

WELCOME TO CAMP!

We are truly excited for you to be a part of the ISTC experience this upcoming summer. You will have so many opportunities to play sports, have fun, learn life skills, and make friends while trying new things in a positive and supportive environment!

EVERYTHING YOU NEED TO KNOW FROM REGISTRATION TO CHECK-OUT!

Whether you are a new or returning family, this guide covers all things ISTC. Please feel free to get in touch with our office (office@international-sports.com) if you have any individual questions or need additional information.

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PREPARING FOR CAMP

CABIN & BED ASSIGNMENTS

Each camper can list up to three friends maximum of the same gender as roommate requests. We honor these requests as long as the entire group is within two years of age.

List your roommate request on your application form or email us at office@international-sports.com at least four weeks before attendance.

We are unable to accept requests for particular cabins or for top/bottom bunk beds.

We do not accept non-roommate requests.

All Sports and IXTC campers are housed separately and cannot request each other as roommate requests.

CHANGES TO SESSION & CHECK-OUT DAY

We are happy to accommodate changes in weeks as long as we have availability. Specifically, there are no additional fees to move from one week to another.

If you need to cancel a session, refunds fall in accordance with our written refund policies. Adding a session after the initial registration follows our standard pricing table with any eligible discounts.

Extending or reducing your checkout day can be done without any cancellation fees up until June 1st. Upon adjusting your day, we will provide an updated invoice showing the new session and price.

In the event of an emergency and you must checkout your child outside of our standard times, special arrangements must be made with our office and a \$25.00 fee will be incurred.

All changes can be made via written email confirmation to the office at office@international-sports.com.

INVOICES & PAYING FOR CAMP

Due to the unprecedented circumstances caused by the Coronavirus, we have extended our payment deadline to June 1st.

Included in your original confirmation email is your family's invoice. It will show the session, checkout day, and remaining balance for your camper(s) along with any eligible discounts that were applied.

All camp balances are due no later than June 1st, 2020.

The balance can be paid on any schedule that suits your family best, as long as it is completely fulfilled by the June 1st due date. If you choose to pay via installments, we will send an updated invoice after each payment is received and processed.

ISTC is not able to accept credit card or other online payments for camp balances; the credit card on file is solely used for the initial deposit(s).

To fulfill your balance, please mail a check or money order to the ISTC Office. Be sure to include the camper's name in the memo and send to our camp address:

International Sports Training Camp
1100 Twin Lake Road,
Stroudsburg, PA 18360.

CAMP FORMS

Camper safety and wellbeing are paramount to the ISTC experience. In order to best take care of everyone, we require three forms to be completed before arrival: Camper Contract, Online Health History, and Physical Exam & Immunizations.

Each of the forms are found online in your parent account: istc.campintouch.com in the "Forms and Documents" section.

If you registered via mail or in person and did not create an account, please select the "retrieve/set password" link on the login page to create one.

The camper contract and online health history should be completed by May 1st. Due to the difficulty in scheduling doctor's appointments, we have delayed the deadline for the Physical Examination Form to June 1st. As it may not be possible to get a doctor's appointment before camp, we will automatically roll over Physical Examination Forms for campers who attended last summer and accept forms dated after June 1, 2018, for all other campers.

CAMPER CONTRACT

The camper contract is an entirely online form found within your parent account. It is one of the three required forms due May 1st, 2020.

It details the expectations for behaviors at camp and requires the parent's full signature at the end. Make sure you check the 'I Agree' statement.

Please be sure to carefully review this document with your camper, as understanding camp's rules is important to having a successful experience.

HEALTH HISTORY

The health history form is the second online form found within your parent account. It must be re-submitted each year and is completed by a parent or legal guardian.

This form will ask for specific information regarding your camper's wellbeing so that we can best take care of him or her during the camp stay. From medications to previous injuries, please be sure to complete the form with as much detail and honesty as possible.

To complete your online health history, you will need: current emergency contact details, prescription medication information, and your medical insurance card.

The form must be completed in its entirety to attend ISTC and is due May 1, 2020.

PHYSICAL EXAM & IMMUNIZATIONS

The final required form is a completed physical exam and immunization record, which due to the current situation is now due by June 1st, 2020.

