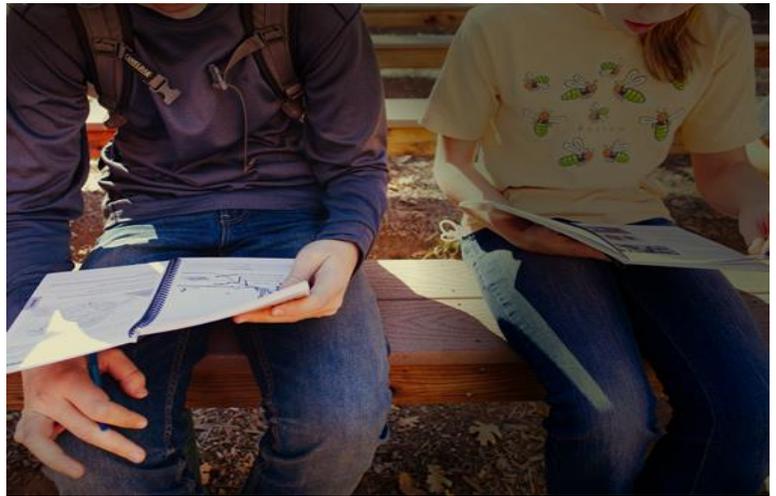


# PARENTS' INFORMATION PACKET



## WELCOME to CAMP

Hello Parents!

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

We want to ensure that they have the *ultimate* experience, so we have created a packet for you to learn about camp's expectations, what you can expect, and of course, to be used for pre-camp planning.

We look forward to seeing your students,

Program Development Coordinator

## TABLE of CONTENTS

### *Students and Parents*

Preparing for Camp	1
Medications & Health	1
Arrival & Departure	1
Planning Checklist	3
Program Variations	4
Important Things to Know	5
FAQs	7
Allergies & Dietary Restrictions	11
Menu	12

### *Forms*

Parent/Student Contract	13
4 Day Schedule	14

## OUR MISSION

To give every child a lifelong love of learning through experiential education in the natural environment.

## CHECK ONLINE for MORE

Download documents, waivers, supplemental information, and find out the latest news online by going to <https://www.codesschool.com>.

## GET READY for ADVENTURE

We are SO glad that you've decided to send your student to camp! With every student that comes, we strive to take note of each one's experience and to use their feedback to continuously improve our program to best meet the needs of every guest we host. We invite you to share with us both the good and the bad, things like: dietary needs, whether this is your student's first time away from home, and even activities that your student is looking forward to participating in. George Bernard Shaw once said that "progress is impossible without change", and here at CODES we want to partner with you and your student to promote positive change in their lives through outdoor education.

## PREPARING for CAMP

- Use the Planning Checklist on pg 3 to prepare for your trip.
- Health forms must be completed and submitted to your school representative no later than **6 weeks prior to arrival**. It is the school's responsibility to provide for students who may have physical or mental disabilities, or for students who need aides or additional support/supervision.
- Teachers or a school health professional is responsible for communicating medical needs, dietary needs, or any other special student needs **1 month prior to arrival** to camp. So make sure you get them the correct information about your student well in advance.
- Our refund policy is as follows: Refunds may be requested and will be approved if the request is submitted by your school's representative to camp no later than **2 weeks prior to the camp start date**. All other refund requests will be denied. Mile High Pines will always issue payment back to the school and it is the school's responsibility to ensure that payment is returned to those who requested it.

## ARRIVING LATE to CAMP

If your student will be arriving late to camp, please let your teachers know as soon as possible. Keep them updated on your ETA to camp and on any changes that may have occurred. A student who is arriving late to camp because of illness must be cleared by a doctor before he/she will be admitted.

## DEPARTURE PROCEDURES

On Departure Day, all student medication will be returned to the lead teacher and should be placed on the bus with the corresponding student. **You will not receive any forms back**. Buses should leave camp **no later than 11am**, so plan your pick up at the school accordingly.

## MEDICATIONS

\*All medications **MUST be in the original box or bottle** it was purchased in, and it **MUST have the administering information** on the packaging. **Loose medication cannot and 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. **Please do not send this type of medication.**
4. The medication is not intended for the age of the student. **Please do not send this type of medication.**

## MEDICATIONS (cont'd)

### 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, place 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.

### Other Languages and Forms

1. CODES cannot accept any medication or forms that are not labeled/prescribed/written **in English**.
2. CODES cannot accept a school release form, medication form, or any other paperwork in lieu of the CODES provided forms unless it is supplementary to enact as a standing order from the school.

