



Cal-Wood Education Center Retreat Information Guide

This guide will be your go-to throughout the planning for your retreat at Cal-Wood. Please read through this packet as closely as possible to provide for the safest, most comfortable experience for yourself.

Contact Information:

Please contact the coordinator for your retreat before contacting someone from Cal-Wood.

Emily Collins, Retreats Coordinator, retreats@calwood.org - 508-246-9802

Alicia Lamfers, Director of Programs, alicia@calwood.org - 303-945-9899

Main Cal-Wood Phone Number: 303-449-0603

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Letter to Participants

We are pleased that you are participating in a retreat at Cal-Wood Education Center!

Cal-Wood is a private, non-profit organization dedicated to growing the diversity and number of people who experience nature and the Colorado mountains. Throughout the year we run school programs, latino family camps, retreats, and volunteer opportunities to help us meet our mission.

Cal-Wood is located 15 miles north-west of Boulder near the small town of Jamestown. Our 1,200 acre outdoor learning center, nestled in the foothills, is a spectacular facility with abundant wildlife, trails, and exploration opportunities.

Each cabin at Cal-Wood has a propane heater and electricity. The bathrooms and hot showers are located next door in the Calvert Lodge. The Lodge also holds the kitchen, dining hall, an indoor meeting area, and a medical room. Next to the main lodge is the Meckley Center. It has two separate sleeping quarters and bathrooms inside the lodging area. There is a meeting space above the lodging area as well.

The Cal-Wood kitchen uses whole ingredients and prepares delicious meals from scratch. We do our best to accommodate all participants' needs and we take dietary restrictions and allergies very seriously. If you have questions about this or have severe allergies, please let your retreat coordinator know.

There is no cell phone service at Cal-Wood and it is up to your retreat coordinator if you will be able to connect to our WiFi. Telephone and WiFi available upon request. There are landlines throughout the lodge in case of emergencies.

Please read through the remainder of the packet as closely as possible to provide for the safest, most comfortable experience for yourself.

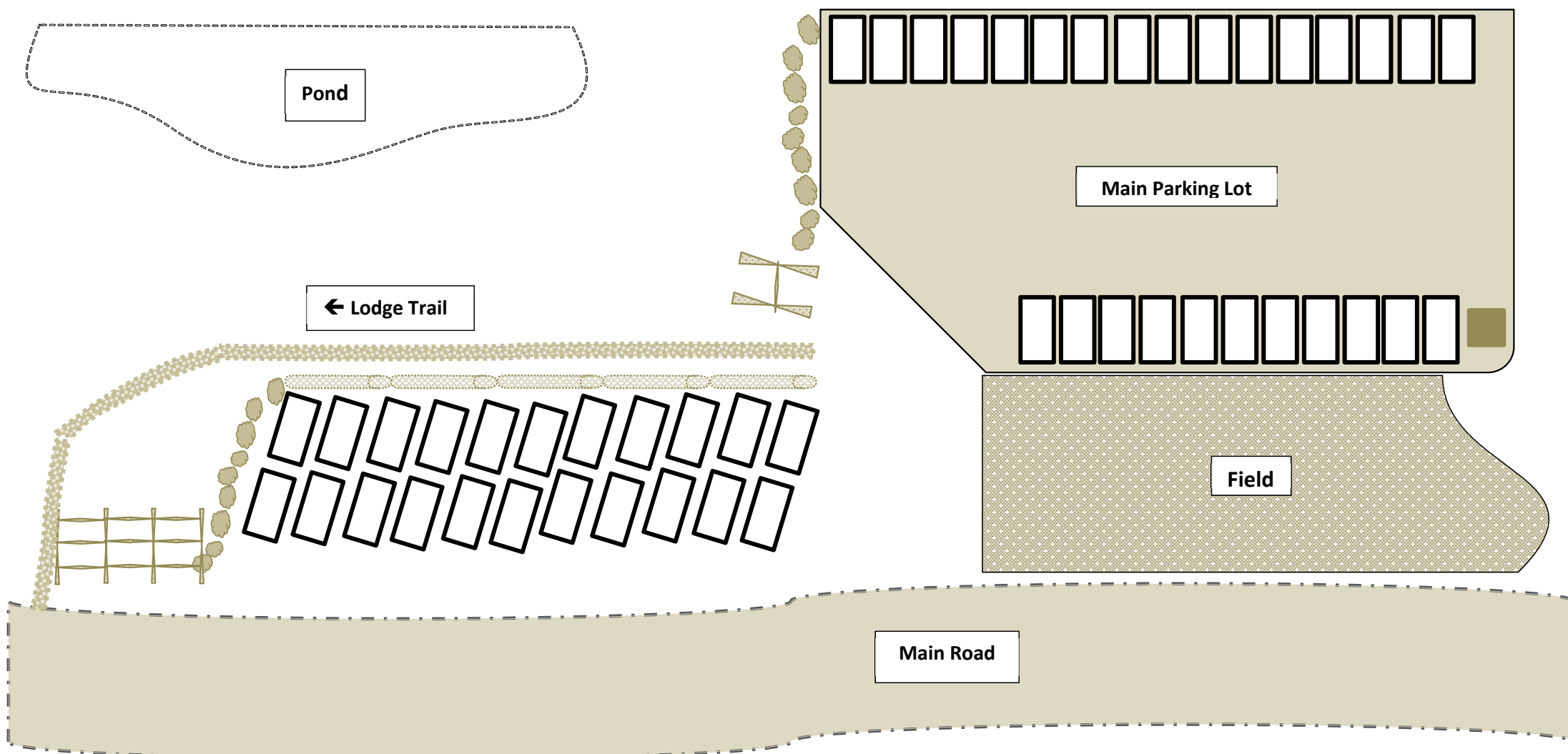
If you're interested in learning more about Cal-Wood, you can visit our website and sign up for our newsletter: www.calwood.org or follow us on social media @calwoodeducationcenter. We'd love to see your photos from your time at Cal-Wood, so don't forget to tag us!

We are so glad we get to share this beautiful space with you and hope you have a wonderful time.

Cal-Wood's facility has been designed to support as much natural space as possible. We ask that you prepare to help minimize vehicle traffic and ensure that you park in the designated spots and use the trails.

