

Geneva Glen Out-of-State Transportation Information

Dear Camper Parents/Guardians,

We ask that parents/guardians of **ALL out-of-state** campers fill out our online travel form to ensure that your camper arrives safely and that we have the correct travel and contact information for those that will be transporting them to and from camp.

Access our travel form and information at: www.genevaglen.org/travel

If you have any questions about arranging or submitting your travel arrangements, please contact:

Grace Campbell at grace@genevaglen.org or 303-697-4621 x 35.

If camp will be providing transportation to/from the airport for our 2 week sessions:

- ◆ Please make reservations for **Denver International Airport** (DIA) within these time frames:
 - ◆ Arriving on **SUNDAY** between **11:00 am** and **2:00 pm**
[Click here](#) to sign up for our Check-In Airport Runs
 - ◆ Departing on **SATURDAY** between **10:00 am** and **1:00 pm**
[Click here](#) to sign up for our Check-Out Airport Runs
- ◆ If you must make arrangements outside of that time frame, please contact Grace **PRIOR to booking** to discuss the best options. We will do our best to accommodate all flights, but we **cannot guarantee** staff availability for flights outside of the window.
- ◆ Please make the reservations as soon as possible and submit the information to our [online form](#) as soon as they are made. We need this information in order to schedule and staff our airport runs.
- ◆ Several days before the beginning and end of each session, Grace will contact you and provide the name of the staff member accompanying your camper(s) to and from the airport, should you need to reach them.
- ◆ Geneva Glen is unable to provide airport run service to camper parents or other family members.
- ◆ Please read the more detailed information regarding our Airport Run procedures on the following page. Contact Grace Campbell at grace@genevaglen.org if you have any further questions.

If your camper needs airport transportation for Seedlings & Stardust or Myths & Magic:

- ◆ Please contact Grace Campbell at grace@genevaglen.org

If you will be arranging your camper's transportation to/ and from camp:

- ◆ Please provide the name and contact information of the person who will be bringing them up to camp for Check-In and picking them up for Check-Out, in the online [travel form](#).
- ◆ **For two-week sessions, Check-In begins no earlier than 2:00 pm**, so please make your travel plans accordingly.

If your **travel information changes** at any time, please re-submit your information via the same online form or send an email to Grace with the updated information.

Geneva Glen Airport Run Procedures and Information

Geneva Glen is happy to provide transportation for campers arriving at or departing from Denver International Airport. The following information is for parents/guardians who wish to take advantage of this service.

On or Before the Day of Departure:

- ◆ Make sure your camper's luggage is properly marked with their name, address, and phone number.
- ◆ Please re-confirm your camper's flight details with the airline and notify Grace of any changes.
- ◆ In the event of any changes or emergencies that would affect your campers' arrival or departure time, **please contact Grace on her cell 303-995-9255 ASAP.**
- ◆ If your camper is an unaccompanied minor and needs a name to provide the airline, please put down "**Geneva Glen Camp Staff**". If you have questions, please contact Grace.
- ◆ We recommend that you send your camper with the following:
 - **Cell Phone**, so that we can contact the camper in the event of schedule changes or unexpected situations. We will hold on to the phone while at camp for safe-keeping as cell phones are not permitted during the session.
 - **Identification**, as they may need some form of I.D. in order to travel. Please

Camp Contact Numbers for

Check-In/Check-Out Days:

Grace Campbell (work)

303-697-4621 x35

303-995-9255 (cell)

On-Duty Staff/ Camp Office

303-697-4621 x10

Upon Arrival in Denver:

- ◆ We will plan on having a staff member waiting at the arrival gate in a Geneva Glen Staff shirt. In the event of security policy changes or other unforeseen circumstances, our back-up plan is to meet the campers at their baggage claim carousel. Our staff will also attempt to contact the camper if we are unable to make it to the gate.
- ◆ We will have your camper call to confirm that they have arrived safely and been picked up by a staff member.

If possible, all GG airport staff will accompany campers from the gate to camp and back to the gate at the end of the session. For safety reasons, campers must stay with staff member at all times – except when airline personnel take responsibility. Campers will adhere to all van safety rules, as given by the Geneva Glen airport staff, and available through your CampInTouch account as the "Travel Rules" document, when they depart from Denver International Airport en route to camp (and on return to DIA).

Departure Information:

- ◆ We will arrive at the airport at least 2 hours before your camper's departure time.
- ◆ Separate airport runs will be made for flights more than two hours apart.
- ◆ Parents/guardians will be notified if there are any significant delays or changes in the flight.

We deeply appreciate our out-of-state and international campers and hope to make their stay in Colorado unforgettable! Don't hesitate to contact Grace (grace@genevaglen.org) if you have any questions!