

TEACHER INFORMATION PACKET



WELCOME TO CAMP

Hello Teachers and Administrators!

First and foremost, thank you! We really appreciate the time, effort, and sacrifice that you will be making to bring your students to camp in order to give them impactful, long-lasting educational experiences.

We want to ensure that you have the *ultimate* experience, so we created this packet containing the most important information when it comes to camp. Please make copies and distribute this to any school personnel involved in the planning of your camp trip.

We look forward to hosting you,

The CODES Team at Mile High Ministries



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OUR MISSION

To create a lifelong love of learning through experiential education in the natural environment.

CHECK ONLINE FOR MORE

Download documents, waivers, med forms, and discover the latest camp news by visiting www.codesschool.com.

PREPARING FOR CAMP

RETURNING and NEW SCHOOLS

As always, please be sure to share both the good and the bad when it comes to your experience with us so that we can continue to use your feedback to improve our programs. Also, feel free to inform of us any special requests that you have from last season (i.e. specific room requests, programming preferences, favorite activities, etc.) In the words of George Bernard Shaw “progress is impossible without change”, so let us partner with you to promote positive change in your students through outdoor education.

PREPARING for the TRIP

- Please use the Planning Checklist to guide your trip preparations.
- Return Cabin Group and Trail Group lists no later than **two (2) weeks prior to arrival**.
- Complete Medical Forms **six (6) weeks prior to arrival**. Schools are responsible for providing assistance to students with disabilities or for students who need Aides and additional support/supervision.
- Promptly communicate medical and dietary needs, or any other special considerations for students no later than **one (1) month prior to arrival** via the online Prior to Arrival form.
- After we receive your Prior to Arrival form, you will receive blank Cabin and Trail Group rosters for you to assign each student to. Cabin Groups must be gender specific, but Trail Groups may be co-ed. Be mindful of students that may not work well together and assign groups accordingly.
- We will redirect parents to the school for all refunds. Any refunds will be issued to the school, not to individual families.

PLANNING CHECKLIST

12 Months – 3 Months before Arrival	
	Consider, booking a tour. Call (909) 794-2824 for Mile High or (909) 337-3800 for Alpine.
	Sign the Contract—your spot IS NOT reserved until we receive your contract or the 10% deposit .
	Fundraise.
	Begin to recruit Chaperones (if your school has opted to bring its own).
3 Months – 1 Month before Arrival	
	Arrange bus transportation.
	Meet with all participating teachers, students, and parents to discuss the trip.
	Distribute trip forms to parents. Notify them of all deadlines. Forms should be turn back in to the school 6 weeks prior to arrival .
	Distribute the Packing List. Reinforce that students must bring their own backpack and water bottle, and closed-toe shoes.
	Discuss trip goals, behavioral expectations, and consequences of misbehavior at camp with students. Inform parents that they are REQUIRED to pick up their child immediately if they are dismissed from camp for any reason.
	Finalize the number of students and adults attending camp.
	Make arrangements for a designated emergency vehicle (one teacher MUST drive their own vehicle to camp, no exceptions).
	Ensure all teachers attending camp read the expectations on pg. 6.
	Complete background checks on all Chaperones attending camp who are not school employees.
	Send the 25% payment to camp; due no later than 90 days prior to arrival .
1 Month – 1 Week before Arrival	
	Complete the Prior to Arrival form online, it's due no later than 30 days prior to arrival .
	Complete Trail Group and Trail assignments. We will send you this AFTER you submit the Prior to Arrival. These need to be complete no later than two (2) weeks prior to arrival .
	Review the bus schedule. Arrival time is 10:30-11am and departure is 10:45-11am on the last day.
	Ensure that the final payment will brought to camp or sent in advance; NOT AFTER.
	Bring a copy of the Cabin Group and Trail Group assignments, one for each teacher.
Arrival Day	
	Use the 24hr Health Screening to check ALL attendees for health concerns before loading the bus. Individuals may NOT attend if they have lice, bed bugs, or symptoms of contagious illness.
	Remove ALL contraband from students before loading the bus. Phones, weapons, gum, snacks, and any other item that isn't allowed at school is considered contraband.
	Collect ALL student medications. They should be labeled and stored (in Ziplocs), and placed on the same bus that the student is on (this includes inhalers, Dramamine, allergy pills, etc.).
	Make sure all luggage is labeled with students' name before leaving school.
	Notify camp of any last minute changes in student attendance or ETA.
	Upon arrival, turn in the medications and forms to CODES Admin. Please have them out and ready to go.
	Submit the final payment to CODES Admin.
	Have an amazing time at camp!

ARRIVAL & DEPARTURE PROCEDURES

Buses should arrive to camp **between 10:30-11am**. Please call or text about any changes to this schedule or your ETA. Upon arrival, our team will greet you, facilitate the unloading process, and begin with an Orientation meeting to review camp rules and expectations (please brief your students in advance). In the meantime, teachers will have an Orientation meeting with CODES Admin; **use this time to ask any questions you have about camp and share any of the following important information:**

- Changes in the number of students at camp
- Students who will arrive late or depart early
- Students that need to change Cabin Groups or Trail Groups
- Students who had a recent injury or who are having behavioral issues

LEAVING CAMP

Before boarding, please verify that student medications have been returned to you; you will not receive any forms back. Plan to **leave between 10:45-11am**. If you have multiple buses, let us know how you would like students to board the buses.

