

## Step-by-Step Planning Guide for CODES

- **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](mailto:codes@milehighpines.com)
  - c. Complete our Availability Form online at [www.codesschool.com](http://www.codesschool.com)
  
- **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 31<sup>st</sup> if your school is attending from Sept-Dec
  - b. September 1<sup>st</sup> if your school is attending from Jan-May
  
- **Spread the Word.** Discuss the camp experience and your fundraising needs with your students' parents. If this is your school's first or second year with CODES, we'd love to attend your camp PTA meeting to help answer questions and explain what CODES is all about!
  
- **Recruit Chaperones.** If your school opts out of using CODES' 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 school Chaperones for camp.
  
- **Distribute Camp Documents.** Download our Important Documents from our website and distribute them to parents. Parents should receive the Parent Info Packet, General Release Waiver, and Medical Form.
  
- **Submit the 25% Advanced Deposit.** 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
  
- **Close Registration.** Close registration, collect all General Release Waivers and Medical Forms from your students and submit the Prior to Arrival online 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. Students cannot attend camp if they have signs or symptoms of a contagious illness/condition. Submit these forms to camp up arrival.
  
- **Arrival Day.** Upon arrival, submit payment, important documents, and student medication to CODES Admin. All schools should arrive between 10:30-11am; notify CODES Admin of any delays.