

DERBY MIDDLE SCHOOL

School Trip Proposal / Request Form

Travel / Study Approval for Out of State and or Overnight Trips

School: Derby Middle School Principal: W. Vitelli
Date(s) of Trip: May 19-20, 2016 Trip Organizer(s): Lynn D'Andrea
Destination of Trip: Boston Massachusetts
Grade level of student participants: 7th No. of Students: minimum of 45
Educational Objectives including related classroom activities prior to / following the trip: Students will experience historic Colonial Boston, in conjunction with 7th grade social studies curriculum. Connections to class subject areas include: Boston Tea Party Ship/Museum, Freedom Trail
Funding Source(s): Students/parents stops to historic buildings and sights of historical significance.
Complete if students are paying for all or part of the trip. \$1425.00 Total
Total fees required from each student: Transportation Cost: _____ Event Fee: _____ Meals _____
Lodging: _____
Source(s) of funds for students who qualify for fee waiver: fundraising will offset cost of trip
Cost of Nurse (if applicable): — Funding source: _____
Name of travel agent (if applicable): Hemisphere Travel / Agent Sara Hough
Name of transportation service vendor: _____
No. of buses required: 1 (min.) Cost per bus: _____
Date / Time of trip: Departing Derby: 5/19/2016 / 6:00 A.M. Returning to Derby: 5/20/2016 / 5:30 P.M.
Number of chaperones on trip: 5

Completed forms should be submitted to the principal who, if the trip is approved, will forward this to the Superintendent of Schools and Board of Education for final approval.

Include the information below when submitting this approval form. (Place a check mark by each item indicating its inclusion in the approval packet.)

- _____ Information outlining parental financial responsibility should there be an emergency cancellation
- _____ Parent / Guardian letter explaining the trip and travel itinerary
- _____ Parent / Guardian Permission and Acknowledgment of Risk for Student Travel Form
- _____ Emergency Plan (Includes arrangements for medical needs, parent / guardian contact information, access to communication devices, and procedures for general potential emergency situations)
- _____ List of Chaperone Names and Phone Numbers with MPS employees noted
- _____ Telephone Tree in the event of an emergency

Be sure the school administrator has a list of those students participating in the activity and a copy of the emergency contact numbers.

I / We certify that this trip proposal is in accordance with Derby Public Schools policies and corresponding regulations:

Lynn D'Andrea
Signature, Trip Organizer(s)

Trip approved Will [Signature] 6/16/15
Signature, Principal / Assistant Principal Date

Signature, Superintendent or Designee Date

Trip Denied
Reason: _____

Signature, Superintendent or Designee Date

Out-of State / Overnight Trips Checklist

- Obtained approval at least three (3) weeks prior to the trip.
- Submitted list of participating students submitted to Principal and Health Office at least two (2) weeks prior to the trip.
- Submitted an updated list of participating students to Principal and Health Office on day of trip (No students should be added to the original list on the day of the trip.)
- Arranged substitute teacher with the Principal / designee if needed
- Arranged instructional and supervisory assignments for students not participating
- Arranged appropriate number of chaperones and provided orientation
- Clearly explained expectations of students
- Received parent permission forms and emergency medical forms

Teacher Directions: After your *School Trip Proposal / Request Form* has been approved, you are required to complete this form, and send it home to parents. Only those students whose parents have signed and returned the form to you will be permitted to go on the school trip. You should follow these directions: 1) Use one form per trip; 2) complete the school portion (top half) of form; 3) duplicate one form per student; and 4) send a copy home for parent and student signatures.



1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

Derby Middle School Boston Tour Via Motorcoach
Thursday, May 19, 2016 Until Friday, May 20, 2016
2 Days and 1 Night

Date Prepared: 6/12/2015

Lynn D'Andrea
Derby Middle School
8 Nutmeg Ave
Derby, CT 06418

Hello and thank you for contacting Hemisphere Educational Travel!

We appreciate the opportunity to provide you with the following tour proposal. Please keep in mind that we customize all of our tours. I will be happy to re-price the tour proposal below if you would like to include any tour upgrades or remove any existing tour components.

Upon acceptance of the tour proposal, we will discuss deposit arrangements and forward you the tour contract and participant paperwork including your customized tour itinerary. You will have the option of sending in bulk school payments or allowing individuals to send us payments directly.

We strive to build strong and lasting relationships with all of our schools and groups. If your group has specific budgetary restrictions or special needs, please let us know and we will do our best to accommodate your requests. Since we customize all of our tours, we have the flexibility to give you the tour that meets the needs of your group.