MEDICATIONS

All medications **MUST** be reported on the Medical Form, **MUST** be in the original box or bottle, and **MUST** have the administering information on the packaging. Loose medication **WILL NOT** be administered.

A signed doctor's note is required if:

1. The prescription label is in another language.
2. The prescription does not match the dosage the parent/guardian would like administered.
3. The medication is not intended for its prescribed use. **DO NOT allow parents to send these.**
4. The medication is not intended for the child's age. **DO NOT allow parents to send these.**

MEDICATIONS TO BRING AND NOT TO BRING

Parents **SHOULD NOT SEND:**

- Vitamins or essential oils (doctor's note is required)
- Over-the-counter, generic pain reliever, allergy meds, or cough/cold meds (we have this on-site)
- PediaSure or similar dietary supplements (doctor's note is required)
- Allergy medication for students who rarely have seasonal allergies
- Adult medication (doctor's note is required)
- Medication that a student has never tried at home (this should be done with access to their pediatrician)
- Medication that is not being used for the intended, labeled purpose (i.e. using Benadryl as a sleep aid)

Parents **SHOULD SEND:**

- Medication that a student needs routinely, in an emergency (e.g. EpiPens), or for recovery from an injury or illness (e.g. antibiotics, prescription pain medication).

LABELING MEDICATIONS

1. Write the student's name on the medication box or bottle.

2. Place each student's medication in a Ziploc bag. If a student has multiple medications, put them all in the same bag.
3. Write the student's name and the name of the medication on the Ziploc bag.
4. Do not put the Medical Form in the bag.

MEDICATION FORM REQUIREMENTS

1. Camp will not accept any medication that is not labeled/prescribed/written **in English**.
2. Camp will not accept Medication Forms or General Release Waivers that are not **in English**.
3. Camp will not accept a school release form, medication form, or any other paperwork **in lieu of** the camp provided forms. They may be "in addition to" but not "in lieu of."

PACKING MEDS ON THE BUS

1. Place all medications in box and in an accessible location on the bus.
2. Students should ride on the corresponding bus that has their medication.

ORGANIZING PAPERWORK

1. Staple the General Release Waiver, Health History and Medication Form together for each attendee. You will not receive these forms back at the end of camp; make copies if needed.
2. Unless required by your school, we do not need your school/district's paperwork.
3. Organize all forms alphabetically by **LAST NAME**, not by class or bus.

24HR HEALTH SCREENING

An approved teacher or school nurse should complete this check no sooner than one (1) day before camp. Individuals cannot attend camp and will be sent home if they have signs or symptoms of lice, bed bugs, influenza, or any other communicable/contagious illness. This policy is in consideration of the affected individual's comfort as well as the health of others. **DO NOT** allow students to attend camp if they have symptoms of illness or a recent exposure to a contagious illness.

TEACHER'S PACKING LIST

- o Extra socks & closed-toe shoes (waterproof is best)
- o Rain jacket/winter coat
- o Toiletries (linens are provided for teachers)
- o Water bottle (24oz+)
- o Backpack
- o Sunscreen
- o Sunglasses
- o Camera
- o Flashlight
- o Clothes for 4 days (layers are best)
- o Chapstick
- o Cabin Group & Trails Group lists
- o Bus assignment list

In most cases, teachers will stay in the Summit Lodge in private hotel style rooms with bedding and towels provided. The shared common area has a fireplace, couches, dining area, and kitchenette complete with a microwave, full size fridge, coffee maker, and dishes.

PROGRAM VARIATIONS

ONE-DAY FIELD TRIPS

These trips consist of 2-3 courses, selected by the school, from those offered in our science or leadership curriculum. Camp can provide lunch at an additional cost otherwise; your school/students will need to pack a

lunch. One Chaperone per Trail Group (typically 10-25 students) is required to attend and a Prior to Arrival form must be submitted **one (1) month in advance**.

LEADERSHIP CAMP

Please follow the same procedures for Leadership Camp as you would for Science Camp. Leadership Camp challenges students through critical thinking and team-building activities that focus on seven (7) leadership principles: communication, goal-setting, courage, effective teamwork, delegation, vision, and recognition of strengths and weaknesses. This program is adaptable to students in 3rd - 12th grade.

EXPECTATIONS OF STUDENTS

DISCIPLINARY GUIDELINES

Teachers are responsible for leading student discipline and dismissals from camp, meaning that you are responsible for calling parents for a pick-up AND for waiting with a student who is being sent home. Our staff will take their cues from you in certain circumstances of behavior issues because you know your students best. Let us know which students may need extra attention or help.

You will choose either the 5-Step System or the 3-Strike System for your camp week.

The 5-Step begins with a verbal warning followed by 5min time outs, up to 15min. If the misbehavior continues after a student has grossed a 15min TO, you will call home and the student will be dismissed from camp.