If your child attended camp last summer, we will roll over their Physical Examination Form from last season automatically. If your child is a new camper, due to the current difficulty in scheduling a doctor's appointment, we will accept a school physical or sports physical that is dated after June 1st, 2018. We need the completed physical form to contain height, weight, pulse, blood pressure, date of physical, and doctor's signature. Please ensure you send a copy of your child's immunization record with your form.

To submit your physical exam, you may upload directly into the "Forms and Documents" section of your parent account. If both the physical and immunizations are saved together as one document, please upload to the "2020 Physical Exam" form.

If they are two different files, please reserve your immunizations for the specific form called "2020 Immunizations –Separate", as uploading a second file to the physical form will replace and override the existing document.

Please note that each camper in your family has their own unique form due to the faxback barcode. We kindly ask that you do not use the same form for multiple campers as it often creates issues when submitting.

Additionally, you can fax directly into your camper's account using the barcode on the form or more traditionally to our office at 570-620-1692.

RELEASE TO LEAVE

The Release to Leave form is only needed if you have someone other than the parents or legal guardians coming to check out your camper from ISTC.

This includes family friends, grandparents, caretakers, and older siblings to name a few common examples.

The form can be submitted online through your parent account at any point during the year.

We also have physical copies of the form available during check-in, which can be completed onsite to update permissions for the end of the camp week.

DUE DATES & POLICIES

Due to the unprecedented circumstances caused by the Coronavirus, we have extended our payment and cancellation deadlines to June 1st.

- Cancellations
 - o The last day to receive the \$150 refundable portion of each deposit.
 - o Notice of cancellation must be done in writing before June 1st.
- Balance
 - o All remaining camp balances are due June 1st as check or money order mailed to the ISTC Office.
 - o Credit card payments or other online payments are not accepted for camp balances.
- Forms
 - o The camper contract and health history must be submitted online in your parent account by May 1st.
 - o A physical exam with immunizations is due by June 1st. Please see the notes on the previous page.
- Weekend Changes
 - o Cancellation of Saturday or Sunday checkout is non-refundable after June 1st.
- Two Weeks to Check-in - Cancellations
 - o We refund all camp fees less the initial \$300 deposit per session as long as written cancellation is made more than 14 days out from your check-in date.

CANCELLATION POLICY

Due to the unprecedented circumstances caused by the COVID-19 Virus, we are offering the opportunity to transfer any fees paid (including the full deposit) to next summer. Please complete a cancellation form and return to our office to take advantage.

Prior to June 1st, deposit less the \$150 non-refundable application fee per session enrolled is refundable with written notice of cancellation. After June 1st, deposits are non-refundable (this also applies to applications received after June 1st).

After June 1st, with written notice, camp fees, less \$300.00 (non-refundable application fee and session deposit) per session enrolled, will be returned to a camper who must withdraw up to 14 days prior to their camp session.

If a camper is a no-show for a registered session, no refund will be issued. Finally, we reserve the right to dismiss, without refund, any camper whose conduct is detrimental to the camp or to other campers.

There is no refund if cancellation is made within 14 days of their camp session. Cancellation of Saturday or Sunday checkout is non-refundable after June 1st. No refund will be made for a camper who withdraws at any time after arriving at camp. There is no reduction or refund of fees for late arrival or early departure.

CANCELLATIONS

Cancellations are an unfortunate reality for many families each season. To proceed with removing your session, please complete and send our cancellation form to our office.

We are not able to process your cancellation and any refunds involved without written confirmation.

Refunds follow our written policy and are processed in the order received. Refund requests are traditionally processed within two weeks time, although can be upwards of three to four weeks during peak summer season.

PACKING LIST

Being a multi-sport summer camp, our campers outside and playing all day. Clothing should be light, comfortable, and suited towards outdoor sports activity.

We recommend labeling all belongings for easy return. All left and misplaced items are donated to charity at the end of each summer.

What to Bring

- Twin size bottom sheet (single bed)
- Sleeping bag or blanket
- Pillow and pillow case
- Multiple towels (shower & swimming)
- Toiletries and personal items
- Clothing for outdoor activity
- Sleepwear
- Bathing suits
- Sweatshirt or light jacket
- Rain coat
- Multiple pairs of sneakers
- Flipflops, sandals, or slides
- Sunscreen, bug spray
- Laundry bag
- Battery operated fan for your bunk

MEDICATIONS

Please pack any medications separately as everything must be turned in to the Health Center during check-in. Medications include but are not limited to over-the-counter medications, prescriptions, supplements, vitamins, inhalers, and EpiPens.