### Organizing Paperwork

Please staple the General Release Waiver and Medication Form together for your student. You will not receive these forms back at the end of camp; make copies if needed.

### 24 Hour Health Screening Form

By order of the CA Department of Public Health, individuals **cannot** attend camp without medical exemption if they have lice (nits, nymphs or adults), bed bugs, influenza, or any other communicable/contagious disease. ALL students need to be prescreened using the 24hr Health Screening Form prior to loading the bus. During the course of camp, if any student or adult shows symptoms of a communicable/contagious disease (e.g. chicken pox, measles, norovirus) he/she will be sent home at the earliest opportunity. This policy is in consideration of the affected individual's comfort as well as the health and well-being of the remaining students and teachers.

### Medications to Bring and Not to Bring

1. **DO NOT SEND:**
  - o Vitamins (doctor's note is required)
  - o Essential oils (doctor's note is required)
  - o Over-the-counter, generic pain reliever (we have this on-site)
  - o PediaSure or similar dietary supplements (doctor's note is required)
  - o Allergy medication for students who rarely have seasonal allergies (unless they need it daily or have a severe allergy)
  - o Medication intended for adults (doctor's note is required)
  - o Medication that the student has never tried at home (there are many risks involved when a student tries a new medication & this should be done with access to the student's pediatrician)
  - o Medication that is not being used for the intended, labeled purpose (i.e. using Benadryl as a sleep aid).
2. **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).

## PLANNING CHECKLIST

12 Months – 3 Months before Arrival	
	Attend your school's camp PTA Meeting/presentation.
	Discuss payment plan options with your student's teachers.
	Fundraise! You can never start too early.
3 Months – 1 Month before Arrival	
	Gather all of the forms & permission slips necessary to send your student to camp. Highlight all deadlines. Forms must be completed & submitted <b>6 weeks prior to arrival</b> .
	Review Packing List. All students <b>MUST</b> bring a backpack, a water bottle, and multiple writing utensils.
	Discuss behavioral expectations, and consequences of misbehavior at camp with your student.
	Sign & submit the Parent/Student Contract (pg 16) if your school requires it. <b>Parents are REQUIRED to pick up their student immediately should they be dismissed from the program for any reason.</b>
	FUNDRAISE!
1 Month – 1 Week before Arrival	
	Double check that all required forms have been submitted.
	Get a doctor's note for any medication that will going to camp with your student.
	Check & treat your student's bedding for bed bugs and lice (pg 13).
	Ensure that your student is healthy (100% recuperated/non-contagious if he/she was recently ill).
	Send mail <b>1 week in advance</b> for your student, or give mail to teachers on departure day.
Last Day before Departure	
	Prepare your student's medication (pg 3)
	Cover your student's luggage & label it with their first and last name.
Departure Day	
	*Have your student complete the 24hr Health Screening with a school health professional.
	Remove all contraband. <b>PHONES</b> , weapons, gum, snacks or any other item that is prohibited at school is considered contraband and <b>NOT ALLOWED</b> at camp.
	Turn in ALL medications, including inhalers. They should be properly labeled and stored (in Ziplocs), and on the same bus that your student is on.
	Say goodbye & encourage your student to have an amazing time at camp!

\*The CA Dept. of Public Health requires that each student is screened before attending camp. Students may not attend if they have lice, bed bugs, influenza, or any other contagious disease/illness.

## PROGRAM VARIATIONS

### One Day Field Trips

Schools will choose two or three courses, depending on the group's size, from those offered in our outdoor education curriculum and our leadership curriculum. CODES does provide meals for field trips at an additional cost, otherwise students must pack a lunch.

### Leadership Camp

Leadership Camp is a great experience for both students and teachers alike! Our program focuses on seven leadership principles: communication, goal-setting, courage, effective teamwork, delegation, vision, and recognition of strengths and weaknesses.

### Classes

- **Initiatives:** Students will be offered games, challenges, and puzzles that they must solve as a group by learning the principles of: effective communication and delegation to reach a common goal; taking the initiative and cooperation; and how to maximize their strengths and embrace their weaknesses.
- **Leadership through Nature:** Students will meet our live animal collection and learn the importance of: vision; using the right tools for the job; self-control; and drive/ambition.
- **Leadership after Dark:** Students will experience how the wilderness changes once the sun goes down. This class will ask students to confront fear: the fear of confrontation, rejection, and the unknown.
- **Rock Wall, Low Ropes:** Students will experience team-building challenges and a chance to climb to the top of our 40ft Rock Wall. This class will impress upon students: the principles of goal-setting; encouragement; and the application of the scientific method as a problem-solving tool.
- **Survival:** Through friendly competition, student teams will elect a leader and compete to stay alive (under the watchful eyes of our Naturalists) by building shelters, procuring food and water, creating fire, and orienteering. This class will develop students' critical thinking skills and promote cooperation and leadership in a (hypothetical) crisis.