The 3-Strike System begins with a strike, a verbal warning, a 15min TO and an intervention conversation between you and the student. If the behavior continues, the student receives a second strike, a 15min TO, and the student will call their parents to report their poor behavior. The third strike results in dismissal from camp.

We will not send a student home without your approval first. **If a student is dismissed from camp due to poor behavior, parents are required to pick up their child immediately regardless of the time of day or night.**

Remember, camp DOES NOT issue refunds for students that are sent home due to illness, injury or disciplinary issues.

Minor Violations	Consequence
Inappropriate gesture or conversation	Verbal Warning – 15min TO
Name calling, excessive teasing, bullying, foul language	Verbal Warning – 15min TO
Repeated disruption in the cabin after Lights Out	Verbal Warning – 15min TO
Repeatedly disrupting activities or not obeying leaders	Verbal Warning – 15min TO
Tardiness	Verbal Warning – 15min TO
Leaving the group without permission	Verbal Warning – 15min TO
Major Violations	Consequence
Any activity that is inherently dangerous to self or others	No warning, immediate dismissal
Cabin raiding/pranks	No warning, immediate dismissal
Fighting (physical), stealing, or excessive bullying	No warning, immediate dismissal
Intentionally destroying property	No warning, immediate dismissal
Outright defiance	No warning, immediate dismissal
Possession of illegal substances or weapons	No warning, immediate dismissal
Unauthorized leaving of cabin, entering a cabin of the opposite gender	No warning, immediate dismissal

EXPECTATIONS OF TEACHERS

ALCOHOL USE, SNACKS, AND BEVERAGES

Alcohol use or the possession thereof is prohibited on campus. Teachers and Chaperones must be prepared to assist their students at all times of the day and night. Camp reserves the right to take action including involving school administration and/or law enforcement (as needed) if teachers, Chaperones, or other adults are found to be under the influence of alcohol, or with alcohol in their lodgings, rooms, or on-site.

While all meals and VIP evening snacks are provided, teachers are welcome to bring snacks and beverages to camp. Please **do not bring beverages into the bedroom**, with the exception of water.

LIGHTS OUT & QUIET CABIN AWARD

Lights Out is at 9:45pm for 5th grade and 10pm for 6th grade and up, with at 15min extension on the last night in camp. If your school is doing the Quiet Cabin Award, you will perform a check of all the cabins at Lights Out and give an award to the cabins that are silent and have their lights off at the time of the check. Receipt of the award, allows a cabin to go to all meals and Rec Time first the next day, and receive 10pts for their school.

CLEAN CABIN AWARD

For those who do not wish to stay up until Lights Out, we have the Clean Cabin Award. Cabins that receive this award get the same rewards as the Quiet Cabin Award. You may evaluate student cabins during class time or Rec Time. Please do not do this while students are present (the stealthier you are, the more fun it is for the students).

REQUIRED PERSONAL VEHICLE

As stated in your contract, **schools are required to have at least one (1) personal vehicle on campus**, for the entire duration of the camp week for emergency purposes. This vehicle must stay on campus at all times, including overnight.

SCHOOL-PROVIDED CHAPERONES

Schools need to background check and screen all adults (Chaperones, Aides) attending camp. It is the Lead Teachers' responsibility to supervise the behavior and discipline of all of their adults including dismissing them from camp if they breach a policy or become harmful to or inhibit the program.

CLASSES

Classes are open for you to attend as desired. For information on classes, trails, and our team members you can visit the Medical Monitor Station (HQ) or ask a Naturalist. If you are unable to attend classes due to physical restraints, please note that some classes do not require hiking and can be observed easily. Otherwise, feel free to enjoy a well-deserved break!

ILLNESS AND INJURIES

Our trained and certified First Aid team will respond to illnesses and injuries on-site. However, you are responsible for waiting with a student who will miss class due to an illness or injury, or a student who is waiting for a parent pick-up. This includes students that need to be isolated overnight due to illness. Students may miss one class due to illness or injury, but if they are not recuperated before the start of the second class since they fell ill or got injured, the student will be sent home.

Our Medical Monitor(s) are present during the day and on-call overnight, and their primary role is safeguarding student medications and providing them as instructed or needed. They may call parents to discuss care that is

beyond standard First Aid as they also focus on tending to those who are ill or injured. Be advised that camp does not follow up with student injuries or illnesses once the week is over.

MAIL

We highly recommend that parents give mail/packages to you before buses leave for camp, otherwise it often arrives after the week is over. Please distribute mail to students privately **during breakfast or lunch**. Send mail to:

Student's Name, School, PO Box 397, Angelus Oaks, CA 92305 for the Mile High location.

Student's Name, School, PO Box 4803, Blue Jay, CA 92317 for the Alpine location.

MEALS

Meals are served cafeteria-style with some adult only options available at most meals. Please let us know if you have a dietary restrictions in advance.

MEETINGS

At least one (1) teacher is required to attend all camp meetings:

Tues: 11am in Dining Hall, Orientation

Wed: 6:30pm in Pine Center, Teacher-Led meeting

Tues: 7pm in Dining Hall, Q & A about students

Fri: 10am in Dining Hall, evaluation and rebooking

Everyday: 4:50pm in HQ, medical debrief of the day's incidents

TEACHER-LED MEETING

On the second night of the program, you will have an assembly with your students. This is an opportunity to check-in with them and get feedback about how things are going (e.g. student concerns, positive stories about camp, etc.). You may also use this time to play games, take a group photo, write thank you notes, etc. Please share serious concerns with us asap.