LAUNDRY

If campers are staying for multiple weeks and need to do laundry, the counselors will assist them over the weekend. Washers and dryers are coin operated and available to \$2.00 per load. Quarters and detergent can be purchased using canteen account funds.

WHAT NOT TO BRING

Please do not bring anything valuable to camp. With close quarters and peer living, things can be misplaced or moved around; ISTC cannot be responsible for items that are lost, stolen, broken, or damaged.

Please keep the following items at home:

- Cell Phones, Video Games or any Internet Enabled Devices
- Jewelry or Items with Sentimental Value
- Food, Drinks or Gum

CAMP RULES & BEHAVIOR EXPECTATIONS

Our ultimate goal is for everyone to have a safe and positive experience.

While we outline our full expectations in the Camper Contract, respect for oneself, other campers, staff, and the facility are most important. Sportsmanship and kindness are also integral to the ISTC experience.

Our staff will make every effort possible to provide a meaningful experience for your camper. If campers are repeatedly unable to live within the rules of camp, are adversely affecting other campers, or are a risk to himself, herself or the camp community, the Camp Director holds the right to dismiss a camper. Parents or legal guardians are then immediately responsible for picking up their camper from ISTC.

ISTC does not accept behaviors such as violence, possession of weapons, repeated profanity, disrespect, bigotry, bullying, sexual behavior, drug or alcohol use, or self-harming behaviors.

It is never our intention to remove a camper from the experience; however, that need may unfortunately arise. We hope you will discuss the positive expectations of camp with your child so that we, parents and camp directors, are in agreement leading to the summertime.

COMMUNICATION EXPECTATIONS

Camp is a cell phone free zone; a place where kids can disconnect and get back to being kids. As a one-week camp, our schedule is filled to brim with activities and we do not have time during the day for campers to receive or make calls.

With that being said, we know parents want to know about what their children are doing at camp, so we do our best to keep you up-to-date on all camp happenings. Our website features a photo gallery and we offer a live camera shot from our waterfront. We post regularly on facebook, twitter, instagram and snapchat too.

We also offer a bunk note service. You can write to your camper through CampStamps, which are digital messages that are delivered to your camper.

If you have certain concerns about your child, we recommend you speak with our resident life department. They can provide you with updates upon your request. Additionally, if there are any issues during camp, they will contact you directly.

Each member of our team is dedicated toward making the camp experience safe and memorable; if you have any questions or concerns, please feel free to discuss these with our office.

A MESSAGE ON HOMESICKNESS

Missing home is normal and every camper may experience this feeling to some degree. If it begins to detract from the camp experience, our Resident Life team will reach out to you.

Creating a sense of familiarity and comfort around camp before arriving in the summertime can greatly reduce the impact of missing home. We offer camp tours in March and highly recommend them for new campers who may be uncertain. Our website also features a full virtual tour, which serves as a great resource as well.

We further recommend allowing your child to take ownership over the camp experience whenever possible. From having him or her be the one to tell other family members about camp, to involving your child when packing, small things like these help your camper become acclimated with the idea of camp.

Practicing sleeping away from home at a friend's house can make a difference for both you and your child. Be sure that you are ready yourself for the week's independence and spread this confidence to your camper; it will instill the feeling that it is okay for them to be away and have fun without your immediate presence.

As each day passes, campers tend to feel better about being away from home and discover that they are capable of making it on their own, and that there are other adults aside from their parents who care.

ARRIVING AT CAMP

We are looking forward to your arrival at ISTC! This section will cover what to expect when checking in to camp.

During the week leading up to your Sunday check-in, we send our "Welcome to Camp" email, which gives an overview of our check-in process.

It will include a recap of your current canteen balance and permissions for checkout. Both can be updated onsite during check-in so not to worry if neither have been started or filled in. The Welcome to Camp email will also include our packing list and general reminders to help make your week a success!

DIRECTIONS

Please follow the directions listed below. We are providing the best possible directions into camp. We do not recommend using the directions from internet map sites or GPS systems because the information they provide may be inaccurate and/or take you through very congested areas.