### Night Programs

- **Campfire:** Students will gather around the campfire to enjoy s'mores and to participate in games and camp patented shows.

## PROGRAM VARIATIONS (cont'd)

### CODES

CODES focuses on the CA Next Generation Science Standards (NGSS). Our Naturalists use lecture presentation, gamification, and experimentation to create learning opportunities for students.

Class	NGSS	Topics Covered
<b>Ecosystems</b>	5-LS2-1: Interactions, Energy & Dynamics MS-LS2-1, MS-LS2-2, MS-LS2-3, MS-LS2-4: Ecosystems: Interactions, Energy & Dynamics MS-LS1-1: From Molecules to Organisms: Structures & Processes	Interdependence, Abiotic, Biotic, Food Web, Decomposers, Soil Layers, Mixed Coniferous, Chaparral, Riparian, Lentic
<b>Consumers</b>	5-LS2-1: Interactions, Energy, & Dynamics 5-PS3-1: Energy MS-PS1-3: Matter & Its Interactions MS-LS1-4: From Molecules to Organisms: Structures & Processes MS-LS4-4: Biological Evolution: Unity & Diversity	Herpetology, Mammalogy, Ornithology, Food Web, Specialization, Native Bird ID, Adaptations, Stewardship, Animal Classification
<b>Producers</b>	5-LS1-1, MS-LS1-4: From Molecules to Organisms: Structures & Processes MS-PS1-3: Matter & Its Interactions MS-LS1-6: From Molecules to Organisms	Producers, Food Web, Photosynthesis, Plant Anatomy, Native Plant ID, Dendrochronology, Medicinal Plants, Seed Dispersal
<b>Watershed</b>	5-PS1-2: Matters & Its Interactions MS-ESS2-1, MS-ESS2-4: Earth's Systems	Watershed, Topography, Water Cycle, Stewardship, The Scientific Method, Riparian, Lentic
<b>Night Hike</b>	5-ESS1-1, MS-ESS1-1: Earth's Place in the Universe MS-LS1-8: From Molecules to Organisms: Structures & Processes	Astronomy, Rods & Cones, Eye Anatomy, Senses, Nocturnal Animals, Nocturnal Adaptations, Triboluminescence
<b>Rock Wall &amp; Low Ropes</b>	3-5-ETS1-2, MS-ETS1-2: Engineering Design	The Scientific Method
<b>Review</b>		Review of All Topics

## IMPORTANT THINGS to KNOW

### Cars and Drivers

Schools are required to have **at least one car on campus**, for emergency purposes.

### School-Provided Chaperone Supervision

It is the responsibility of the school to properly background check and screen all adults attending camp. It is the teachers' responsibility to supervise the behavior and discipline of all adults attending camp including sending a chaperone home if they breach a policy or become harmful to or inhibit the program.

## IMPORTANT THINGS to KNOW (cont'd)

### Illness and Injuries

Our trained and certified First Aid team (HQ and all CODES staff) will respond to illnesses and injuries on-site. However, it is your teachers' responsibility to wait with a student that cannot attend class due to illness or injury or one that is waiting for a parent pick-up. Students are permitted to miss **one class** due to illness or injury. If they are not recuperated before the start of the second class since they fell ill or got injured, it is the teachers' responsibility to coordinate a parent pick-up with the Medical Monitor on duty.

Our Medical Monitor on duty may call parents to discuss care that is beyond standard First Aid.

### Emergencies

In an emergency that requires evacuation, it is the teachers' responsibility to have an up-to-date student roster to ensure that all students are present before the evacuation begins. In a medical emergency that requires an ambulance or emergency transport, it is the teachers' responsibility to ride with the student to the hospital and to stay with the student until his/her parent or guardian arrives at the hospital.

### Cameras

Phones being used as cameras are **NOT** permitted at camp (this includes phones that do not have data). If students wish to document their experience, they may bring digital or disposable cameras. Secondly, cameras are for trails and **outside use ONLY**. Cameras should **never** be used inside a cabin by students or adults. A student or adult who is misusing a camera, even in jest, will be dismissed from camp.

