

**PLEASE RETURN THIS FORM BY FEBRUARY 1, 2012**

**MEMO TO: PARENTS/GUARDIANS**  
**FROM: DIANE KAPAUN**  
**DATE: JANUARY 1, 2012**  
**RE: SPRING BREAK TRAVEL ARRANGEMENTS**

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My student's name is \_\_\_\_\_.

**“UNACCOMPANIED MINORS”:** Since all airlines have their own policy regarding the ages of unaccompanied minors, please check with your airline as to this policy before purchasing your student's ticket. We do not provide the service of accompanying a minor through any of the following procedures: check-in at the airport, security processing, boarding the plane, pickup at the gate, etc. If your student is an unaccompanied minor, you will need to arrange for chaperon service with a designated person or the airline itself.

Over the Spring Break, Colorado Rocky Mountain School is providing transportation on Saturday, March 17, 2012, via Gray Line Charter from CRMS to Denver International Airport. The bus will depart from CRMS at 5:00 a.m. Flight departures out of DIA should be scheduled for no earlier than 12:00 noon to allow for any delays the bus may experience due to inclement weather and to allow for adequate check-in time. The bus will be making one stop at the El Rancho exit west of Denver (Evergreen), so students riding to Denver (but who do not wish to go to DIA) can be dropped off at that location for parent pickup. Parents who wish to pick up their student at DIA should go to the passenger pickup and drop-off area (Level 4) near the United door and pick up their students. Reserve a seat on the bus for your student by contacting Diane in the Head of School's office by February 1.

To return from Spring Break to CRMS, we provide a Gray Line Charter bus from Denver International to CRMS on Sunday, April 1. The bus will be leaving the airport at 3:00 p.m., so plan to schedule flight arrivals into DIA any time prior to 2:00 p.m. (but no later than that). This allows time for possible flight delays, bag pickup and check-in with the bus chaperon prior to proceeding to the bus departure area as a group. Denver area parents dropping off students at DIA to ride the charter bus back to CRMS should bring their student to Level 4 of the west main terminal @ 2:00 p.m. and your students should then proceed to the information desk on Level 5 to check in with the chaperon. Once all reserved students have checked in with the chaperon, they will proceed together to the designated bus departure area. On the way out of Denver, the bus will also make a stop at the El Rancho exit west of Denver, so Denver area students can make arrangements to get on the bus at that location if it is more convenient and pre-arranged (see other side). Plan to be at El Rancho at 3:30 p.m. All seats for this return trip on the charter bus must be reserved by February 1.

Many students fly in and out of the Aspen airport and use Amtrak and Greyhound as well (also included on the attached form).

**\*\*\*If unscheduled travel complications make it impossible for your student to return to campus by 9:00 p.m. Mountain Standard Time on Sunday, April 1, please make arrangements for your student to stay overnight with friends or in a hotel and return to school the next day. Then notify Jennifer Ogilby, Dean of Students (cell: 970-274-0169) and Diane Kapaun (970-963-2562 ext 103) of your arrangements. We set 9:00 p.m. in the evening in fairness to our faculty members who provide ground transportation and pickups for your children and also prepare for classes the following day.**

PLEASE COMPLETE AND RETURN THIS FORM TO DIANE NO LATER THAN  
FEBRUARY 1 (can be faxed 970-963-9865 or e-mailed to [dkapaun@crms.org](mailto:dkapaun@crms.org))  
CALL DIANE WITH ANY QUESTIONS 970-963-2562 – EXTENSION 103

1. Student's name is \_\_\_\_\_

**STUDENT PICKUP AND RETURN BY PARENT**

2. \_\_\_\_\_ Parent or \_\_\_\_\_ (name other than parent) will be picking up student at CRMS –  
Please indicate whether it will be  
Friday, March 16 \_\_\_\_\_  
or Saturday March 17 \_\_\_\_\_  
For dorm check purposes, we need to know which students will be on campus Friday evening.

\_\_\_\_\_ Parent or \_\_\_\_\_ (name other than parent) will be returning student to CRMS on Sunday, April 1

**STUDENTS RIDING CHARTER BUS TO/FROM CRMS**

3. \_\_\_\_\_ Reserve a seat for student on the Gray Line Charter bus from CRMS to DIA on Saturday, March 17  
(leaving CRMS at 5:00 A.M.) and charge student's school account.  
He/she is departing on \_\_\_\_\_ (airline) Flt # \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m. (Enclose copy of itinerary - departure should be  
no earlier than 12:00 noon.)

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will pick up student at the El Rancho exit in Evergreen.

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will pick up student at DIA.

4. \_\_\_\_\_ Reserve a seat for student on the Gray Line Charter from DIA to CRMS on Sunday, April 1, (leaving  
DIA at 3:00 P.M.) and charge student's school account.

He/she is arriving on \_\_\_\_\_ (airline) Flt # \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. (Enclose copy of  
itinerary – flight arrival should be no later than 2:00 p.m.)

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will drop off student at DIA for the  
charter bus ride back to CRMS.

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will be bringing student to charter bus at  
El Rancho exit for bus ride to CRMS.

**STUDENTS DEPARTING/RETURNING BY ASPEN AIRPORT**

5. Student will be departing \_\_\_\_\_ (airline) Flt # \_\_\_\_\_ from Aspen on \_\_\_\_\_ (date) at  
\_\_\_\_\_ a.m./p.m. (Itinerary enclosed)

Student will be arriving on \_\_\_\_\_ (airline) Flt # \_\_\_\_\_ into Aspen on Sunday, April 1, at  
\_\_\_\_\_ a.m./p.m. (Itinerary enclosed). Try to arrange your student's arrival into Aspen prior to 5:00  
p.m. because most generally our last faculty-driven shuttle from Aspen is at 5:00 p.m. After that there  
are public bus and taxi options to return to school. A taxi costs approximately \$100.

**STUDENTS DEPARTING/RETURNING BY GREYHOUND BUS, AMTRAK, COLORADO MOUNTAIN EXPRESS**

6. \_\_\_\_\_ Departing CRMS by Greyhound bus on Saturday, March 17, out of Glenwood Springs - departure time  
is \_\_\_\_\_ a.m./p.m.  
\_\_\_\_\_ Departing CRMS by Amtrak out of Glenwood Springs on Saturday, March 17 – departure time is  
\_\_\_\_\_ a.m./p.m.  
\_\_\_\_\_ Departing CRMS by Colorado Mountain Express on Sunday, Saturday, March 17 out of Carbondale at  
\_\_\_\_\_ a.m./p.m.  
Confirmation number is \_\_\_\_\_.

AND

\_\_\_\_\_ Returning to CRMS by Greyhound into Glenwood Springs on Sunday, April 1 – arrival time is  
\_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Returning to CRMS by Amtrak into Glen wood Springs on Sunday, April 1– arrival time is  
\_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Returning to CRMS by Colorado Mountain Express into Carbondale arriving on Sunday, April 1 at  
\_\_\_\_\_ a.m./p.m.

Confirmation number is \_\_\_\_\_.