There is only room for 1-2 cars from your retreat allowed to park at the lodge. These cars are parked there for emergency purposes.

The main parking lot, located at the pond by the Cal-Wood entrance is where participants should plan to park and walk to the lodge. It is a 1/4 mile walk to the main lodge on the Lodge Trail. If you are not able to walk this distance with your luggage, please coordinate with your retreat organizer.



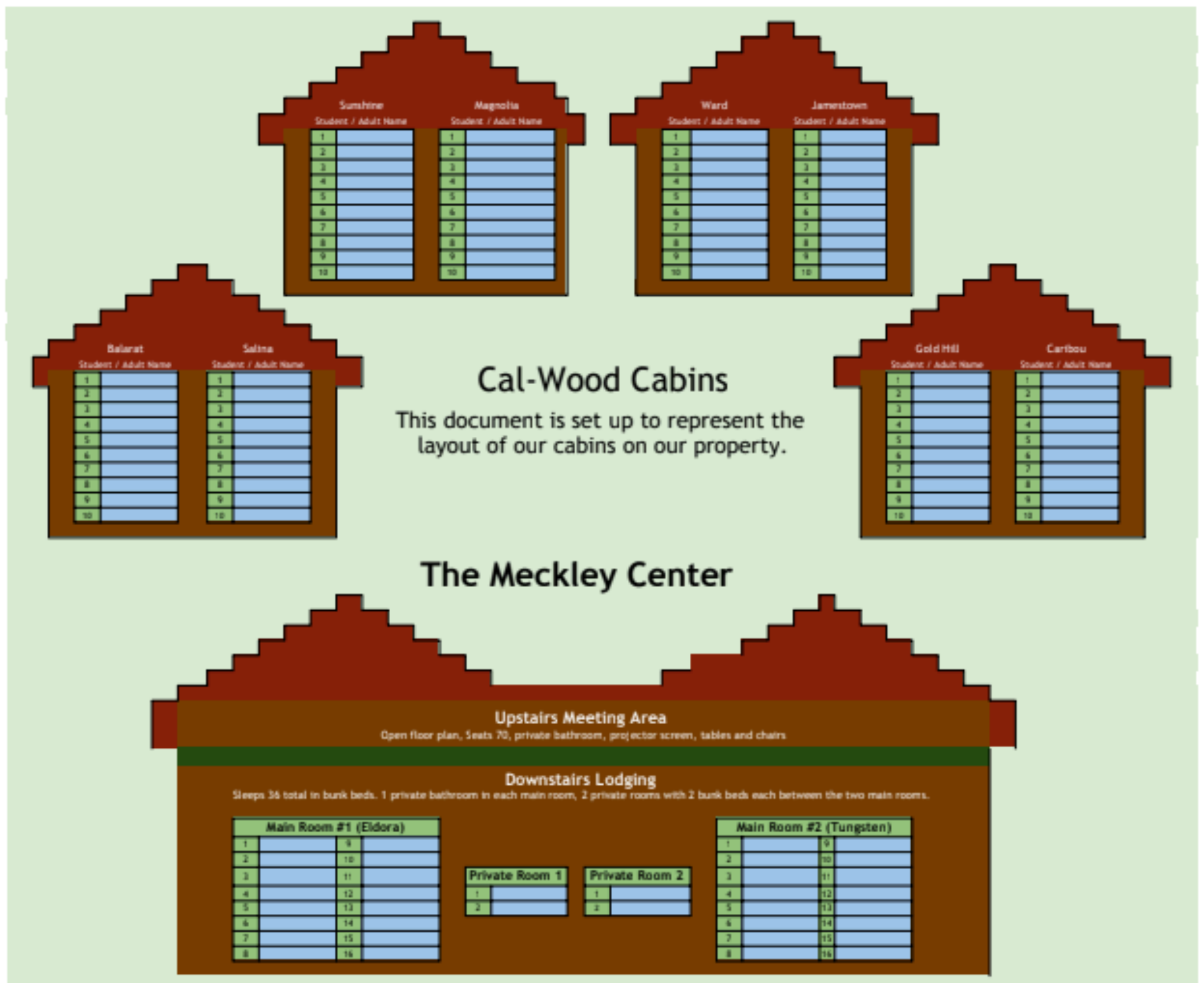
Inside the Lodge: Our main lodge is where you will find the bathrooms, dining hall, meeting space and medical room. A few things about this area -

- **Shoes:** Please take off your shoes when you enter the lodge. **You may bring house shoes or slippers for inside the main lodge.**
- **Windows:** Only open windows from the top
- **Doors:** Please keep doors closed to keep wildlife from entering the building.
- **Downstairs:** Our main office area for our staff is downstairs in the main lodge. If you need help with something, please try and find your retreat organizer first before asking our Cal-Wood staff for help. We're always happy to help, but your retreat organizer should be the first person you contact.
- **Woodstove:** for heat, use the wood burning stove in the bear room and dining hall. Paper, kindling, matches and wood are in the bins. More wood is located on the back deck.
- **Fireplace:** feel free to use the fireplace for ambiance. Keep the handles facing downward to avoid smoke entering the lodge
 - Should you need to clean out the ashes, a metal pail is located by each stove.
- **Bathrooms:**
 - Both men's and women's bathrooms are accessible from inside and outside the lodge. Gender neutral bathrooms are available upon request.
 - Please limit showers to 3-5 minutes. We are on a well system and do our best to conserve water use
- **Filling up water bottles**
 - There is a white hose and spigots outside the lodge by Mens bathroom. You can fill up water bottles or water jugs here OR in any of the sinks inside the lodge.
- **Please no burning sage, incense etc inside any of the buildings (main lodge, cabin, Meckley Center).** If you'd like to burn anything, you can do it at the campfire circle (granted there is no fire ban and it is not windy) or on the back deck of the main lodge on the concrete flooring.



Each of the four log cabin buildings are compromised of two rooms for a total of eight cabins.
Each cabin has five bunk beds which is 10 beds per cabin for a total of 80 beds.

The Meckley Center has two main rooms and private rooms between them. There are bathrooms inside. Each side holds 8 bunk beds (16 beds) and 4 beds in the middle for a total of 36 beds.