### Contraband

Electronic devices more advanced than a digital camera are **not permitted** at camp. **All items that are banned or prohibited at school are banned and prohibited at camp:** the possession of weapons and illegal substances of any kind will result in immediate dismissal and possibly further consequences at the school's discretion. Food, drinks, and gum will be confiscated and returned to students at the end of camp. Any special food for those with dietary restrictions or health concerns should be turned into the lead teacher who will, in turn, give it to CODES Administrative staff to be distributed at the proper times.

### Student Aides

An aide should be provided:

1. If a student uses an aide at school, he/she should have an aide at camp.
2. If a student is unable to dress, feed, bathe, or use the restroom by themselves, **an aide is required.**
3. If a student uses a wheelchair, **an aide is required** due to the many inherent challenges that a natural outdoor environment presents.
4. If a student has a condition that requires consistent one-on-one supervision, **an aide is required.**
5. If a student cannot behave themselves or consistently detracts from the experience of other students in programs or classes, an aide should be provided.

Unless otherwise arranged with the school, all aides will be housed in the same cabin as the student they are assisting.

## PARENTS' GUIDE to CODES (FAQ's)

### What are the facilities like at Mile High Pines?

The CODES (CA Outdoor Education and Science School) program runs at Mile High Pines (MHP) camp. The camp facilities have been in operation since 1945 and have been continuously updated and modernized through the years. There are two campuses on grounds, Upper and Lower Pines, that are used in conjunction and independently of one another depending on schools' needs.

Our camp has several meeting/general assembly rooms, many with fireplaces, and has a Dining Hall where students' meals will be prepared and served by our Kitchen Team. The activities at MHP vary depending on the programming deemed appropriate by the school or due to weather conditions. On site, there are three basketball courts (1 full size, indoors), two volleyball courts (1 full size, indoors), a Gaga Ball pit, rock wall, zipline, turf field, two amphitheatres with fire pits, a swing set, an archery range and many other activities. Our camp is also within walking distance of Jenks Lake and Frog Creek.

Our cabins are furnished with solid pine bunk beds with mattresses. Lower Pines' cabins have restrooms in the cabins, while Upper Pines' cabins have large bath houses just steps away from each cabin.

### How will my student be supervised and by whom?

Students are supervised by CODES' Staff—background checked, paid professionals trained or certified in MHP's Child Protection Plan (abuse prevention), American Red Cross First Aid, CPR & AED, Wilderness First Aid, American Red Cross Lifeguard, High Ropes Course, etc. Cabin Leaders will sleep in the cabins with students, lead students from activity to activity, and supervise them throughout the day, while Naturalists lead and supervise students on hikes. If your school has opted to provide their own Chaperones, the school is responsible for selecting, screening and informing those Chaperones of their responsibilities prior to camp.

### What is the disciplinary system like?

CODES Staff is trained in our 5-step system. First, students will receive a verbal warning. If the unwanted behavior continues, a 5 min Time Out (TO) is given. If the behavior continues, the TO increases to a maximum of 15 min using 5 min increments. If the behavior continues after a student has grossed a 15 min TO, CODES Staff are obligated to involve teachers which may result in a call home and dismissal from camp.

Minor Violations	Min. Consequence	Max. Consequence
Foul language	Verbal Warning	15 min TO
Inappropriate gesture or conversation	Verbal Warning	15 min TO
Name calling/excessive teasing or bullying	Verbal Warning	15 min TO
Repeated disruption in cabin after Lights Out	Verbal Warning	15 min TO
Repeatedly disrupting activities/not following directions	Verbal Warning	15 min TO
Tardiness	Verbal Warning	15 min TO
Wandering without permission	Verbal Warning	15 min TO
Major Violations	Min. Consequence	Max. Consequence
Any activity that is inherently dangerous to self or others	15 min TO	Immediate dismissal
Cabin raiding/pranks/bullying	15 min TO	Immediate dismissal
Fighting or Stealing	15 min TO	Immediate dismissal
Intentionally destroying property	15 min TO	Immediate dismissal
Other behaviors at the discretion of CODES Admin Staff and teachers	15min TO	Immediate dismissal
Outright defiance	15 min TO	Immediate dismissal
Possession of illegal substances or weapons	No Warning	<b>Immediate dismissal</b>
Unauthorized leaving of cabin/entering a cabin of the opposite gender	15 min TO	Immediate dismissal

## FAQ's (cont'd)

### **What if I need to get in contact with CODES Admin Staff?**

It is the **teachers' responsibility to communicate with parents** before, during, and after the camp experience. Please DO NOT call our offices to inquire about your student, but defer to your school's teachers.