PARENTS

It is your responsibility to communicate with parents before, during, and after the camp experience. Parent phone calls to students (and vice versa) **are not permitted** unless there is an emergency. Please ensure that parents receive all the required forms so that you can submit them to camp on time. Forms are available on our website under the "Important Documents" tab.

EMERGENCIES

In an emergency that requires evacuation, you will need an accurate roster to ensure that all students are present before the evacuation begins. In a medical emergency that requires emergency transport, a teacher will go with the student to the hospital and stay with the student until his/her parent or guardian arrives; ideally this teacher would drive their own personal vehicle for this purpose. Otherwise, a second teacher will use their personal vehicle to follow EMS with the first teacher inside in order to bring the first teacher back to campus.

REC TIME

Teachers should roam and monitor students during the daily Rec Time period to help us facilitate student safety and enjoyment. We may also ask you to supervise a specific activity during Rec Time such as Time Outs.

REQUIREMENTS FOR CHAPERONES

For schools bringing their own Chaperones:

1. All Chaperones must be 21 years or older. (Consult your school district more information.)
2. All Chaperones must be criminally background checked and screened by the school before attending.
3. Proper ratio standards (one to ten ratio) must be upheld.
4. All Chaperones sleeping in student cabins MUST be the same biological sex as the students they are supervising.
4. Pre-camp orientation is a requirement for all Chaperones; they must be aware of camp's expectations of them, and the camp rules they will be enforcing for students.
5. Chaperones must fill out a General Release Waiver, Health History, Chaperone 10-Point Pact, and Self-Evaluation.

FAQS

What are the facilities like?

Amenities		Mile High	Alpine
Age	Year built	1945	1930
Buildings	Heated cabins w/attached restrooms	11	15
	VIP rooms	6	2
	Assembly rooms	2	5
	Game room	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Activities	Archery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Gaga ball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Volleyball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	High Ropes elements	2	10
	Low Ropes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Zip line	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Turf field	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Pool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Lake nearby	<input checked="" type="checkbox"/>	<input type="checkbox"/>

How will students be supervised and by who?

Students are supervised by either camp-provided Cabin Leaders or school-provided Chaperones. Both groups sleep in student cabins, lead students from activity to activity, and supervise them throughout the day.

Cabin Leaders are 18yo+ and receive industry compliant training in the areas of mandated reporting, child abuse and neglect prevention, first aid, and curriculum development and instruction. Our team is also background checked through state and federal databases.

What is the daily schedule like?

A typical day runs from 7am-10pm. Between classes, Rec Time, and evening programs, students have full days. Classes happen while hiking on well-established trails, and rest periods and Rec Time happen daily, to allow students time to recharge for more structured activities. Download a copy of the schedule from our website.

What is the dining experience like? What if a student has special dietary needs?

We serve cafeteria-style, kid-friendly meals. Students are encouraged to limit food waste and drink lots of water to prevent elevation sickness. Students may have assigned seating during meals. Please report **ALL** dietary restrictions on the Prior to Arrival form; be specific and thorough.

What if a student is vegetarian, gluten-free, etc.?

Parents should report their child's dietary restrictions on the Health History Form. We will do our best to accommodate and adjust the menu when feasible, however **campers that are vegetarian, vegan, soy-free, gluten-free, have severe nut allergies, or a combination of allergies will need to provide their own supplements for meals and snacks.** Parents may call (909) 794-2824 to discuss menu changes or download the sample menu from our website and provide supplements accordingly.

Typically, we can accommodate lactose intolerant diets, and strawberry, seafood or moderate nut allergies.

Will parents be allowed to call their child or to have their child call them?

No. Allowing students to call home, particularly in the case of homesickness, almost always compounds the problem resulting in students leaving camp prematurely. We believe that we have a valuable outdoor education experience to offer, and that to cut a student's week short is robbing them of that opportunity. We understand that not every call home will cause a domino effect leading to a trip home, but calls to and from parents pulls students out of their activities and disrupts the program and our camp operations. In the event of a family emergency, parents should contact you first.

What curriculum do you use?

Dr. Rick Oliver, a microbiologist, herpetoculturalist, and founder of "Outdoor Science School" at Mount Hermon (in Santa Cruz County), has been a close colleague of Mile High for many years. When he first wrote the curriculum in 1994, he used what was then called the California Science Standards and Framework to create an outdoor education curriculum that was suitable for 5-8th grade students. Camp continues to update and modify this curriculum as scientific knowledge expands and as the California Next Generation Science Standards and Common Core Science Standards require. Our curriculum is tailored to fit the environment found at each location and our Naturalists are trained to use grade-appropriate material depending on the school in attendance. For schools with mixed grade levels, we "teach-up" and present the more advanced curriculum.

Do you celebrate student birthdays at camp?

Yes, so remind parents to send a letter or package to join in on the fun!

