



Dear Rolling River Day Camp Parents,

Thank you for enrolling your child at Rolling River Day Camp, Long Island's premiere summer camp and event venue! Rolling River is proud to be at the forefront of camp communication to keep you updated on your child's camp experience. Rolling River uses an innovative portal called **Camp In Touch** to communicate with families and manage day-to-day needs. You can access your Camp In Touch account through our website or by downloading the "Campanion" app on your phone.

Camp In-Touch serves as our "Camp Portal" and can be accessed once you complete your child's enrollment. The Camp In-Touch Dashboard includes important items such as the ability to check your financial statements, make online payments, complete important camp forms and documents and order camper clothing labels.

Camp In-Touch can be accessed year-round through our website, www.rollingriver.com, on the top right corner where it says "LOGIN". Detailed instructions can be found on Page 2. Our mandatory Camp Forms are posted to Camp In-Touch each winter and can be completed throughout the school year at your own pace.

All of our camp forms are available electronically. Most forms may be completed directly through the website (just press "submit"!). Forms that need to be printed are posted on Camp In-Touch as PDF documents and should be emailed or mailed to the Camp Office. A Camper Checklist can be found in this packet.

*Remember that forms get posted throughout the winter and spring- we will send an email when a new form is available.

*AS PER THE BOARD OF HEALTH, ALL CAMPERS AND STAFF MUST HAVE A CURRENT MEDICAL FORM FROM A DOCTOR ON FILE TO ATTEND CAMP. YOU MUST COMPLETE THE EXAM WITHIN ONE YEAR OF YOUR CAMP START DATE. PLEASE EMAIL COMPLETED MEDICAL FORMS TO HEALTHCENTER@ROLLINGRIVER.COM.

The Campanion App is connected to your Camp In Touch account and features access to camp forms, the photo gallery (with face-finder technology), news feed and push notifications. Your email will automatically be added to the access list prior to the camp season. Detailed instructions on how to download and access the app can be found on page 3.

Both of these systems are password protected and only available for enrolled camp families each season.

Please do not hesitate to contact Director, Marissa Allaben (marissa@rollingriver.com) or Office Manager, Colleen Boller (colleen@rollingriver.com) at 516-593-CAMP(2267) if you have any questions. If you need help accessing your Camp In-Touch account, please contact Colleen directly.

Sincerely,

Rhonda and Mark Goodman
Directors

Marissa Goodman Allaben
Director

Colleen Boller
Office Manager

Rolling River Camp In-Touch Instructions: CAMP FORMS, ONLINE PAYMENT AND FINANCIAL STATEMENTS

How to Log In to your Camp In-Touch Account

- Log In via **Rolling River's homepage (www.rollingriver.com)**: Enter your email address and password where it says "Log In" on the top right corner of the homepage OR click on "Camp Families" to access the log in
 - **For returning families**: Use the same email and password that you used to complete camp forms last summer.
 - **For new families**: Enter the email you provided on your camper's enrollment contract. Click on "set/retrieve password" and you will be emailed a log-in password.
- **If you forgot your password**: Enter your log in email. Click on "set/retrieve password" and you will be emailed a new log in password.
- **If you lock yourself out (3 wrong passwords)**: The Rolling River office will receive an email that you have been locked out of your account. We will reset your password within 24 hours and you will receive an email confirmation to change your password.
- **If you want to change your log in email**: Contact Colleen in the Main Office and she will change the log in email on your account

How to Access your Forms/Documents

- Once you log in to your Camp In-Touch account, click on the box that says "Forms & Documents"
- Necessary forms will be listed on your screen with the form name, due date and status (for families with multiple children, scroll down to access forms for each child)
- Submitted forms will be listed in green under status
- Click on "more info" for a description of the form
- Click on the form name to access the form
 - Electronic forms may be completed directly through the website. Remember to SUBMIT form at the bottom of the page.
 - If the form says "PDF", click on the form name to download and print the form
 - Returning families- You MUST complete all forms with updated information per the American Camp Association and Board of Health rules. Your information will not be saved from year to year.

How to View Your Camp Billing Statement and Balance:

- Once you log in to your account, click the box that says "Financial Management"
- Statement Information
 - "Charges" next to your camper's name is the original tuition price
 - "Credits" next to your camper's name is the total amount of discounts received
 - "Payments" is the amount paid to date
 - Your "Total Balance" listed is the outstanding amount still owed for camp
 - Click on "View Statement" to open an up-to-date detailed tuition statement
- Online Payments
 - If you have not done so already, click "Add a debit/credit card" to add a card to your account
 - Click "Make Payment" and enter the payment amount on the top of the screen
 - Check the terms and conditions box and click "Make Payment"
 - The Camp Office will receive a confirmation once the payment has been submitted



CAMPANION

The story of camp,
written for the 21st-century parent.

Campanion is the new mobile app we're using to connect you with your child's camp experience through a personalized stream of content from camp. With brilliant photography, regular updates from camp, and more, Campanion connects you to camp like never before.

Before camp starts, please do the following:

- 1) **Download** the Campanion app
- 2) **Login** using your Camper Account login and password
- 3) **Upload** a reference photo of your child to Campanion

Once camp is in session, check back daily for photos and updates from camp!



Camp Forms Checklist

Forms for All Campers

- ☐ Camper Photo
- ☐ HIPAA Form
- ☐ Medical Form Part 1 (Parent)
- ☐ Medical Form Part 2 (Physician)
- ☐ Parent Handbook & e-Sign Off
- ☐ Personal Information Profile (PIP) Form
- ☐ T-Shirt Order Form
- ☐ Camper Application
(completed upon enrollment)

Forms for Specific Requests

- ☐ 5 & 10 Year Gift Request Form
- ☐ AM/PM Childcare Form
- ☐ Dietary Request Form
- ☐ Family/Sibling Photo Request Form
- ☐ Flexible Date Request Form
- ☐ Private Swim Lesson Request Form
- ☐ RSVP for Camp & Off-Season Events

Upper Camp Forms

- ☐ Boating Permission (3-10 Grade)
- ☐ CIT Assignment Request Form (9 & 10 Grade)
- ☐ CIT Trip Selection Form (9 & 10 Grade)
- ☐ CIT Handbook (9 & 10 Grade)
- ☐ Navigator Handbook (5-8 Grade)

Additional Documents/Links

- ☐ Camp Calendar (posted late Winter)
- ☐ Camper Orientation Schedule (posted late May)
- ☐ Camp In Touch Instructions
- ☐ Rolling River Bus Express Information
- ☐ Online Camp Apparel Store
- ☐ Menu for Lunch

Let's Get Started

Visit www.rollingriver.com and click on "LOGIN" to sign on to your Camp In Touch account. Once you sign in, scroll to "Forms Dashboard" and click on "Forms & Documents." Click on the "Form Name" to access and submit the form.

CAMPER NOTES: