



Rolling River Day Camp

477 Ocean Avenue
East Rockaway/Oceanside, NY 11518
516-593-CAMP (2267)
fax: 516-593-5796
camp@rollingriver.com
www.rollingriver.com

Dear Rolling River Day Camp families,

We are excited to welcome you aboard on our 27th voyage for Summer 2019! Now is the time to review and complete Rolling River's **necessary camp forms and documents**. To comply with American Camp Association and Board of Health standards, these forms **MUST** be completed prior to your child beginning his/her camp experience.

Rolling River's camp forms are available through our innovative, online **Camp In-Touch system**. The forms can be accessed by logging into your Camp In-Touch account on our website, www.rollingriver.com. Detailed instructions on Camp In-Touch can be found on Page 2 on this letter.

All of Rolling River's camp forms are available electronically. Most forms may be completed directly through the website (just press "submit"!). Those forms that need to be printed are posted on the Camp In-Touch system as PDF documents and should be emailed, faxed or mailed to the Camp Office.

Refer to the **2019 Forms Checklist** to help guide you as to which forms you need to complete for your camper.

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

Rolling River is proud to be at the forefront of new camp innovation and technology and our Camp In-Touch system is an easy way to complete and manage your child's camp forms throughout the school year at your own pace. We look forward to "sea"-ing you soon at one of our upcoming events!

Sincerely,

Rhonda and Mark Goodman
Directors

Marissa Goodman Allaben
Co-Director

Colleen Boller
Office Manager



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Rolling River Camp In-Touch (via Campminder) Instructions: CAMP FORMS 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 yellow 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"
- "Charges & Refunds" next to your camper's name is the original tuition price
- "Credits & Payments" next to your camper's name is the total amount of discounts received
- "Credits & Payments" next to the word "Family" 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 statement of your payments, credits and tuition

NEW FOR 2019! Rolling River is excited launch a new mobile app this summer. The app will allow parents to easily view photos, check the camp calendar and read news stories from their mobile device. Separate instructions will be distributed in the spring with details regarding the mobile app.