Around Cal-Wood Cabins & Meckley Center

Please keep lights off and heat down when you are not inside.

Critters:

Keep doors closed and close windows when not inside the cabins

NO FOOD is allowed in the cabins. Squirrels, mice, and chipmunks WILL get in. Please store all food in the main lodge dining hall.

Bed Sheets:

We will provide a fitted sheet for your mattress. Please put this on the bed before using the mattress. You are required to bring your own sleeping bag/blanket and pillow unless otherwise talked about with your retreat organizer.

Heaters:

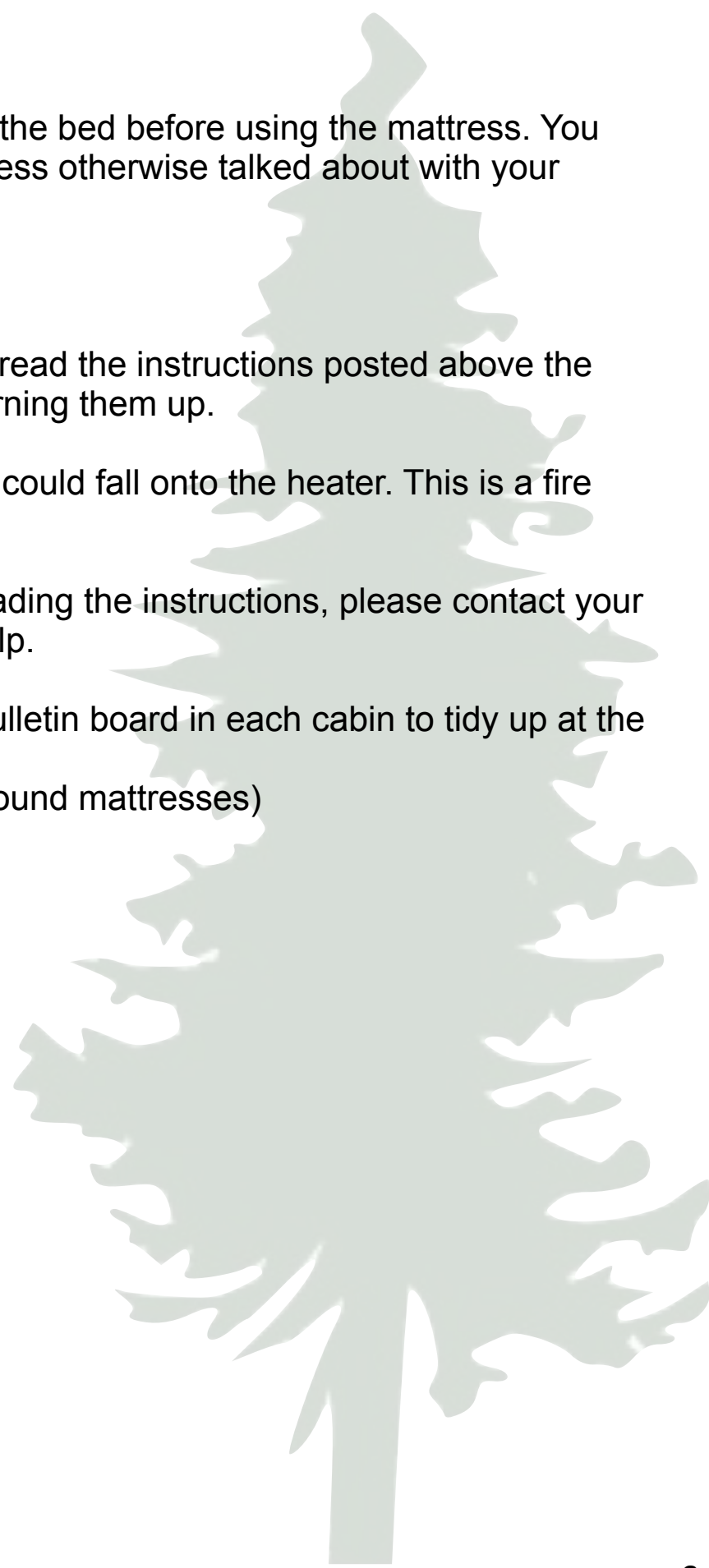
To operate the heaters, use the dial on the back of the heater and read the instructions posted above the heaters. They get very hot on a low number, so start low before turning them up.

Do not put anything on top of the heaters or anywhere where they could fall onto the heater. This is a fire hazard.

If you are having trouble getting the heaters to work, even after reading the instructions, please contact your retreat organizer who will get in touch with us and we will come help.

Clean up in Cabins: Please use the clean up list posted on the bulletin board in each cabin to tidy up at the end of your stay

- Double check for lost and found (look in drawers and under / around mattresses)
- Sweep
- Turn off lights and turn heaters down
- Put used linens in the hampers





Around Cal-Wood General Safety & Property Rules

If your group is serving alcohol it is **required** that those driving down the hill are sober to drive. No exceptions. Participants are welcome to sleep over at no extra cost if there is any indication that they are not sober to drive.

We do not have any charging stations for electric vehicles. Similarly, there are no gas stations in Jamestown. Please plan accordingly.

It is preferred that there is **no smoking**. If you **must** smoke a cigarette, you must only do it at the Campfire Amphitheater. It is your responsibility to clean up your butts and make sure there are no embers. We prefer that there be no vaping or e-cigarettes either. If you **must** smoke an e-cigarette or vape, **do not** smoke inside any buildings. You are welcome to go to the campfire amphitheater and smoke there.

Cal-Wood is a drug free retreat center.

If congregating as a group, please do so at the recreation field behind the cabins or in the bench circle outside the lodge. We ask that you stay on trail and not congregate in big groups in our meadows outside the lodge.

Swimming and non scheduled fishing are not permitted in our ponds.

Stay with your group at all times and always hike in groups of 3 or more.

Stay on trails unless otherwise instructed.

Pick up any trash and practice Leave No Trace.

Please respect anyone who may not be in your group and let a Cal-Wood staff member know if there is an issue or concern with another group at Cal-Wood

Be sure to drink plenty of water. Altitude sickness is not fun and staying extra hydrated is the best way to help adjust to the altitude.

