tips. However, if you would like to leave a tip, that is at your personal discretions.

SAMPLE CAMPER SCHEDULE

SUNDAY - All Campers

12:30 p.m.	Registrations and Check-In begins
2:00 p.m.	End of Check-In
2:00 p.m.	Cabin Meeting
3:00 p.m.	Introduction of Staff & Screening of Campers
5:30 p.m.	Dinner - Cabin Ga.m.es - Camp Tours
7:30 p.m.	“All Camp” Get Acquainted Activities
9:30 p.m.	Recharge

MONDAY, TUESDAY, THURSDAY, FRIDAY

Girls' Program

7:30 a.m.	Breakfast
9:10 a.m.	Warm-ups
9:30 a.m.	First Class
10:15 a.m.	Second Class
11:00 a.m.	Third Class
11:50 a.m.	Lunch
1:00 p.m.	Warm-ups
1:15 p.m.	Fourth Class
2:00 p.m.	Fifth Class
2:45 p.m.	Sixth Class

Boys' Program

7:30 a.m.	Breakfast
9:10 a.m.	Warm-ups
9:30 a.m.	First Class
10:15 a.m.	Second Class
11:00 a.m.	Third Class
11:45 a.m.	Fourth Class
12:45 p.m.	Lunch
1:40 p.m.	Warm-ups
2:00 p.m.	Fifth Class
2:45 p.m.	Sixth Class

All Campers

3:30 p.m.	Recreation
5:00 p.m.	Dinner
7:00 p.m.	Evening Workout and/or Recreation (Friday open workout begins at 6:30 p.m.)
8:00 p.m.	Evening Programs

(Celebrity events, skits, contests, dance, staff exhibition)

9:30 p.m. Recharge

WEDNESDAY - All Campers

9:45 a.m. Cabin Photos
10:00 a.m. Brunch
11:40 a.m. Warm-ups & Six 30-minute classes
3:00 p.m. Recreation
5:00 p.m. Dinner
6:30 p.m. Evening workout and/or Recreation
8:00 p.m. Evening Program
9:30 p.m. Recharge

SATURDAY

7:30 a.m. Breakfast
8:30 a.m. Check-Out: Cabin and Canteen
10:00 a.m. End of Check-Out
12:00 noon Lunch for stay over campers
12:30 p.m. Recreation
5:00 p.m. Dinner
6:00 p.m. Recreation, Campfire & S 'mores
8:00 p.m. Saturday Night Movie
9:30 p.m. Recharge and Sleepover