From New York & New Jersey (Via I-80)

- Take I-80 West into Pennsylvania
- Take Exit 302, Bartonsville, PA
- Turn left onto 611 North
- Travel one mile and turn left onto Golden Slipper Road directly before Colonial Auto Sales
- Travel 2.4 miles and turn right onto Wenton Lane (at Sports Camp and Gymnastics Camp signs)
- Travel until you reach a stop sign then make a right. The entrance to ISTC will be on your right side

From New York & New Jersey (via I-78)

- Take I-78 toward Allentown
- Take Exit 71 for Route 33 North (Stroudsburg / Pocono Mountains)
- Follow signs to Bartonsville and exit (the exit will be on your left)
- Turn left onto 611 North
- Travel one mile and turn left onto Golden Slipper Road directly before Colonial Auto Sales
- Travel 2.4 miles and turn right onto Wenton Lane (at Sports Camp and Gymnastics Camp signs)
- Travel until you reach a stop sign then make a right. The entrance to ISTC will be on your right side

From Philadelphia

- Take the Northeast Turnpike Extension to Allentown
- Take 22 East to Route 33 North (Stroudsburg/Pocono Mountains)
- Follow signs to Bartonsville and exit (the exit will be on your left)
- Turn left onto 611 North
- Travel one mile and turn left onto Golden Slipper Road directly before Colonial Auto Sales
- Travel 2.4 miles and turn right onto Wenton Lane (at Sports Camp and Gymnastics Camp signs)
- Travel until you reach a stop sign then make a right. The entrance to ISTC will be on your right side

From Baltimore

- Take 83 North toward Harrisburg, PA.
- Take 81 North to I-78 East toward Allentown.
- Take 22 East to Route 33 North (Stroudsburg/Pocono Mountains)
- Follow signs to Bartonsville and exit (the exit will be on your left)
- Turn left onto 611 North
- Travel one mile and turn left onto Golden Slipper Road directly before Colonial Auto Sales
- Travel 2.4 miles and turn right onto Wenton Lane (at Sports Camp and Gymnastics Camp signs)
- Travel until you reach a stop sign then make a right. The entrance to ISTC will be on your right side

From West of Pennsylvania

- Take I-80 East
- Take Exit 299 for PA-715 toward Tannersville
- Turn left onto PA-715 South
- Travel 4 miles and turn left onto Neola Road (you'll see a gas station on the corner)
- Travel 4/10 of a mile and turn left onto Bartonsville Woods Road
- Take the 1st left onto Twin Lake Road and follow the road for one mile. The entrance to ISTC will be on your right side

CHECK-IN TIMES

Check-in for every session is on Sunday between 1:30pm and 4:00pm.

Unfortunately, we are not able to accommodate families for early check-in. We coordinate checkout for the previous session in the morning so our staff are extremely busy getting ready for new campers.

Cabin and bunks are pre-assigned based on age and roommate requests, so there is no need to beat the crowd and arrive early.

Additionally, the roads around camp are public, not private roads; arriving early and parking alongside any of the roads is unsafe and prohibited by law.

If you anticipate missing the Sunday 1:30pm to 4:00pm window for check-in due to other commitments, please notify our office. We will work with you to arrange a different time to check-in.

AIRPORT TRAVELERS

Before booking flights and purchasing tickets, please contact the office to ensure your times align with our check-in and checkout windows. We are only able to organize pick up and drop off services from Newark International Airport (EWR) and Lehigh Valley International Airport (ABE).

Your child's arrival and departure flights must be between these times:

Allentown (ABE) - 10:00 am - 8:00 pm - Fee - \$150.00 round trip per child

Newark (EWR) - 12:00 pm - 8:00 pm - Fee - \$300.00 round trip per child

Please be sure to get in touch with our office (office@international-sports.com) before finalizing any travel plans. Unfortunately, we are not able to offer alternative arrival and departure options.

AREA ACCOMMODATIONS

If you plan on being in the area beyond our arrival and departure times, there are many amenities near ISTC. For a more detailed list, we encourage using the Pocono Mountain Visitor's Bureau website (<http://poconomountains.com>) – an organization focused on showing off the best of Northeast PA.

Hotels:

- Fairfield Inn & Suites – 570-421-0100
- Hampton Inn & Suites – 570-369-1400

Attractions:

- Camelback
- Kalahari
- Big Pocono State Park
- Bushkill Falls
- Great Wolf Lodge
- Crossings Premium Outlets

CHECK-IN PROCESS

Upon arrival, our staff will be at the front gate to greet you and help with parking. All staff members will be wearing green and white ISTC polo shirts as well as a nametag; you are welcome to ask any staff for assistance.