Campfires:

- Campfires are **ONLY** allowed in the fire ring behind the cabins during calm conditions when it is not windy.
- Fires **must be supervised at all times**
- Please make sure to douse the fire and stir until the fire pit is soupy and everything (including the rocks around the fire pit) are cool to the touch. This means putting 5-10 gallons of water on the fire.
- Before leaving, pick up any trash, make sure there are no stray embers and double check that the fire is completely out.
- In the case that we are under Fire Ban conditions, no open fires are allowed outside. We will inform you if this is the case and provide you with a Campfire in a Can.

Cell phones: There is no cell phone service at Cal-Wood, however, while connected to our WiFi you can utilize your phones WiFi calling to receive and make phone calls.

Emergency contact number: If you would like to give friends or family a phone number where they can reach you, you can tell them to call 303-449-0603 ext 9 and leave a message. Your retreat organizer will check messages.

WiFi: Although we do have WiFi at the main lodge and the Meckley Center, we encourage you to unplug for your time at Cal-Wood. Your retreat organizer will be in charge of letting you know the WiFi password should you need it.

Around Cal-Wood Meals & Quiet Hours

Weather permitting, please feel free to sit outside. Make sure there are no food scraps left outside and tables are wiped down after meals.

8:00am Breakfast

12:00 Lunch

6:00pm Dinner



10:00pm - 7:00am Quiet Hours. Please keep in mind that we have staff that live downstairs in the lodge so please be respectful if you are upstairs in the lodge in the evenings.

The elevation at the lodge is about 7800 feet. Even for those who live in the Front Range, it's important to remember to drink water and take care of yourself. The adjustment to altitude can be difficult.

Weather: The weather in the mountains is subject to sudden changes. Be prepared for rain, snow, intense sun, and dramatic temperature change.

When Going Outside:

- Remember to hike in groups of three or more
- Take a map
- Drink plenty of water
- Stay on trail
- Leave No Trace
- Bring layers (rain jacket and a warm layer)
- No smoking unless in a designated smoking area.
- If you get lost, stay where you are.

Wildlife

We have a wide variety of wildlife on property. Most commonly you'll see: deer, elk, coyote, birds, squirrels, chipmunks and insects. **Do not feed the wildlife.** We do see bears and mountain lions on occasion, though rarely near the lodge. If you do see them, please make sure you know what to do.

Mountain Lions & Coyotes:

- Stop. Don't run away.
- Keep watching the animal and don't turn your back.
- Talk calmly, firmly, and in a deep voice. If it doesn't leave, yell or use an airhorn. Loud, sustained noise has been shown to scare away lions
- Back away slowly and leave the area.

Bears:

- Stop. Don't run or make sudden movements.
- Stay calm and speak softly to the bear.
- Back away slowly and leave the bear plenty of room to escape

Moose:

- Maintain your distance - do not approach the moose under any circumstance.
- Stay calm. Hide behind a tree or any nearby obstacle
- In case of attack, stay still until animal has departed.

Lightning Procedures

In the event of lightning, please take proper precautions. Many of the buildings and out houses are grounded for lightning. It is safe to also put people into cars. In the event that there is no place to go for a lightning storm, crouch down in a squatting position on your tippy toes. Wait out the storm this way.



Dietary Restrictions

The Cal-Wood Kitchen uses whole ingredients and prepares our delicious meals from scratch. Additionally, we do our best to accommodate all participants’ needs and we take dietary restrictions and allergies very seriously.

CAN ACCOMMODATE
<i>Participants with the following dietary restrictions or preferences will be fully accommodated.</i>
gluten allergy (non-celiac)
lactose intolerance
peanut allergy
nut allergy
vegetarian diet
egg allergy
seed allergy
soy allergy
CAN PARTIALLY ACCOMMODATE
<i>Participants with the following dietary restrictions may need to supplement their own food.</i>
gluten allergy & egg allergy
vegetarian diet & soy allergy
vegan diet
picky eaters
CANNOT ACCOMMODATE
<i>Participants with the following dietary restrictions must bring their own food. There is a microwave, a refrigerator and a dry storage area available in such cases. Responsibility lives with the retreat to aid participants during meal times.</i>
gluten allergy (Celiac disease)
Any allergy so severe that trace contaminants would cause reaction

- << Our kitchen is not gluten-free, nut-free, nor dairy-free.
- << Please specify if lactose intolerance includes baked goods.
- << Specify if this is an airborne allergy.
- << Specify if this is an airborne allergy.
- << Please specify if egg allergy includes baked goods.
- << Combinations of different allergies and preferences are often hard to accommodate.

Cal-Wood will not discount tuition based on individual dietary restrictions if supplemental or alternate food is required. Additionally, Cal-Wood reserves the right to charge additional fees to groups with a high number of participants with dietary restrictions.

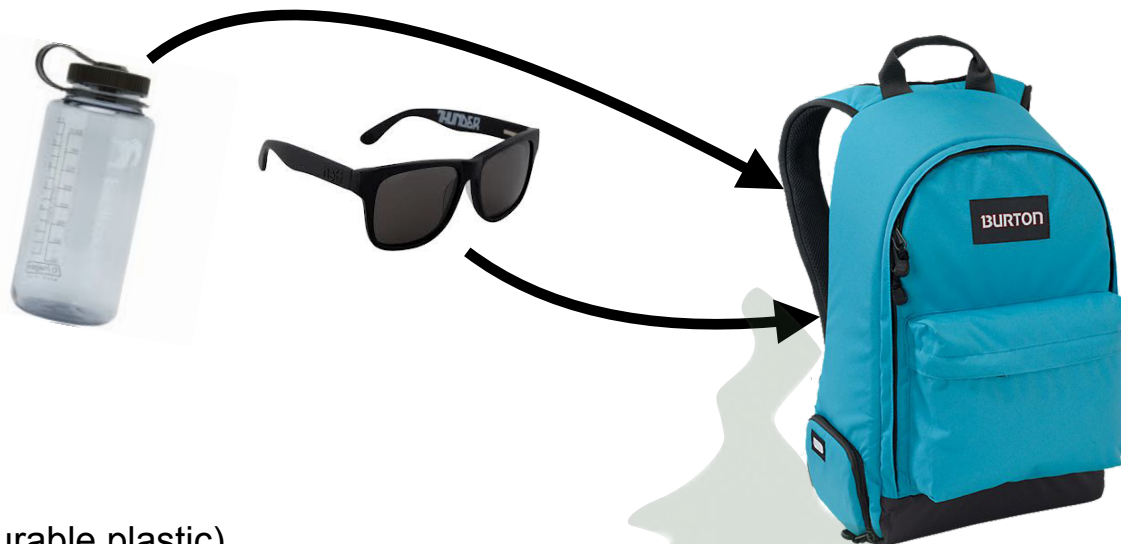
If you are bringing your own food, you will have access to: microwave, toaster oven, fridge, and freezer.