### **What is the daily schedule like?**

We offer students activities that are a mix of school and camp life—classes, Rec Time, evening assemblies, songs, games, campfire nights, skit nights, meals, and stewardship goals both in cabins and on grounds. Our classes are when students go hiking and when they learn everything from life sciences to wilderness survival skills and team building. There is down time scheduled throughout the day and Rec Time (recess) to keep students refreshed and energized.

### **What is the dining experience like? What if my student has special dietary needs?**

The MHP Kitchen Team serves home-style, kid-friendly meals, foods that most students are familiar with. All meals are nutritious, plentiful and delicious and while students are encouraged not to waste food, there is always food available for multiple helpings.

Remember, please **DO NOT** send food/snacks up with your student unless a medical condition or dietary restriction requires it.

### **Vegetarians, Gluten-free & Other Dietary Restrictions:**

**Notify your teachers** (NOT CAMP) a minimum of **one month in advance** if your student has any dietary restrictions. Vegetarian students will be given an alternative at meals where there is no other protein substitute (e.g. a veggie burger instead of beef).

In special cases parents may have to supplement the menu by sending food up with their student such as snacks or entire meals. If you would like to supplement the menu yourself, you may call (909) 794-2824 and ask to speak with the Food Service Manager to get the menu for the week of your student's stay.

\*Please note, that in most cases, we can accommodate gluten-free diets, lactose intolerant diets, strawberry, seafood, and nut allergies. However, soy-free, vegan, severe allergies, and combination allergies will require either snack or entire meal supplements.\*

### **Will I be allowed to call my student or to have my student call me?**

We understand that not every call home, particularly in the case of homesickness, will cause a domino effect leading to a trip home, but calls from parents or to parents will pull students out of their activities, both physically and mentally, which is disruptive and becomes problematic when several students request to use our office lines to call home.

Instead, please send a letter the week before your student will attend camp (so it arrives on time) or send letters up with your student's teachers. Teachers deliver mail to students daily; if you would like mail to be delivered on specific days, indicate this on the mail itself. Please address mail as:

CODES at Mile High Pines  
ATTN: Student's Name, School  
PO Box 397, Angelus Oaks, CA 92305

## FAQ's (cont'd)

In the event of a family emergency you **MAY** call to speak with your student or to arrange a pick-up.

### What about illness and medications?

All medications and health concerns should be listed on the CODES Medical Form. Medications are dispensed by our Medical Monitor team that is on-call 24/7 or by our Naturalists who are First Aid, CPR, & AED certified (they carry all the medications for any student in their Trail Group with them on all hikes and at evening assemblies).

### What curriculum is provided for the students?

MHP continues to update and modify its curriculum as scientific knowledge expands and as the now named California Next Generation Science Standards require. Our curriculum has been tailored to fit the ecosystems and wildlife found at MHP and our Naturalists are trained to use grade-appropriate material depending on the school in attendance.

### What happens if my student will celebrate his/her birthday while at camp?

Please notify teachers if your student will be celebrating his/her birthday while at camp. Our Kitchen Team makes a special dessert for all birthday boys and girls, we sing to them, and they participate in other special camp traditions. If you would like to send a birthday gift to your student, remember to indicate this on the package; it will be given during the dinner celebration.

### What if my student has never been away from home before?

It is our desire that every student feels safe and cared for in such a way that they are comfortable. However, if you are worried about how your student will feel away from home, we recommend planning a few sleepovers at a friend's or family member's house. This will be a good test to see if your student can make it through the night without becoming homesick, and it will allow them to get used to the idea of being away from home.

### What if my student wets the bed?

Many students still wet the bed and CODES Staff is committed to handling these situations with discretion. We recommend that parents provide nighttime underwear (e.g. GoodNights, Pampers UnderJams) to protect students' bedding and clothing, and additional pajamas just in case. **Please disclose that your student wets the bed** on the General Release Waiver/Health History Screening form. If your school is using CODES' Cabin Leaders, our Staff will inform your student that if he/she has an accident, they can simply tell us and we will take care of the rest. We wash all clothing and bedding as discreetly and quickly as possible.

### What should my student pack?

Every student must bring:

#### Backpack

#### Pens and pencils (multiple)

2 pairs of socks/day

Clothing appropriate for the weather (e.g. beanies, gloves, snow pants)

#### Chapstick

Bedding (pg 13)

Sturdy, closed toed shoes

#### Water bottle (≥ 16oz)

Towel & Toiletries

Rain jacket or heavy coat

## FAQ's (cont'd)

We get SNOW as late as May, so no matter the season, please **pack clothing that can be layered**. Sandals, flip flops and/or dress shoes are not allowed on hiking trails.

