

- Check Availability.** Have your desired dates and projected student count ready, then contact us in any of the following ways to set up a reservation:
 - a. (909) 794-2824 x102
 - b. codes@milehighpines.com
 - c. Use the Availability Form online at www.codesschool.com/reserve-camp.

- Submit your Contract & Deposit.** Submit your signed contract along with the non-refundable 10% Advanced Deposit to reserve your dates. The due date for both items is:
 - a. May 31st if your school is attending from Sept - Dec
 - b. September 1st if your school is attending from Jan - May

- Spread the Word.** Discuss the camp experience and your fundraising needs with your school and students' parents. If this is the school's first or second year with us, we'd love to attend your camp informational/PTA meeting to help answer questions and explain what CODES is all about!

- Recruit Chaperones.** If your school opts out of using camp-provided Cabin Leaders, the school is required to recruit, screen, train, and bring its own in-cabin Chaperones. Please use our Helpful Hints document for training and preparing your Chaperones for camp.

- Distribute Camp Documents.** Download our Important Documents from our website and distribute them to parents. Parents should receive the:
 - a. Parent Info Packet
 - b. General Release Waiver
 - c. Medical Form
 - d. Homesickness Letter
 - e. Packing List & Disciplinary Guidelines

- Submit the 25% Payment.** The due date for this payment is:
 - a. 30 days prior to camp for schools attending from Sept - Dec
 - b. 90 days prior to camp for schools attending from Jan - May

- Submit Prior to Arrival form online.** Close student registration one (1) month before your camp dates, collect all General Release Waivers and Medical Forms from your students and submit the **Prior to Arrival form online** (www.codesschool.com/prior-to-arrival-form) no later than 30 days prior to camp. We will use the Prior to Arrival submission to create your Cabin and Trail group rosters and the final bill.

- Complete the 24hr Health Screening.** Download our Health Screening form and complete this step no more than 24hr prior to arrival to camp—this screening should be completed by the school nurse or a designated teacher. Students cannot attend camp if they have signs or symptoms of a contagious illness/condition. Submit these forms to camp upon arrival.

- Arrival Day.** Upon arrival, submit the final payment, important documents, and student medication to CODES Admin. All schools should arrive between 10:30-11am; please notify us of any delays.