Packing List

Cal-Wood is located at an elevation of 7,800 feet. The weather in the mountains is subject to sudden changes. It is important to be prepared for rain, intense sun, and snow. We recommend that you put your name on everything.

...in a **daypack**: (small backpack or other similar)

- ___ Water bottle (**at least 1 quart/liter**)
- ___ Warm layer (wool or fleece is best)
- ___ Sun hat or baseball cap
- ___ Sunglasses
- ___ Sunscreen (SPF 30 or higher—a MUST)
- ___ Lip Balm (chapped lips are painful!)
- ___ Bandana (or tissues)
- ___ Pencil or pen
- ___ Journal or notebook
- ___ Warm gloves and hat
- ___ Extra pair of socks
- ___ Rain jacket or poncho (if poncho, be sure it is durable plastic)



...in a **suitcase or large backpack**:

NOTE: Pack in a manageable bag preferably without wheels, you will need to carry all their belongings ¼ mile uphill to the cabins.

- ___ Hiking boots or sturdy shoes (snow boots recommended Oct-April).
- ___ Sleeping bag or blanket & small pillow (packed in stuff sack or bag)
- ___ Full change of clothes- pants/shirt/underwear/socks etc.
- ___ Pajamas
- ___ Socks (long socks are best. Preferably a couple warm wool pairs)
- ___ Winter coat or jacket
- ___ Long underwear or a base layer
- ___ Plastic bags to pack wet items OR to cover socks in shoes if no snow boots
- ___ Toiletry bag (ziplock or grocery bag is fine) with:
 - ___ Toothbrush & toothpaste
 - ___ Brush or comb
 - ___ Washcloth & towel
 - ___ Soap



OPTIONAL ITEMS:

- ___ Books, camera, flashlight, field guide, binoculars, tissues/handkerchief
- ___ Slippers for lodge (outside shoes are not allowed inside lodge)
- ___ Extra pair of outside shoes in case first pair gets wet
- ___ Rain pants/snow pants (just in case)

PLEASE DO NOT BRING:

- Alcohol
- Cigarettes
- Drugs
- Weapons (anything bigger than a pocket knife)



Options:

1. Individual cars: Must park down by the pond in the visitor parking lot. We recommend bringing high-clearance cars that are 4-wheel drive and equipped with good tires in case of inclement weather. **Please carpool.**
2. School bus: In requesting busses, please be sure to remind them that the busses should be mountain equipped.
3. Charter bus: If requesting a charter bus, please be sure it is mountain equipped.

*** DURING WINTER MONTHS PLEASE MAKE SURE YOUR CAR IS WELL EQUIPPED WITH CHAINS FOR SNOW STORMS**



Emergency vehicle information:

There must be at least one vehicle that is the designated emergency vehicle, for any needed transportation to a hospital or other such emergency. This is the only vehicle that will park behind the Lodge. It is recommended that this vehicle be well equipped with 4-wheel drive and good tires in case of inclement weather.



Driving tips:

Please drive slowly through Jamestown. The posted speed limit is 15 mph. Please be respectful of the residents of Jamestown and keep your speed down.

Once you turn onto Balarat Road (also CR87), please be aware that this is a steep, narrow dirt road with two-way traffic. Please drive slowly and cautiously around curves and remember that the vehicle traveling uphill has the right of way.

Travel times:

Please be respectful in the canyon and drive slowly as there are steep drop offs and uneven areas. These following estimated times do not factor in traffic, weather, or any road delays in the canyon, so please consider that when planning your arrival and departure times.

From Boulder: 35 minutes

From Longmont: 45 minutes

From Denver: 75 minutes

From Greeley: 90 minutes

From Aurora: 105 minutes



Driving Directions

Physical Address: 2282 County Rd 87, Jamestown CO 80455

Phone Number: 303-449-0603

Important Information

- There is **no cell phone service** as soon as you leave Boulder. If you use GPS, make sure you put in the address into your device before leaving Boulder.
- Plan on a **45 minute drive** from North Boulder
- There are **no gas stations** after you turn off US 36, so please be sure to fill your tank before leaving town.
- If you are on your way and find the drive up County Rd 87 difficult, please turn back to Jamestown. You can stop at the Mercantile and use the phone to call Cal-Wood.

From Denver/Boulder:

- **Take Hwy 36 West (28th street) through Boulder**
- **From the light at the intersection of Highway 36 and Broadway, continue North on US 36 for 5 miles.**
- **Turn left** (West) at Lefthand Canyon Drive
- Bear right at the first junction (Olde Stage Rd) and again at the second junction (James Canyon Drive) DO NOT go over the bridge towards Ward. Continue towards Jamestown.
- After 15 min or so James Canyon Dr you'll get to Jamestown. When you enter Jamestown you will come to a stop sign. **Please drive slowly (10 mph) as you continue through Jamestown.**
- 1.3 miles past the stop sign, turn right on County Rd 87 (Balarat Rd) - it's a steep dirt road, and about a 10 min drive to our gate. There are a few steep switchbacks. Drive very carefully and stay to the right as much as possible because there is a fair amount of traffic on the road. When passing oncoming traffic don't go too far to the side because possible snow drifts (in winter or spring) may be hiding deep ditches on either side of the road.
- Stay left at the top of the switchbacks and **follow signs for Cal-Wood**. You'll pass 2 gates on County Rd. 87. One is a private residence, the other is Balarat Education Center. The third gate you will arrive at, is the end of the road and is our gate. You'll see our sign. Drive in to the visitors parking area by a pond that is on your right after you enter the gate. There you can park and use the lodge trail to the lodge (about ¼ mile).
- **Some guests are given permission to park by the lodge.** If this is the case please follow the road past the pond and take a left when you see the "Lodge" sign. Just around the corner there is a turn-around area with a few parking spots you will be able to use.