Students **should not pack** phones, smart watches, tablets, or other electronic devices. Cameras are allowed for outdoor use only.

### Prepare Your Students with the 5 B's

Before every class, students will be asked to gather their "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* (students receive this in their first class). **Each student needs to have their own backpack, water bottle, and writing utensils**. In the event that a student does not have these items, he/she may borrow what is needed for the week from the "CODES Closet".

### Prepare Your Students for the Weather

Please look up the weather in Big Bear, CA one week prior to your arrival date to ensure that your students are prepared. Mountain weather changes rapidly, we cannot stress enough the importance of packing warm clothing, proper hiking gear, pants (not shorts), adequate bedding, and especially chapstick and sunscreen. Remember, it's better to have it and not need it, than to need it and not have it.

### Special Considerations (Student Aides)

If your student has special considerations, please discuss them with CODES Admin Staff before you leave for camp. In some cases, students may need an aide or additional supervision from a teacher. It is our goal to provide care for every student, but our staffing and policies do not allow us to provide one-to-one supervision. If a student may have difficulty with the program content, we will make whatever adjustments are possible and reasonable. However, in some cases it may be best for your school to provide a one-to-one aide. Instances in which this may be warranted are: (1) if the student has a one-to-one aide in school for a physical disability, emotional support, or learning disability; (2) if the student has mobility restrictions and would find it difficult to walk 1-2mi/day; and (3) instances at your discretion in conjunction with your school.

### Keeping Camp Safe for all Campers (Bed Bugs and Lice)

Two important issues are always a concern for the hospitality industry at large, and camps are no exception: bed bugs and lice. On most occasions these issues are not detected for several days or even weeks after there has been an occurrence. These types of parasites are non-discriminatory and can be picked up and transmitted by anyone. They are resilient and can survive for long periods without a food source. The best defense against them and method of killing them is **heat**.

We strive to prevent any issues at our facilities in a way that is as minimally invasive and as private as possible, therefore:

1. Prior to arrival, **all student bedding (including pillows) must be washed and dried for a minimum of 30 min on high (the drying process is critical)**, and then checked for evidence of bed bugs or lice.
2. Prior to arrival, your school **MUST** complete the 24hr Health Screening to physically check all students and adults attending camp for head lice (nits, nymphs, and adults). Any student or adult who fails this check **CANNOT** attend camp.

## FAQ's (cont'd)

3. If a student fails the lice check, but is able to resolve the issue before the camp week is over, he/she may arrive to camp late provided that this is the arrangement agreed upon with the school.
4. If a student or adult is found to have lice or bed bugs after arriving at camp, they will be dismissed from the program to reduce the possibility of transmission. If the bugs are found on the individual's belongings but not on the individual, we have laundry facilities on grounds and will discretely launder all affected belongings.
5. **Trash bags:** Cover all luggage items with a large trash bag. Place all bedding and pillows inside of one as well. Pack one or two extra trash bags with your student to store all clothing (dirty or clean). Once back home, wash all clothing and bedding immediately. If you are unable to do so, leave the bags, clothing, and luggage in the hot sun for a few hours or put everything in a hot dryer until they can be laundered.

Please note, MHP uses preventative treatments in cabins with professional grade equipment and has regular Health Dept. inspections. Combined with your help, we can continue to be successful and proactive in protecting our staff, facilities, and guests from these types of health concerns.

## ALLERGIES and DIETARY RESTRICTIONS

**Please list all allergies on the Health History form and notify your student's teacher.**

### Skin Allergies

Insect bites, poison ivy, latex, and other allergens can produce as minor a reaction as dermatitis (redness, itching, swelling) to as serious a reaction as anaphylactic shock. Should a student have a serious allergy, please send an EpiPen or the appropriately prescribed medication with them to camp.

### Food Allergies

Common food allergies:

1. Peanuts/tree nuts: **We do not** serve peanut products at MHP. However, if any student at camp has a nut allergy, bear in mind that:
  - a. Our menu includes foods processed in facilities that process peanuts.
  - b. We occasionally use alternative nut butter spreads (like Sun Butter or Wow Butter).
  - c. 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.

Please report ALL food allergies and dietary restrictions (no matter how minor) to your student's teachers. Due to our inability to cater our food service operations on an individual basis, if your student cannot eat the foods on our menu (see below), or if they cannot eat foods labeled "prepared in a facility that processes milk, eggs, or nuts", we suggest that you **send up appropriate meals and/or snack substitutes for your student.**

## ALLERGIES and DIETARY RESTRICTIONS (cont'd)

### Sending Up Your Own Food

If your student cannot consume the food on our menu, we are happy to microwave any pre-packaged and prepared foods provided that they are simple, easy to manage (no prep required), and that you have notified us in advance via your school's lead teacher. Please **do not send** up any food with peanuts!