Once inside our gates, you'll make your way to the Fieldhouse, (which is the large metal building directly next to the parking lot), to begin the check-in process.

FIELDHOUSE CHECK-IN

While at the Fieldhouse, you will go through the check-in process, receive your cabin assignment and prepare you for a great week. If you need to make any payments or deposit canteen money, please bring either cash or check.

Once you have been through the entire Fieldhouse, you'll make your way to your cabin.

CABIN CHECK-IN

At the cabin, your camper's counselors will greet you and assist you with finding your bunk. All beds are assigned before arrival based on roommate requests and information from camper health history forms.

We encourage you to take this time to help your camper unpack and get settled, chat to other families checking in, and speak to the counselors directly.

HEALTH CENTER CHECK-IN

The Health Center is found near the parking lot along the camp's main path. We will have staff outside on each of the patios to help families if they need to drop off medications or speak with our camp nursing team.

All medication and supplements, whether it is prescription or over-the-counter, must be turned in at the Health Center for the entirety of your camp stay.

If you would like your camper to carry an Epi-pen or inhaler, our nurses will set you up with this process.

WATERFRONT / SWIM EVALUATION

The last component of check-in is the swim evaluation down at the Waterfront.

It is a quick experience with our lifeguards in our enclosed, shallow swim area. Campers get to learn the rules of the waterfront, and the lifeguards make sure everyone can swim!

After the swim evaluation, we ask all campers to head back to their cabins. It is now time to say goodbye for the week!

CAMP EXTRAS

During the check-in process, you are able to take advantage of several camp extras.

Additional jet ski and banana boat rides can be purchased while you are adding canteen money in the Fieldhouse or Front Office. It is \$75 for an extra jet ski ride and \$40 for an extra banana boat ride. One of each is included in the All Sports and IXTC programs so they are truly optional.

Weekend stays can be extended in the main office during check-in. It is \$250 for each additional day. Friday night features the Silent Disco and Saturday night features an outdoor movie.

ISTC merchandise and care packages can be purchased in our camp store, the Canteen. All items can also be organized for a mid-week delivery to let your favorite camper know you are thinking of them.

CHECK-IN RULES & REMINDERS

We know check-in is a busy time, and we want to make it as stress free as possible. We kindly emphasize the following things to keep the afternoon a success:

- Respect the camp, it's staff, and other families.
- Alcohol, tobacco, and illegal/controlled substances are not permitted on ISTC grounds.
- Weapons, firearms, and fireworks are not permitted on ISTC grounds.
- ISTC is a smoke free facility, which includes standard and e-cigarettes like Juul.
- Please keep pets at home, for the safety of our campers and for children with allergies.

WHILE AT CAMP

The upcoming section will help you stay connected while your camper is enjoying the ISTC experience!

DAILY SCHEDULE

This is the schedule we follow at camp, and it lets you know what your camper is up to at any given moment.

8:00 am – 9:00 am:	Breakfast
9:15 am – 11:30 am:	Sports Session #1
12:00 pm – 1:00 pm:	Lunch
1:15 pm – 2:30 pm:	Afternoon Recreation
3:00 pm – 5:00 pm:	Sports Session #2
5:00 pm – 6:00 pm:	Dinner
6:30 pm – 8:00 pm:	Sports Session #3
8:30 pm – 10:00 pm:	Evening Recreation
10:15 pm:	Latest time for Curfew
10:45 pm:	Latest time for Lights Out

CAMP DINING

Our Food Service team prepares buffet style breakfast, lunch, and dinner to give our campers a variety of options. Meals vary from day to day, but we encourage you to take a look at sample meals.

Breakfast – 8:00am	Lunch – 12:00pm	Dinner – 5:00pm
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In addition to the main buffet line, each meal comes with full a salad bar and side bar.

We are accustomed to working with campers and staff with allergies and have designed our dining hall with everyone in mind. We do not use nuts, peanuts, or peanut oils in any of the food we prepare. Not only do we label all items in our dining hall to let campers with dietary needs make informed choices, we have a featured area only open to campers with allergies or specific needs.