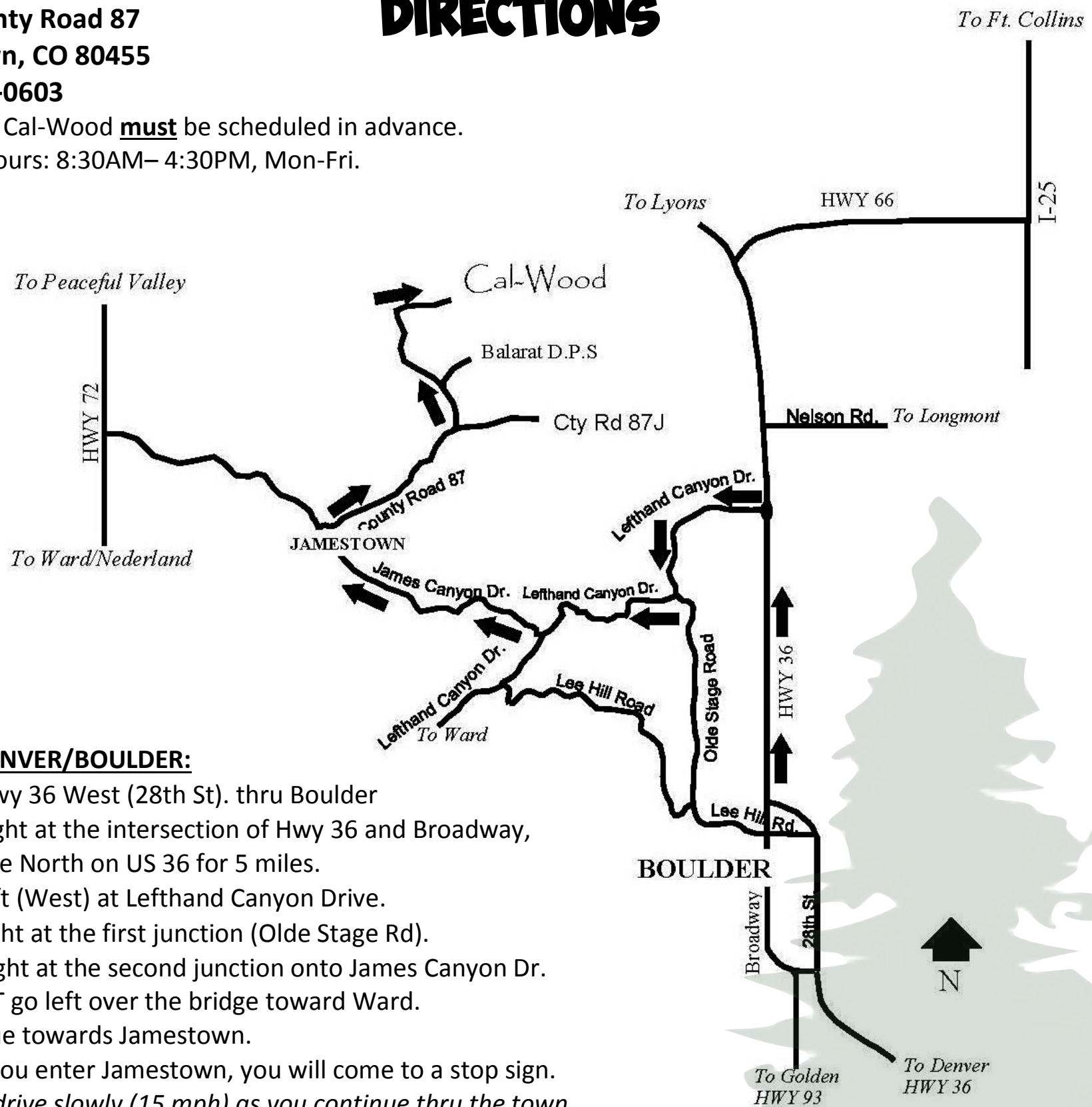
We are looking forward to seeing you, drive safely and enjoy the mountain views!

CAL WOOD DIRECTIONS

2282 County Road 87
Jamestown, CO 80455
(303) 449-0603

All visits to Cal-Wood must be scheduled in advance.

Business hours: 8:30AM– 4:30PM, Mon-Fri.



FROM DENVER/BOULDER:

- Take Hwy 36 West (28th St). thru Boulder
- From light at the intersection of Hwy 36 and Broadway, continue North on US 36 for 5 miles.
- Turn left (West) at Lefthand Canyon Drive.
- Bear right at the first junction (Olde Stage Rd).
- Bear Right at the second junction onto James Canyon Dr. DO NOT go left over the bridge toward Ward. Continue towards Jamestown.
- When you enter Jamestown, you will come to a stop sign. *Please drive slowly (15 mph) as you continue thru the town.*
- 1.3 miles past the stop sign, turn right onto County Road 87 (Balarat Rd). Just before the turn, a yellow diamond sign will indicate the turn-off. This is a steep dirt road.
- *Please drive slowly and safely. Do not exceed speeds of 20 mph on CR 87 as the road is very narrow with moderate amounts of traffic. Keep to the right side of the road as much as possible.*
- At the top of the hill veer left. Follow the signs to Cal-Wood. Continue until you reach the Cal-Wood gate.
- Proceed through the gate to the parking lot, 1/2 mile down the dirt road on the right side, across from the white house (private residence). Please park carefully in the lot perpendicular to the long sides, approx 3 feet from other cars.
- *Please do not drive to the lodge unless you have been given prior clearance.*
- From the parking lot, follow the Lodge Trail up the hill and across the dirt road until you reach the Calvert Lodge (total distance from parking lot is 1/4 mile).