### SAMPLE MENU

CODES: Sample 4 Day Menu				
MEAL	DAY 1	DAY 2	DAY 3	DAY 4
<b>Breakfast (AM)</b>  Wed 8:00 Thurs 8:00 Fri 8:30	ARRIVAL	Pancakes Sausage patties Cereal/Oatmeal Bagels & cream cheese	Bacon Scrambled eggs Hash brown patties Cereal/Oatmeal Bagels & cream cheese	French toast Sausage links Cereal/Oatmeal Bagels & cream cheese
<b>Lunch (PM)</b>  Tues 12:30 Wed 12:00 Thurs (on trail)	Hamburger & Fries Chili, Fruit cocktail Salad bar Dessert: Pudding	Pizza (cheese/pepp.) Peaches (canned) Soup, Salad bar Dessert: Jello	Turkey hoagie Chips, Capri-Sun Dessert: Chocolate chip cookies	Snack: Granola bar Water/Juice
<b>Dinner (PM)</b>  Tues 5:30 Wed 5:30 Thurs 5:30	Fried Chicken/Turkey dinner Mashed potatoes & Gravy Corn, Biscuit Salad bar Dessert: Ice cream	Beef tacos Spanish rice Lettuce, Tomato Cheese, Salsa Refried beans Dessert: Churros	Spaghetti & Red sauce w/beef Bread sticks Salad bar Dessert: Cake	DEPARTURE
<b>Evening Snacks</b>	Ritz crackers & cheese dip	M & M cookies	S'mores (milk choc.)	
<b>Notes</b>	Fresh fruit (oranges & apples) is available at all meals. When notified in advanced, we provide some vegetarian, vegan, dairy free, and gluten-free alternatives which may/may not be a direct substitute for the original menu item.			

## PARENT STUDENT CONTRACT

### STUDENT AGREEMENT:

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

- |  |  |
|--|--|
| <input type="checkbox"/> I understand that if I do not follow this behavior contract, I may have to leave camp early.                        | <input type="checkbox"/> I will come to each class with my 5 B's: (1) a backpack, (2) a bottle of water, (3) a ballpoint pen or pencil, (4) a bladder that is empty, and (5) a book that I will receive in my first class. |
| <input type="checkbox"/> I will wear the proper clothing at all times; dressing appropriately for the weather.                               | <input type="checkbox"/> I will refrain from negative behavior towards myself, my fellow campers, camp staff, and to camp property.  |
| <input type="checkbox"/> I will communicate to my Cabin Leader or Naturalist if I have an issue with a peer that I cannot resolve on my own. | <input type="checkbox"/> I will participate in all activities and classes.   |
| <input type="checkbox"/> I will use positive language at camp.   |  |
| <input type="checkbox"/> I will try my best to get along with and to be inclusive with every student at camp.                                |  |
- \_\_\_\_\_
- Camper Signature Date

### PARENT/GUARDIAN AGREEMENT:

We want CODES to be a positive experience for every student. Those who hinder this goal will be dismissed from camp and **must be picked up by a parent/guardian immediately** (regardless of the time of day).

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

- Be supportive of my student by encouraging them to follow the rules and by equipping them with the items on the Packing List.
- Understand that the following are grounds for immediate dismissal from camp: (1) fighting/stealing, (2) any activity that is inherently dangerous to self or others, (3) outright defiance/intentionally destroying property, (4) cabin raiding/pranks, (5) unauthorized leaving of cabins/entering cabins of the opposite gender, (6) other behaviors at the discretion of CODES Admin staff. (CODES Admin will never dismiss a student without consent from your school's teachers.).
- Immediately pick up my student from camp if he/she is dismissed from camp early due to illness or injury.
- Be supportive and available if a CODES Staff member needs to call to ask questions concerning the specific needs of my student (e.g. dietary or medical).
- Talk about homesickness in advance, and advise my student on how to handle it. I will try practice separations (i.e. a weekend with grandparents or sleepover at a friend's), and will not make a "pick up deal" with my student. Instead, I will positively reinforce their camp experience.
- I will make all prior arrangements with my student's school if they have specific needs at camp. I will communicate in a timely manner so my student can be well provided for.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4 DAY SCHEDULE

