

**MEMO TO: PARENTS/GUARDIANS OF BOARDING STUDENTS**  
**FROM: DIANE KAPAUN**  
**DATE: SEPTEMBER 15, 2011**  
**RE: THANKSGIVING BREAK TRAVEL ARRANGEMENTS**

My student's name is \_\_\_\_\_. He/she is a boarding student.

**NOTE REGARDING "UNACCOMPANIED MINORS":** If you have designated your student as an "unaccompanied minor" when purchasing his/her ticket, the airline requires a designated adult to assist your child through the check-in process as well as to accompany them to the gate until flight departure---and also an adult to pick up the arriving student at the designated gate on the return flight. Please be aware that the faculty chaperon who accompanies our students on the charter bus to and from Denver International are working with up to 45 students per trip and are not able to provide individual check-ins or pickups for students riding the charter bus. If you designate your student as an unaccompanied minor, you will need to make other chaperon service arrangements with your airline.

To assist students in traveling over the Thanksgiving Break, Colorado Rocky Mountain School is providing transportation on Saturday, November 19, 2011 via charter Gray Line bus from CRMS to Denver International Airport and on Monday, November 28, 2011 from Denver International Airport to CRMS.

**Departing from CRMS (on the charter bus) for Thanksgiving Break:**

- The charter bus leaves CRMS at 5:00 a.m. (Saturday, November 19).
- Your student's flight schedules should depart from DIA no earlier than 12:00 noon. This allows for a two hour airport check-in (required during this busy holiday time) and also allows for inclement weather delays the bus may experience en route to Denver.
- **Denver parents:** The bus makes one stop along the way at the El Rancho exit 252 if you are headed west out of Denver (in the Evergreen area) , so students riding to Denver (but who do not wish to go to DIA) can be dropped off there for parent pickup (designate El Rancho as the pickup point when completing the next page).
- **Denver parents:** You may also pick up your student at DIA. Drive to the passenger pickup and drop-off area (Level 4) near the United door and meet your student there (designate DIA as the pickup point when completing the next page).

**Returning to CRMS (on the charter bus) after the Thanksgiving break:**

- Charter bus departs from the airport at 3:00 p.m. (Monday, November 28),
- Your student's flight should arrive 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 before proceeding to the bus departure area.**
- **Denver parents:** Bring your student to Level 4 of the main terminal at **2:00 p.m.** (designate on the form that you will bring your student to DIA and he/she will get on the charter bus at that location).
- All students proceed to the Information Desk (West Terminal) Level 5 to check in with the chaperon.
- When all students are checked in, they will proceed with the chaperon to the bus departure area together.
- **Denver parents:** The charter bus will also make an additional stop at the El Rancho exit west of Denver and your student can be picked up there. Plan to be at El Rancho @ 3:30 p.m. (and designate on the form that you will bring your student to El Rancho to be picked up by the charter bus at that location).

**Students flying out of Aspen on November 19:**

- Your student may take any morning flight out of Aspen. We make all efforts to provide faculty driven shuttles to the Aspen airport in the morning. Students are normally taken in groups.

**Students flying back into Aspen on November 28:**

- Plan your student's arrival time any time prior to 5:00 p.m.
- **CRMS will provide pickups twice that day prior to 5:00 p.m. and no pickups after that time.** After 5:00 p.m. transportation by public bus or taxi will be available from the airport to Carbondale. A taxi costs approximately \$110.

**NOTE:** If unscheduled travel complications make it impossible for your student to be back on campus by 9:00 p.m. Mountain Standard Time on Monday, November 28, 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 (970-274-0169), 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 have dorm duty that evening as well as prepare for classes the following day.

**PLEASE COMPLETE NEXT PAGE AND RETURN TO DIANE NO LATER THAN NOVEMBER 1 (CAN BE FAXED TO 970-963-9865)**

**STUDENT PICKUP AND RETURN BY PARENT**

1. \_\_\_\_\_ Parent or \_\_\_\_\_ (name other than parent) will be picking up student at CRMS --  
Please indicate whether it will be  
Friday, November 18 \_\_\_\_\_ (after 5 pm)  
or Saturday, November 19. \_\_\_\_\_  
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 Monday, November 28.

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

2. \_\_\_\_\_ Reserve a seat for student on the charter bus from CRMS to DIA on Saturday, November 19 (leaving CRMS at 5:00 A.M.), and charge student's school account (\$75).

\_\_\_\_\_ He/she is departing on \_\_\_\_\_ (airline) Flt # \_\_\_\_\_  
at \_\_\_\_\_ a.m./p.m. (Enclose copy of itinerary - departure from DIA 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.

3. \_\_\_\_\_ Reserve a seat for student on the charter bus from DIA to CRMS on Monday, November 28, (leaving DIA at 3:00 P.M.) and charge student's school account. (\$75)

\_\_\_\_\_ He/she is arriving on \_\_\_\_\_ (airline) Flt # \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. (Enclose copy of itinerary – make sure arrival time is 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 child to charter bus at El Rancho exit for charter bus ride back to CRMS.

**STUDENTS DEPARTING/ARRIVING 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 Monday, November 28 at \_\_\_\_\_ a.m. /p.m. (Itinerary enclosed). Arrival must be no later than 5:00 p.m.

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

6. \_\_\_\_\_ Departing CRMS by Greyhound bus out of Glenwood Springs on November 19. Departure time is \_\_\_\_\_ a.m. /p.m. (please circle).

\_\_\_\_\_ Departing CRMS by Amtrak out of Glenwood Springs on November 19. Departure time is \_\_\_\_\_ a.m. /p.m. (please circle).

\_\_\_\_\_ Departing CRMS by Colorado Mountain Express out of Carbondale on November 19. Departure time is \_\_\_\_\_ a.m. /p.m. (please circle). Confirmation number is \_\_\_\_\_.

\_\_\_\_\_ Returning to CRMS by Greyhound into Glenwood Springs on Monday, November 28, arriving at \_\_\_\_\_ a.m. /p.m. (please circle).

\_\_\_\_\_ Returning to CRMS by Amtrak into Glenwood Springs on Monday, November 28, arriving at \_\_\_\_\_ a.m. /p.m. (please circle).

\_\_\_\_\_ Returning to CRMS by Colorado Mountain Express into Carbondale on Monday, November 28, arriving at \_\_\_\_\_ a.m. /p.m. (please circle). Confirmation number is \_\_\_\_\_.