***GPS & online mapping gives inconsistent results.

***Cell Phone signal will cease once you turn off of US 36 into the foothills.

***There are no gas stations in the foothills. Be sure to fill your tank before leaving town.

***Weather or road conditions: Should you be concerned, please call us in advance.

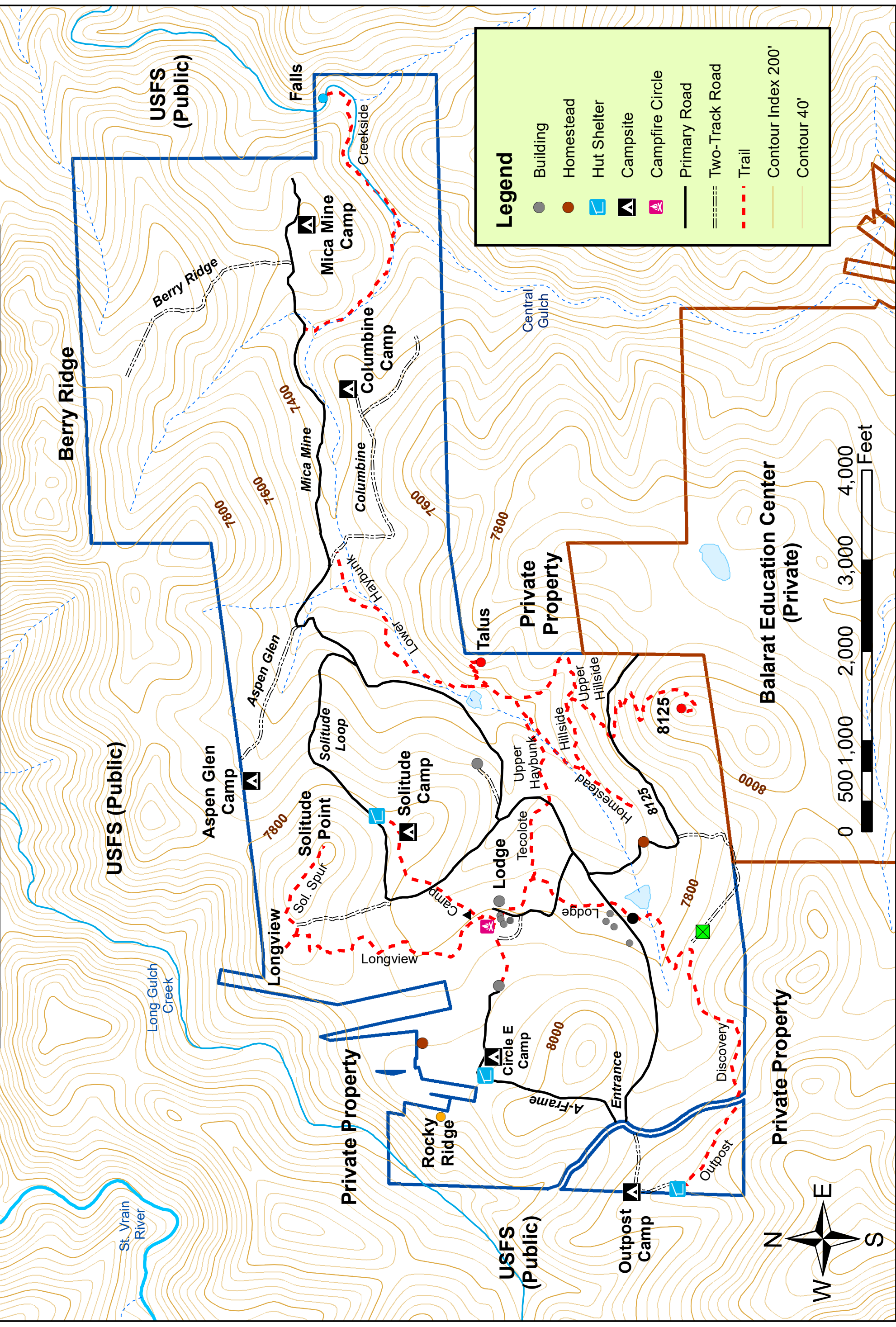
If you are on the way and find the drive up County Rd 87 difficult, turn back to Jamestown.

You can stop at the Mercantile and use the phone to call Cal-Wood. We will help you to complete your journey.

Cal-Wood encourages visitors to drive with care on mountain roads. We ask that you utilize caution, as the roads to Calwood are used by a variety of drivers and vehicles with different abilities and responsiveness. please consider the following and pay careful attention to ensure safety, respect our neighbors, and care for the road.

- Mountain etiquette suggests that when a number of vehicles gather behind you, pull over to the side of the road to let them pass. please only do this when you can do so safely.
- Have care with cyclists. Give plenty of space and only pass them when it's safe to do so
- **Balarat Road / County Road 87 is a steep dirt road**, and the speed limit is **20 miles per hour**. Going the speed limit helps minimize wash-boarding and lessens the maintenance requirements for the dirt road.
 - Keep to the right side of the road as much as possible. maintain sight and awareness of the road ahead and any vehicles traveling on it.
 - take it slow on narrow spots or places with short line of sight.
 - Don't hesitate to honk twice in adverse conditions to let cars you may not see know you're coming around a corner.
 - slow down at the top of steep areas. downshift to reduce breaking. weather can impact road conditions and visibility. reduce speed, downshift, and exert additional caution give yourself ample time to stop and slippery conditions.
- Right of way: Vehicles driving uphill have the right of way. This would mean that the vehicle going downhill backs up or moves over to let other vehicles pass.
- Larger vehicles: Please pull over to allow on coming larger vehicles to move past you where there is room. This could include a school bus, a Sysco truck, garbage truck etc