What if a student has never been away from home before?

Good news! Most students attending camp are experiencing being away from home for the very first time, and they love it. We do our best to make sure that students feel safe and cared for in such a way that homesickness is not a problem. However, if a parent is worried about how their child will do away from home, we recommend doing practice separations with safe individuals.

How does camp handle bedwetting?

Many students still experience bedwetting, and our team is committed to handling these situations with discretion. Remind parents to provide protective nighttime undergarments and additional pajamas in case of an accident. **Encourage parents to report on the paperwork that their child wets the bed.** If a student has an accident, we will take care of everything—including laundering all affected items.

What should students pack?

WE GET SNOW, and the weather is normally 20-30° cooler than in the valley. So, no matter the season, packing clothing that can be layered is a must, along with closed-toed, sturdy shoes. Students **MAY NOT** bring phones, smart watches, tablets, or other electronic devices; these items will be confiscated.

1. Pens or pencils, bring multiple
2. Water bottle, 16oz size or more
3. Backpack (standard size)
4. Chapstick
5. Bedding (pillow, warm sleeping bag or blankets)
6. Toiletries (toothbrush & paste, hairbrush, soap, washcloth, towel, etc.)
7. Clothing (choose items that are warm, waterproof, and able to be layered)
8. Coat or heavy sweater(s)
9. Long pants (we do not recommend shorts)
10. Pajamas
11. 2 pairs of socks/day
12. 2 pairs of closed-toed, sturdy shoes/boots (Do not bring sandals or dress shoes.)
13. Beanie
14. Mittens or gloves
15. Snow boots

PREPARE YOUR STUDENTS AND PARENTS

CAMP RULES

1. No fighting or stealing.
2. No pranks or bullying (this goes for adults too).
3. No bad touch (any touch that is romantic, inappropriate, or violent).
4. Stay inside camp boundaries.
5. Stay in your own cabins (students should never enter a cabin of the opposite gender).
6. Always listen to your leaders (Cabin Leaders, Naturalists, Teachers, etc.)
7. Be good stewards (e.g. clean cabins, short showers, low food waste, punctual).
8. Choose fun! (Students' camp experience will be reflective of their own choices).

Teachers, ensure your students and parents understand our discipline systems and camp rules. Emphasize that camp does not issue refunds for students who are dismissed from camp due to disciplinary issues, and that parents must pick up their child **IMMEDIATELY** if they are dismissed from camp, no matter the time of day or night.

THE TRUDDY RULE

Students are required to move about camp in groups of three (3) or more, no exceptions, even if they are with an adult. This protects against false allegations of misconduct and provides assistance in the event of an emergency.

THE 5 B'S

Before every class, students will gather the "5 B's" which are: (1) a *backpack*, (2) a *bottle of water*, (3) a *ballpoint pen or pencil*, (4) a *bladder that is empty*, and (5) a *book* (the camp Field Guide). **Students must have their own backpack, water bottle, and writing utensils**, please do not encourage sharing these items.

WEATHER PREP

Check the weather in Big Bear for the Mile High location or Lake Arrowhead for the Alpine location and prepare. Stress the importance of packing warm clothing, pants (not shorts), adequate bedding, chapstick and sunscreen. It's better to have it and not need it, than to need it and not have it.

SPECIAL CONSIDERATIONS

Report all special considerations on the Prior to Arrival form. In some cases, students may need a one-to-one Aide or additional supervision from a teacher. We will make feasible accommodations for your students as we are able. Please call us with any questions you have about medications, Aides, and students with handicaps, dietary considerations, or special circumstances.

KEEPING CAMP SAFE FOR ALL (Bed Bugs and Lice)

Bed bugs* and head lice are a common concern for camp. These bugs can survive for long periods without food and in harsh conditions, so help us keep camp safe:

1. Unless the items is brand new, wash and dry all bedding (including pillows) one (1) day prior to arrival.
2. ALL guests need to be physically checked for signs of head lice no more than 24hrs prior to arrival. If a guest fails the lice check, but is able to resolve the issue before the camp week is over, he/she may arrive to camp late if the school agrees to this arrangement.
3. If a guest is found with lice or bed bugs after arriving, they will be sent home. If the bugs are only found in the guest's belongings, we will clean the items and dismissal is not required.
4. Cover all luggage with a large trash bag and place all bedding and pillows inside a separate trash bag. Bring extra trash bags to re-cover the luggage for departure. Once back home, launder all clothing and bedding asap or leave the items in the sun for a few hours until they can be laundered.

*Camp uses preventative treatments in cabins, has regular cabin inspections, and uses professional grade equipment to eliminate these pests.

CAMERAS

Student phones **ARE NOT** permitted at camp, including phones that do not have data with the intent of being used as a camera. Cameras may never be used inside a cabin by students or adults; cabins are a place for privacy. Guests who misuse a camera, even in jest, will be dismissed from camp.