Campers are welcome to help themselves during their meal times to seconds if they would like. Lastly, campers and counselors have assigned tables and enjoy the meal as a cabin, which relieves the social pressure related to finding a seat.

SAMPLE MENU

Breakfast

pancakes and syrup
hash browns
bacon
blueberry muffins
assorted yogurts
assorted dry cereals
toast
fresh fruit
juices milk
coffee

Lunch

cheese pizza
assorted toppings
potato chips
chicken noodle soup
sandwich bar
salad bar
breads and crackers
brownies
juices
milk
coffee

Dinner

roast beef
mashed potatoes
gravy
green beans
dinner rolls
side bar of pasta
salad bar
bread
white cake
juices
milk
coffee

CAMPER HEALTH SERVICE

We cannot stress enough that camper safety and well-being are our utmost priority. In addition to each of the health forms leading to camp, we have a state-of-the-art health center that is staffed around the clock by nurses and athletic trainers. We also have a fully licensed physician on call.

If a camper becomes injured or ill for more than half a day, our health center team will call you to keep you informed. In case of illness, campers will be housed in the health center for a brief period; however, if it persists, you may be called to pick up your child from camp.

For any concerns, we recommend getting in touch with us before camp or speaking directly with the Health Center team during your check-in.

MEDICATION HANDLING

All medication and treatments, prescription or over-the-counter, must be turned into the Health Center to be administered by our nursing staff.

Epi-pens and inhalers must be checked in to the Health Center, although parents who wish for their campers to keep it on their belonging can sign off to do so.

At the end of the camp week, we ask for all families to pick up their medications from the Health Center during checkout. Any medications not picked up during checkout will be disposed of properly. Unfortunately, we are not able to mail medications as it is unlawful. (Only Drug Enforcement Administration (DEA) registered distributors can mail prescription medication.)

INSURANCE

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

Your personal medical insurance policy is your child's primary coverage. All campers are covered by excess coverage accident insurance while at camp. If a camper sustains an injury at camp, parents are required to pay for any out-of-pocket expenses at the time of departure and then submit the claim to their insurance company.

Camp insurance does not cover illness. Parents must reimburse the camp for physician fees and prescriptions due to illness upon time of departure from camp.

If you do not have medical insurance for your child, you can obtain a short-term policy for camp. Please contact Richard Scalice of Insurance Development Services for more information at 570-595-9640 ext. 1005.

PHOTOGRAPHY & SOCIAL MEDIA

Each day, we upload photos to our website's online galleries to give families the opportunity to see pictures of their camper and the day's events. The galleries are free to view and do not require a password, so extended family and friends can view without any issues. We also offer a live view camera shot of our waterfront.

We believe the role of our photographers is to offer a peek into life at camp. With over 325 campers each week, it is an impossible task to capture every camper's individual experiences with ISTC; however, we make our best effort to get everyone in a photograph. With this in mind, we are not able to accommodate specific requests for photos.

ISTC is also extremely active on Facebook, Instagram, Snapchat, and Twitter during the summer months. Each platform will have more content on the day's events.

COMMUNICATION WITH CAMPERS

We wanted to emphasize our communication opportunities with you to ensure we have matching expectations for the week.

ISTC is cell phone free for both campers and staff; with the busy nature of our daily schedule, we do not have times for campers to receive and make calls. However, if your camper is staying multiple weeks, we offer an open phone line from 1:15pm – 2:30pm on Saturdays only. During that time, parents call our office via a different number, 570-620-1795, so your camper can pick it up.

We offer a bunk note service through your parent account, which allows you to write to your camper. These notes are organized through CampinTouch, and delivered to your camper each day.

We accept and send mail regularly. Writing supplies and stamps can be purchased in the canteen or you can send your camper with pre-addressed letters or postcards. Inversely, you are able to send mail, packages, and other items – we simply ask that it does not contain food or other things from our 'Not To Bring' list.

Our mailing address is:
Camper's Name – Cabin # (if known)
International Sports Training Camp
1100 Twin Lake Road
Stroudsburg, PA 18360

VISITATION POLICY

For the safety and security of our campers and staff, we do not allow onsite visits during the camp season. Our gates are closed to the public.

We do offer the ability to sign out your camper at any point during the camp week if needed. Most commonly, families will sign out for sports tryouts, school commitments, concerts, etc.

