

- 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. Call (909) 794-2824
  - b. Email [codes@milehighpines.com](mailto:codes@milehighpines.com)
  - c. Use the Availability Form [www.codesschool.com/reserve-camp](http://www.codesschool.com/reserve-camp)
- Submit your Contract & Deposit.** A signed contract and 10% non-refundable Deposit are required to reserve your dates. The due date for both items is:
  - a. May 31<sup>st</sup> if your school is attending in Sept - Dec
  - b. September 1<sup>st</sup> if your school is attending in Jan - May
- Spread the Word.** Discuss the camp experience and your fundraising needs with your team and parents. If this is the school's first or second year with us, we'd love to attend your camp informational meeting to help answer questions and explain what CODES is all about!
- Recruit Chaperones.** If your school chooses to bring its own Chaperones, the school is required to screen and train these individuals. Please use our "Chaperone: Rules & Tips" document to assist you.
- Distribute Camp Documents.** Go to "Downloads & Camp Forms" on our website and distribute the following to parents:
  - a. Parent Info Packet
  - b. Release Waiver & 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 the Prior to Arrival form online.** Close student registration five (5) weeks before your camp dates, collect all General Release Waivers and Medical Forms, and submit the **Prior to Arrival form online** ([www.codesschool.com/prior-to-arrival-form](http://www.codesschool.com/prior-to-arrival-form)) no later than four (4) weeks 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 be completed by the school nurse, a teacher, or parents). Students cannot attend camp if they have signs or symptoms of a contagious illness/condition. Bring these forms to camp.
- Arrival Day.** Upon arrival, submit the final payment, Release Waivers & Medical Forms, and student medication to Camp Admin. All schools should arrive between 10:30-11am; please notify us of any delays.