CONTRABAND: PHONES, SNACKS, ELECTRONIC DEVICES

PHONES ARE NOT ALLOWED AT CAMP. Furthermore, electronic devices like smart watches, tablets, and items more advanced than a digital camera are prohibited as well. Inform parents that this is a school trip, therefore **all items that are banned/prohibited at school, are banned/prohibited at camp:** the possession of weapons (e.g. razorblades, knives) and illegal substances of any kind will result in immediate dismissal, law enforcement involvement, and further consequences at the school's discretion.

Snacks, drinks, and gum will be confiscated—having food in cabins attracts pests big and small. Snack and meal supplements for students with dietary restrictions will be submitted to our Kitchen Team upon arrival.

AIDES

We welcome students with disabilities and/or special needs; however, we are not a focused care facility, nor are we fully ADA accessible. Therefore, students will need an Aide at camp if:

1. They have an Aide at school.
2. They are unable to dress, feed, bathe, or use the restroom by themselves.
3. They use a wheelchair—a natural outdoor environment present many inherent physical challenges.
4. They have a condition/situation that requires consistent one-on-one supervision.
5. They have significant behavioral issues, outbursts of anger, or are regularly defiant.

Unless otherwise arranged with the school, all Aides will stay in the same cabin as the student they are assisting and therefore must be the same gender as the student.

ALLERGIES AND DIETARY RESTRICTIONS

ALLERGIES

Students with serious allergies should bring an EpiPen to camp and report this information on their Medical Form.

The most commonly reported food allergies are nuts, seafood, dairy, soy, gluten, and wheat. In regards to:

1. Nuts: **We do not** serve peanut products at camp. However, bear in mind that:
 - a. Our menu includes foods processed in facilities that process peanuts and other nuts.
 - b. We occasionally use tree nuts (almonds, cashews, walnuts) in adult/vegetarian meal options.
2. Seafood/shellfish: **We do not** serve these items to students.
3. Dairy, soy, gluten, wheat: **We do** provide some dairy-free and gluten-free alternative menu options which may or may not be a direct substitute for the original menu item.

Due to our inability to cater our food service operations on an individual basis, if a student cannot eat the foods on our menu, such as those “prepared in a facility that processes milk, eggs, or nuts,” **students will need to bring their own meal/snack substitutes for all affected meals and snacks.**

MEAL/SNACK SUBSTITUTES

We are happy to microwave any pre-packaged and pre-prepared foods provided that they are simple, easy to manage (no prep required), and that you have notified us in advance of this. Remind parents: **DO NOT SEND** foods with nuts, we will not serve it!

SAMPLE MENU

A sample menu can be found on our website along with a meal and snack selection form for diabetic campers to plan their meals in advance.

EVALUATIONS AND BEHAVIOR CONTRACTS

Use the “Self-evaluation for School-Provided Chaperones” to analyze the physical abilities and behavior patterns of potential school-provided Chaperones. This will evaluate their suitability in such an important role.

Use “The Chaperone 10pt Pact” to understand and acknowledge our expectations of your Chaperones, and the code of conduct they will be held accountable to.

SELF-EVALUATION FOR CHAPERONES

Place a in the appropriate box indicating your level of agreement with each statement.

HEALTH	1	2	3	4	5
1 = strongly disagree, 5 = strongly agree					
I have the stamina to last a strenuous 10-12hr day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I eat well-balanced meals regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get sufficient sleep each night.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I say no to alcohol and drugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a non-smoker or able to abstain completely for the camp week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I engage in regular exercise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHARACTER	1	2	3	4	5
I am a naturally curious person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am tactful (truthful without hurting people).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a very cooperative person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a warm & friendly person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a sincere liking for children/youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am adaptable & can change plans easily.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am willing to work hard (even when tired).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I love to have & promote fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am prompt/punctual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I always take the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am very dependable & responsible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMOTIONAL MATURITY	1	2	3	4	5
I accept criticism well (without becoming defensive).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy the success of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I refrain from listening & engaging in gossip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am genuinely interested in others as well as myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I refrain from outbursts of anger, tears, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I face disagreeable duties immediately and without anger.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am independent (not prone to homesickness).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to make sound decisions & abide by them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am usually on good terms with others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to solve problems in a calm, fair, and reasonable manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am loyal to friends.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am fair toward those who are different from me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TOTALS =	
GRAND TOTAL =	
AVG. RATING =	

Add the values of each column to get your overall score, then divide by 29. This average rating will give you an idea of your potential for success as a school-provided Chaperone on a scale of 1 to 5. If your average rating is below 4.0, you may want to reconsider being a Chaperone.