Cal-Wood Education Center



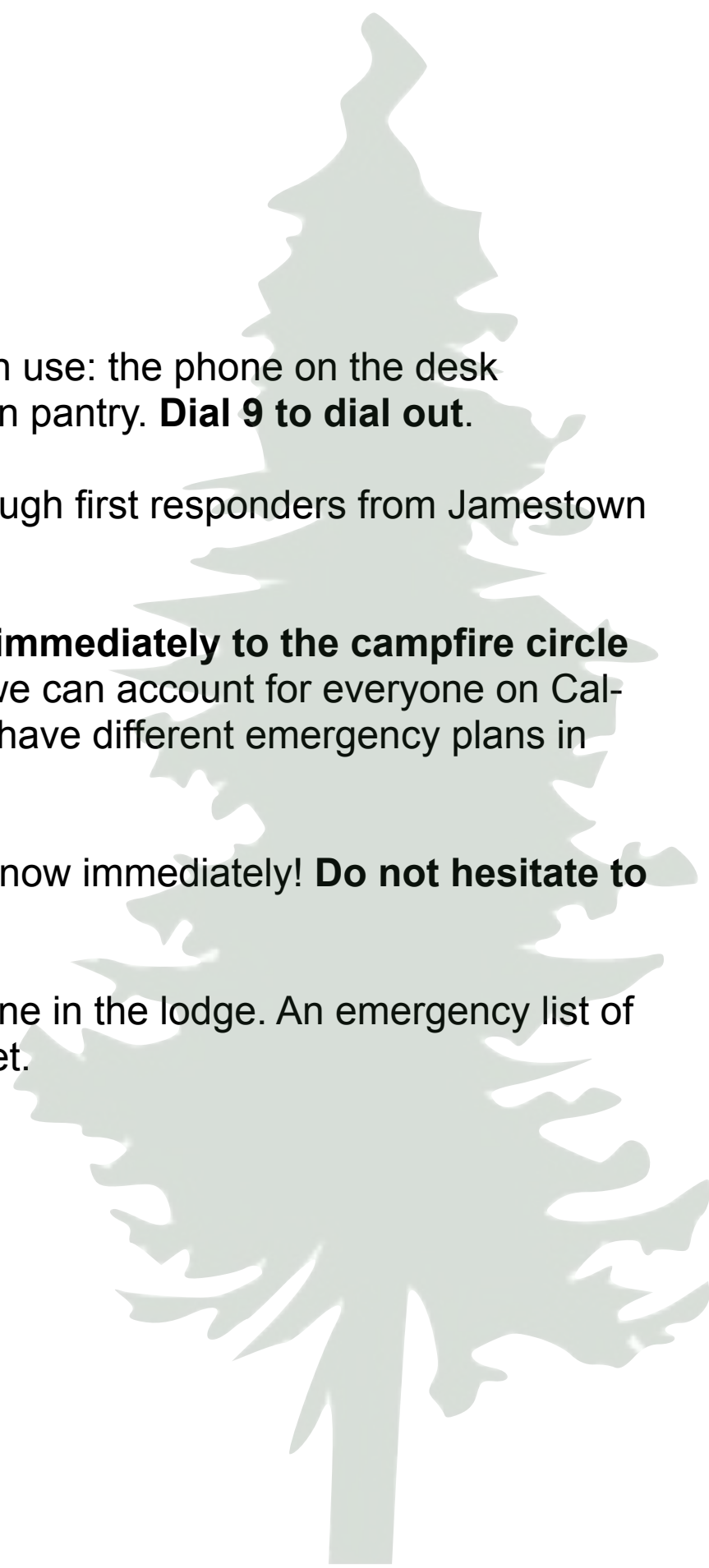


In Case of Emergency

First aid supplies, over the counter medicines, and an AED are kept in a locked cabinet in the medical room in the lodge. Your retreat organizer has the information for accessing this.

In Case of A Medical or Fire Emergency

- **Call 911**
- **Then call:** (phone list on next page)
 - Angie Busby, Natural Resource Manager.
 - Rafael Salgado, Executive Director
 - Luke Waldroup, Maintenance Manager
 - Jamie Preira, Retreats Coordinator
- There are three phones located in the lodge that you can use: the phone on the desk downstairs in the offices, the medical room, in the kitchen pantry. **Dial 9 to dial out.**
- An ambulance will take about 30 minutes to arrive, although first responders from Jamestown may take only 15-20 minutes
- Should you hear a siren on our property, **please report immediately to the campfire circle behind the cabins.** This is our gathering place, where we can account for everyone on Cal-Wood's property and give directions from this point. We have different emergency plans in place to respond to different types of emergencies.
- If you see smoke, please let a Cal-Wood staff member know immediately! **Do not hesitate to call 911.**
- A list of staff phone numbers is located above every phone in the lodge. An emergency list of phone numbers is located on the next page of this packet.





<http://calwood.org>

Office - 303-449-0603
[Toll Free - 888-245-1086](tel:888-245-1086)
Fax - 303-449-0576
Physical Address: 2282 CR 87
Mailing Address: PO Box 347
Jamestown, CO 80455

IN A MEDICAL OR FIRE EMERGENCY CALL 911 FIRST!	
Next call Angie, Rafael, Luke, and Jamie (try landlines first, cell phones may not be in service at Cal-Wood)	
Angie Busby (Medical and Fire Issues) angie@calwood.org	303-444-1210 landline / near Cal-Wood 507-261-6606 cell
Rafael Salgado (Executive Director) rafael@calwood.org	303-247-1052 landline / on-site / Pinetop 303-589-8231 cell
Luke Waldroup (Maintenance Issues) maintenance@calwood.org	303-449-0631 landline on-site / White House 720-633-5644 cell
Jamie Preira (Retreat Coordinator - Program Issues) retreats@calwood.org	305-898-8219 cell / Bar-K Ranch 303-459-0409 landline
DIRECT CONTACT FOR NON-EMERGENCY INFORMATION	
Boulder County Sheriff Deputy Dispatch	303-441-4444
BVSD Transportation (For Evacuations)	720-561-5120
Left Hand Fire Dept.	720-214-0560
Boulder Community Hospital-Foothills-ER	720-854-7000
Longmont United Hospital--ER	303-651-5111
AMR Ambulance	303-441-5052
Social Services-CO Division of Child Care	303-866-5948
Rocky Mountain Rescue Group	303-449-4141
Poison Control Center	1-800-222-1222 emergency
Northern CO Medical Evac Helicopter	1-800-247-4357

WHEN TO CALL ANGIE

- 1. For Medical Issues
 - a. When you suspect an injury/illness and not sure if you need to call 911
 - b. Summer camp medication admin if scheduled person does not show up
 - c. Breathing or allergy issues
 - d. When you have read the infirmary guidelines/standing orders and still need help/guidance
- 2. For Fire Issues
 - a. You see smoke on or off property
 - b. Reverse 911 has been activated or an evacuation is needed