### TUESDAY

### DAY 1

10:30 am—11:00 am	Arrival
11:00 am—11:55 am	Orientation Meetings <sup>1</sup>
11:55 am—12:25 pm	Move into cabins
12:25 pm—12:30 pm	Line Up   Announcements
12:30 pm—1:00 pm	<b>LUNCH</b>
1:00 pm—1:30 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
1:30 pm—3:30 pm	Line Up   Class <sup>6</sup>
3:30 pm—3:45 pm	Cabin Time <sup>2</sup>
3:45 pm—4:50 pm	<b>FIRE DRILL<sup>4</sup></b>   Recreation Time
4:50 pm—5:15 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm
5:15 pm—5:30 pm	Line Up   Announcements   Flag
5:30 pm—6:15 pm	<b>DINNER</b>
6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
6:45 pm—7:15 pm	Line Up   Stewardship Talk
7:15 pm—9:00 pm	Good Skit, Bad Skit
9:00 pm—10:00 pm	Prepare for bed
10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)

### THURSDAY (omitted for 3 day program)

### DAY 3

7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 7:30 am
7:55 am—8:00 am	Line Up   Flag
8:00 am—8:30 am	<b>BREAKFAST</b>
8:30 am—9:00 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
9:00 am—3:00 pm	Line Up   Prep <b>LUNCH</b>   Extended Hike <sup>6</sup>
3:00 pm—3:45 pm	Cabin Time <sup>2</sup>   Prep for Skit Night
3:45 pm—4:50 pm	Recreation Time
4:50 pm—5:25 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm
5:25 pm—5:30 pm	Line Up   Announcements   Flag
5:30 pm—6:15 pm	<b>DINNER</b>
6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Finalize skits
6:45 pm—9:00 pm	Line Up   Student Skit Night
9:00 pm—10:00 pm	Prepare for bed
10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)

### WEDNESDAY

### DAY 2

7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 7:30 am
7:55 am—8:00 am	Line Up   Flag
8:00 am—8:30 am	<b>BREAKFAST</b>
8:30 am—9:00 am	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
9:00 am—11:15 am	Line Up   Class <sup>6</sup>
11:15 am—11:55 am	Cabin Time <sup>2</sup>   Prep for Skit Night
11:55 am—12:00 pm	Line Up   Announcements
12:00 pm—12:45 pm	<b>LUNCH</b>
12:45 pm—1:15 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
1:15 pm—3:30 pm	Line Up   Class <sup>6</sup>
3:30 pm—3:45 pm	Cabin Time <sup>2</sup>
3:45 pm—4:50 pm	Line Up   Recreation Time
4:50 pm—5:25 pm	Cabin Time <sup>2</sup>   Meal Set-up <sup>5</sup> at 5 pm
5:25 pm—5:30 pm	Line Up   Announcements   Flag
5:30 pm—6:15 pm	<b>DINNER</b>
6:15 pm—6:45 pm	Cabin Time <sup>2</sup>   Activity Prep <sup>3</sup>
6:45 pm—7:15 pm	Line Up   Teacher's Meeting <sup>7</sup>   Game
7:15 pm—9:00 pm	Night Hike <sup>6</sup>
9:00 pm—10:00 pm	Prepare for bed
10:00 pm	LIGHTS OUT (5th grade, 9:45 pm)

### FRIDAY

### DAY 4

7:00 am	Rise-n-Shine   Meal Set-up <sup>5</sup> at 8 am
7:55 am—8:15 am	Move out of cabins
8:15 am—8:30 am	Line Up   Flag
8:30 am—9:00 am	<b>BREAKFAST</b>
9:00 am—10:15 am	Review Class <sup>6</sup>
10:15 am—10:45 am	Teacher's Meeting <sup>7</sup>   Goodbyes
10:45 am	Departure

<sup>1</sup> Meetings	Teachers meet with CODES Admin., students meet with Naturalists & Cabin Leaders
<sup>2</sup> Cabin Time	Rest   Work on skits, CODES homework, letters, etc.
<sup>3</sup> Activity Prep	Collect the 5B's   Change clothes/shoes depending on weather or activity
<sup>4</sup> Fire Drill	Stay in your cabin until the siren sounds   All cabins report to the parking lot
<sup>5</sup> Meal Set-up	The assigned Trail Group ONLY reports to the Dining Hall for set-up
<sup>6</sup> Cabin Leader Off	One CL is required to accompany the Naturalist, all additional CLs may have time off
<sup>7</sup> Evening Meetings	TUES: Teachers' Meet-n-Greet with CODES Staff   WED: Teachers meet with their students