THE CHAPERONE 10-POINT PACT

1. I understand that I will be serving in a capacity of great responsibility, care, and safety of the students in my charge.
2. I will conduct myself in such a way that my personal behavior and appearance will serve as a positive example to all students.
3. I acknowledge that the students in my charge are impressionable and must be protected from unwholesome, inappropriate or dangerous language, jokes, activities, and individuals. I commit to refraining from such behavior and to protecting the students.
4. I will encourage and help each student to feel included in our Cabin Group and the program activities. When exercising classroom management or crowd control techniques, I will not embarrass or humiliate others. I will only exercise discipline in accordance with camp policies.
5. I commit to putting the emotional, mental, and physical safety of the students above my own at all times. I will not leave students without adult supervision. I will not intentionally scare, play practical jokes/pranks on, or isolate a student for any reason.
6. If a situation or problem arises that is beyond my ability or responsibility to handle, I will bring it to the attention of the school's teachers or a CODES team member.
7. I understand that the possession or use of alcohol, tobacco (including vaping), controlled or illegal substances, knives, firearms, explosives and any other items that violate camp or school policies are strictly prohibited and will result in immediate dismissal from camp and possibly law enforcement involvement. I agree to behave in ways that do not endanger the program or the welfare of the students.
8. I understand that I am responsible for being aware of behaviors and conduct that will result in immediate dismissal from the program for either myself or the students.
9. If, after being selected as a Chaperone, I am unable to attend camp, I will notify the school immediately.
10. I am hereby advised to **NEVER** be alone with a student. I commit to always abiding by the Truddy Rule, stating that all students must be in groups of three (3) or more when at camp. I will conduct myself with the highest level of integrity and protect myself from allegations or misconduct by having appropriate contact with students in accordance with camp's expectations. I understand that I am also obligated to immediately report any and all inappropriate or suspicious conduct by another Chaperone or adult, and will assist in the filing of a formal report as needed.

Signature: _____

Date: _____

STUDENT BEHAVIOR CONTRACT

By checking the boxes below, I agree to conduct myself in a manner worthy of the school I represent.

- I understand that if I do not follow this behavior contract, I may be sent home from camp as a result.
- I will wear the proper clothing at all times; dressing appropriately for the weather and for a school program.
- I will communicate with Leaders if I have an issue with a peer that I cannot resolve on my own.
- I will use positive language at camp, cursing and bullying is unacceptable.
- I will try my best to get along with and be inclusive with everyone at camp.
- I will come to each class with my 5 B's which are: a backpack, a bottle of water, a ballpoint pen or pencil, a bladder that is empty, and my book (Field Guide).
- I will respect myself, fellow campers, camp staff, and to camp property.
- I will participate in all activities and classes.
- I will listen to and be respectful of my Leaders at all times.
- I will not use bad touch: pushing, shoving, fighting, romantic touch, piggyback rides, massages, any other examples of touch that are unwanted or inappropriate in nature or expression.
- I will respect the privacy of others by not taking photos in cabins, never behaving inappropriately in the restrooms/showers, not sharing personal information or medical information that is not mine to share with peers, and reporting inappropriate behavior.

Camper Signature: _____

Date: _____

PARENT/GUARDIAN AGREEMENT

Every student deserves to have a positive and rewarding experience at camp. Students who disregard this expectation will be dismissed from camp and **must be picked up by a parent/guardian immediately regardless of the time of day or night.**

By checking the boxes, I acknowledge that I have read this information and agree to:

- Be supportive of my child by encouraging them to follow the rules and by equipping them for camp with the items on the Packing List.
- Understand that the following are grounds for immediate dismissal* from camp, and **that I must pick up my child immediately regardless of time of day or night should he/she violate one of these rules:**
 - 1) Fighting, stealing, or excessively bullying
 - 2) Any activity that is inherently dangerous to self or others
 - 3) Outright defiance or intentionally destroying property
 - 4) Cabin raiding or pranks
 - 5) Unauthorized leaving of cabins or entering cabins of the opposite gender
 - 6) Other behaviors at the discretion of Camp (e.g. suicidal ideations)
- Be supportive and available if camp calls to discuss my child's specific needs (e.g. dietary, medical, etc.).
- Talk about homesickness in advance, and advise my child on how to handle it. I will try practice separations, and will not make a "pick up deal" with my child. Instead, I will support them going to camp.
- I will make all prior arrangements with my child's school if they have specific needs at camp. I will communicate in a timely manner so that my child can be well provided for.
- Pick up my child from camp if he/she is dismissed early for any reason (e.g. illness, injury, misbehavior), regardless of the time of day or night.**

*Camp will never dismiss a student without consent from your school's teachers.

Signature: _____

Date: _____

HOMESICKNESS LETTER TO PARENTS

Dear Parents and Guardians:

Sending your child to camp can be exciting and worry inducing. We are aware this may be first time your child has been away from home, and we want to encourage you! Your child is going to have an amazing time of exploration, opportunity, and personal growth. It is our intent to return your child to you with a new sense of academic wonder, new friendships, increased self-confidence, and awesome camp stories. In order to do so we need your help!

Every week, we anticipate that not only will a few kids get homesick at camp, but every parent will get homesick for their child as well. No matter how fun camp is, homesickness can ruin a child's camp experience. So, use the tips below to prepare yourselves and your child for camp:

1. **NEVER say, "If you feel homesick, I'll come and get you."** This conveys a message of doubt and pity that undermines your child's confidence and independence. Pick-up deals always become mental crutches and self-fulfilling prophecies for children as soon as they arrive at camp.
2. **NEVER use bribery.** Linking a successful stay at camp to a material object sends the wrong message. The reward should be your child's newfound confidence and independence.
3. **Explain that there are NO PHONES and no calls allowed.** Phones are NOT allowed at camp. No exceptions. Calls to home will not be made unless there is a medical emergency. Encourage your child to tough it out; let them gain self-confidence in making it through the week.
4. **Promote independence.** Practice separations (e.g. sleepovers, field trips) to simulate the camp experience.
5. **Discuss what camp will be like before your child leaves.** Talk about the exciting activities, rugged hikes, and having a fun week with their friends!
6. **Send mail and packages!** Remember, snacks and gum are NOT allowed, but mail is a great way to remind your child that they are loved and that you will see them soon.
7. **Keep letters simple and encouraging.** Refrain from going into great detail about what your child is missing back home or that the dog/cat misses them.
8. **Pack a personal item from home.** Stuffed animals, special pillows or blankets are great options.
9. **Don't feel guilty about encouraging your child to stay the whole week at camp!** For many children, camp plays an important role in their growth and development.