To schedule a sign out, please get in touch with our office with as much notice as possible. We will organize with our counselors and coaches to make sure he or she is ready to leave when you need.

Upon arrival, please inform our staff member at the entrance that you are here for a schedule pickup. Once inside, park in the lot and proceed to the main office. We will ask you to formally sign your camper out and confirm return time.

Camp fees are not prorated or adjusted due to time away from ISTC.

HOT WEATHER PLANS

Extreme heat and heat-related illnesses are things we take very seriously. We can mitigate the effects of heat by changing our schedule to move campers from the fields to the Waterfront, enclosed sports areas, or air-conditioned spaces.

Our coaches and counselors allow for regular water breaks and encourage our campers to stay hydrated. Our Health Center staff monitor our campers, looking for any signs of heat related illness.

We have been successful in beating the heat over the years and have even represented summer camps in the Poconos on the issue. (<https://wnep.com/2015/07/29/keeping-campers-safe-in-hot-weather/>).

RAIN PLANS

Fortunately, when rain occurs at camp, it typically happens in short bursts. We can work around wet weather by using many of our indoor spaces. Teams move between enclosed spaces like the Fieldhouse, Boathouse and Arena.

In the event of thunderstorms, we will keep everyone in their cabins for safety (and make every effort to reschedule their missed activity). Sports coaches also visit the cabins to play indoor games with the kids until the storms pass.

NATIONAL EMERGENCIES

In the event of a national emergency and you are unable to contact ISTC, please be assured that we will be caring for your child.

DEPARTING FROM CAMP

Checkout time varies depending on your checkout day.

Friday: Checkout 11:00am

Saturday: Checkout 10:00am

Sunday: Checkout 10:00am

Since camp is still in session during the morning of each checkout day, we are not able to open our gates earlier or accommodate early checkouts.

If you need to pick up your camper at a different time, please get in touch with our office with as much notice as possible.

CHECK-OUT PROCESS

Similar to arrival, our staff wearing green polos will assist you with parking as soon as you come through the gate.

Once parked, your first stop is your camper's cabin.

CABIN CHECK-OUT

At the cabin, your camper and counselors will greet you. The counselors will ask you to sign a checkout sheet to formally record that your child has been picked up from camp.

Be sure to double check that you have all belongings before departing. The counselors will have everything packed and ready for pickup on the sidewalk before you arrive, although you are welcome to step inside the cabin to double check your camper's bunk.

Next please make your way to the Boathouse.

BOATHOUSE CHECK-OUT

The Boathouse is the stop to collect your checkout packet.

It includes certificates from the week, your camper's canteen receipt, as well as any leftover canteen account funds.

The packet also includes a pre-filled application for next summer. Many families choose to register onsite to avoid the waitlists that form later in the year and to take advantage of our early registration discounts.

The camp store is open during this time for snacks and camp souvenirs.

This is the end of the check-out process, unless you have to stop at the health center to pick up your medications.

HEALTH CENTER CHECK-OUT

It is important to pick up any medications before leaving, as we are not able to mail them back to you. – Unfortunately, only Drug Enforcement Administration (DEA) registered distributors can mail prescription medication.

Simply check-in with the nurse at the window, give them your camper's name, and they will give back everything we had on file for them.

After visiting the cabin, boathouse, and health center, you are completely finished with our checkout process. Safe travels!

TIPPING POLICY

Our staff is not expecting to receive tips; however, if you would like to tip them, you are welcome to do so.

Since you will touch base with the counselors at the cabin, we encourage you to give any tips to them directly.

For any other staff like coaches, please feel free to deliver tips to the office and we will make sure it gets distributed.

We cannot stress enough that tipping our staff is entirely up to you and not required.

LOOKING TO NEXT SUMMER

Signing up for the following summer a full year in advance is a reality if you want to secure your first choice of dates.

For the past few years, our first week of August will reach capacity before the current summer finishes. Each week of IXTC will also fill as the week passes in the current summer.

For returning families, we offer the largest discount of the year for early registration, which will automatically apply to all eligible weeks.

It is important to note that your selection of week, checkout day, and roommate requests do not need to be final at this point; as long as we have availability, we can make adjustments to your registration details.

QUESTIONS

We hope this guide answers most, if not all, of your questions. However, if you need additional information or have any concerns, we invite you to get in touch with our office staff.