

**RETURN THIS FORM BY NOVEMBER 30, 2011**

**([dkapaun@crms.org](mailto:dkapaun@crms.org) or fax 970-963-9865)**

**MEMO TO: PARENTS/GUARDIANS OF BOARDING STUDENTS**  
**FROM: DIANE KAPAUN**  
**DATE: OCTOBER 1, 2011**  
**RE: TRAVEL **WINTER BREAK** ARRANGEMENTS**

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**NOTE REGARDING “UNACCOMPANIED MINORS”:** Over the last few years some parents (when purchasing their student’s airline tickets for school breaks) have designated their student as an “unaccompanied minor” (due to their age). Once the child has been designated as such, the airline requires a designated adult to assist the child through the check-in process as well as to accompany the child 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 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 separate chaperon service arrangements with your airline.

To assist students in traveling over the Winter Break, Colorado Rocky Mountain School is providing transportation on Saturday, December 17, 2011 via Gray Line Charter from CRMS to Denver International Airport and on Tuesday, January 3, 2012, from Denver International Airport to CRMS.

Departing from CRMS for Winter Break (Saturday, December 17):

- The charter bus leaves CRMS at 5:00 a.m.
- Your student’s flight 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 west of Denver (exit 252 as you head west from Denver), so students riding to Denver (but who do not wish to go to DIA) can be dropped off there for parent pickup. Designate this pick-up 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 this pick up point when completing the next page).

Returning to CRMS after the Winter Break:

- Charter bus departs from the airport at 3:00 p.m. (Tuesday, January 3)
- Your student’s flight should arrive into DIA anytime 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.
- **Denver parents:** Bring your student to Level 4 of the main terminal at 2:00 p.m. Designate on the form (next page) that your student will be dropped off at DIA.
- All students proceed to the Information Desk on Level 5 to check in with the CRMS 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 (exit 252 as you head west from Denver) and your student can be picked up there. Plan to be at El Rancho @3:30 p.m. Designate on the form (next page) that your student will be dropped off at El Rancho.

Students flying out of Aspen on December 17:

- 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 into Aspen on January 3:

- 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. Taxi cost is approximately \$100

**Note:** If unscheduled travel complications make it impossible for your student to return to campus by 9:00 p.m. Mountain Standard Time on Tuesday, January 3, 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 also prepare for classes the following day.

PLEASE COMPLETE FORM AND RETURN IT TO DIANE NO LATER THAN  
NOVEMBER 30 (CAN BE FAXED TO 970-963-9865 or e-mailed to [dkapaun@crms.org](mailto:dkapaun@crms.org))

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 evening, December 16 \_\_\_\_\_  
or Saturday, December 17 \_\_\_\_\_  
For dorm check purposes, please designate the day of pickup -- we need to know which students will be on campus Friday evening.

\_\_\_\_\_ Parent or \_\_\_\_\_ (name other than parent) will be returning student to school on Tuesday, January 3.

**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, December 17, (leaving CRMS at 5:00 A.M.) and charge student's school account.

He/she is departing on \_\_\_\_\_ (name of 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 Tuesday, January 3 (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 – arrival should be no later than 2:00 p.m.)

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will be bringing student to DIA for the charter bus ride back to CRMS.

OR

\_\_\_\_\_ Parent (or \_\_\_\_\_) will be bringing student to El Rancho exit for the 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 Tuesday, January 3, at \_\_\_\_\_ a.m./p.m. (Itinerary enclosed) Arrival must be no later than 5:00 p.m.

**STUDENTS DEPARTING/ARRIVING BY AMTRAK or COLORADO MOUNTAIN EXPRESS**

6.

\_\_\_\_\_ Departing CRMS by Amtrak out of Glenwood Springs on Saturday, December 17 – departure time is \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Departing CRMS by Colorado Mountain Express on December 17 out of Carbondale at \_\_\_\_\_ a.m./p.m. Confirmation number is \_\_\_\_\_.

\_\_\_\_\_ Returning to CRMS by Amtrak into Glenwood Springs on Tuesday, January 3 – arrival time is \_\_\_\_\_ a.m./p.m.

\_\_\_\_\_ Returning to CRMS by Colorado Mountain Express into Carbondale arriving on Tuesday, January 3, at \_\_\_\_\_ a.m./p.m. Confirmation number is \_\_\_\_\_.