A final word: Remember, you will see your child on Tuesday and again on Friday (it's just two days). Let's make sure we make the camp experience one that's full of positive memories!

Mile High Ministries



4-DAY SCHEDULE

TUESDAY DAY 1	THURSDAY (omit for 3-day program) DAY 3
<p>10:30am - 11:00am Arrival</p> <p>11:00am - 11:55am Orientation Meetings¹</p> <p>11:55am - 12:25 pm Move into cabins</p> <p>12:25pm - 12:30pm Line Up Announcements</p> <p>12:30pm - 1:00pm LUNCH</p> <p>1:00pm - 1:30pm Cabin Time² Activity Prep³</p> <p>1:30pm - 3:30pm Line Up <i>Class</i>⁶</p> <p>3:30pm - 3:45pm Cabin Time²</p> <p>3:45pm - 4:50pm Fire Drill⁴ Rec Time</p> <p>4:50pm - 5:15pm Cabin Time² Meal Set-up⁵</p> <p>5:15pm - 5:30pm Line Up Announcements Flag</p> <p>5:30pm - 6:15pm DINNER</p> <p>6:15pm - 6:45pm Cabin Time² Activity Prep³</p> <p>6:45pm - 7:15pm Line Up Stewardship Talk</p> <p>7:15pm - 9:00pm Good Skit, Bad Skit</p> <p>9:00pm - 10:00pm Prepare for bed</p> <p>10:00pm LIGHTS OUT (5th grade, 9:45pm)</p>	<p>7:00am Rise-n-Shine Meal Set-up⁵</p> <p>7:55am - 8:00am Line Up Flag</p> <p>8:00am - 8:30am BREAKFAST</p> <p>8:30am - 9:00am Cabin Time² Activity Prep³</p> <p>9:00am - 3:00pm Line Up Prep LUNCH <i>Extended Hike</i></p> <p>3:00pm - 3:45pm Cabin Time² Prep for Skit Night</p> <p>3:45pm - 4:50pm Rec Time</p> <p>4:50pm - 5:25pm Cabin Time² Meal Set-up⁵</p> <p>5:25pm - 5:30pm Line Up Announcements Flag</p> <p>5:30pm - 6:15pm DINNER</p> <p>6:15pm - 6:45pm Cabin Time² Finalize skits</p> <p>6:45pm - 9:00pm Line Up Student Skit Night</p> <p>9:00pm - 10:00pm Prepare for bed</p> <p>10:00pm LIGHTS OUT (5th grade, 9:45pm)</p>
WEDNESDAY DAY 2	FRIDAY DAY 4
<p>7:00am Rise-n-Shine Meal Set-up⁵</p> <p>7:55am - 8:00am Line Up Announcements</p> <p>8:00am - 8:30am BREAKFAST</p> <p>8:30am - 9:00am Cabin Time² Activity Prep³</p> <p>9:00am - 11:15am Line Up <i>Class</i></p> <p>11:15am - 11:55am Cabin Time² Prep for Skit Night</p> <p>11:55am - 12:00pm Line Up Announcements</p> <p>12:00pm - 12:45pm LUNCH</p> <p>12:45pm - 1:15pm Cabin Time² Activity Prep³</p> <p>1:15pm - 3:30pm Line Up <i>Class</i></p> <p>3:30pm - 3:45pm Cabin Time²</p> <p>3:45pm - 4:50pm Line Up Rec Time</p> <p>4:50pm - 5:25pm Cabin Time² Meal Set-up⁵</p> <p>5:25pm - 5:30pm Line Up Announcements</p> <p>5:30pm - 6:15pm DINNER</p> <p>6:15pm - 6:45pm Cabin Time² Activity Prep³</p> <p>6:45pm - 7:15pm Line Up Teacher's Meeting⁷</p> <p>7:15pm - 9:00pm <i>Night Hike</i></p> <p>9:00pm - 10:00pm Prepare for bed</p> <p>10:00pm LIGHTS OUT (5th grade, 9:45pm)</p>	<p>7:00am Rise-n-Shine Meal Set-up⁵</p> <p>7:55am - 8:15am Move out of cabins</p> <p>8:15am - 8:30am Line Up Flag</p> <p>8:30am - 9:00am BREAKFAST</p> <p>9:00am - 10:15am <i>Review Class</i></p> <p>10:15am - 10:45am Teacher's Meeting⁶ Goodbyes</p> <p>10:45am - 11:00am Departure</p>