We have been showing student groups the world since 1970 and strive to provide an educational and exciting tour for your students. Should you have any questions, please call me direct at the toll free number listed above Monday through Friday.

Sincerely,

Sara Hough - Educational Account Executive

Derby Middle School Boston Tour Continued

SAMPLE ITINERARY

Day 1

Deluxe Motorcoach

Deluxe motorcoach equipped with air conditioning, reclining seats, lavatory, and TVs and DVD player. Group will have exclusive use of the motorcoach for the duration of the tour.

6:00 AM Motorcoach Departs for Boston, MA

9:00 AM Boston Tea Party Ship & Museum

Meet the colonists, explore the ships and dump tea overboard just as the Sons of Liberty did on that fateful night of December 16, 1773! We're an entirely new kind of museum, where you'll not only view artifacts of historical importance, you'll also have an all-encompassing, multi-sensory experience. At the Boston Tea Party Ships and Museum, our museum experience will transport you on an incredible journey back in time as you take part in the famous event that forever changed the course of American History!

11:00 AM Boston Duck Tour

The Boston Duck Tours begins as soon as you board your "DUCK", a W.W.II style amphibious landing vehicle. Cruise by all the places that make Boston the birthplace of freedom and a city of firsts. It's time for "Splashdown" as your DUCK splashes right into the Charles River for a breathtaking view of the Boston and Cambridge skylines, the kind of view you just won't get anywhere else.

12:30 PM Lunch- New England Aquarium

Includes a Sandwich, Bag of Chips, Piece of Fruit, Cookie and Fountain Soda or Bottled Water.

1:30 PM New England Aquarium

The New England Aquarium is one of Boston's premier attractions with over 1.3 million visitors each year. Visitors can delve into a Caribbean reef ecosystem, explore the Amazon and learn about aquatic habitats of New England. Your admission to the Aquarium is self guided.

3:00 PM Prudential Skywalk Observatory

Visit the Skywalk Observatory, Boston's only sky-high vantage point for sweeping 360 degree views of Greater Boston and beyond. Let your eyes and ears do the walking as you experience the exclusive state-of-the-art Antenna Audio Tour detailing the city's many points of historic and cultural interest.

Free Time for Shopping

6:00 PM Dinner- Student Friendly Restaurant

8:00 PM Depart for the Hotel

Boston Area Hotel

Accommodations at a hotel similar to a Hampton Inn or Holiday Inn Express. Please note that we do not hold hotel space for a group without a tour commitment; therefore, tour pricing is subject to change in the event that availability changes at the hotel.

10:00 PM Private Overnight Hotel Security for 7 Hours

Derby Middle School Boston Tour Continued**SAMPLE ITINERARY**

Private Security Guard to sit on the floor the group occupies from 10:00 PM to 5:00 AM.

Day 2**8:00 AM Breakfast- Continental Breakfast at the Hotel**

Deluxe Continental Breakfast may include the following: breakfast breads (bagels, english muffins, toast), breakfast pastries, cold cereal, oatmeal, yogurt, muffins, etc. Milk, juice, coffee and tea also available. Continental spreads may vary depending on location.

9:30 AM Freedom Trail Walk into History Tour with Paul Revere House

The tour begins at the Boston Common Visitor Center on the north east end of the Boston Common. A Walk Into History walking tour is the best way for a small or large group to experience the Freedom Trail. Led by an 18th Century Costumed Guide, the 90-minute tour includes the Boston Common, New State House, Park Street Church, Granary Burying Ground, King's Chapel, Site of the first Public School, Old Corner Bookstore, Old South Meeting House, Old State House, Site of the Boston Massacre and Faneuil Hall. Tour also includes the Paul Revere House.

11:00 AM Lunch- Faneuil Hall Marketplace

Menu items may vary. Choose from one of the following: Al Mercantino, Aris BBQ, Bagelville, Bangkok Express, Boston & Maine Fish Co, Boston Chowda, Boston Kitchen, Dog House, El Paso Enchiladas, Fisherman's Net, Gourment India, La Pastaria, Megumi of Japan, New York Deli, North End Bakery, Philadelphia Steak & Hoagie, Pizzeria Regina, Prime Shoppe, Quincy's Place, Steve's Greek Cuisine, Ueno Sushi, The Green Organic Bowl, Walrus and Carpenter Oyster Bar, and West End Strollers.

12:00 PM Motorcoach Departs for Salem, MA**1:00 PM Salem Witch Museum**

Follow the history of witches, witchcraft and witch hunts through the ages. Our main presentations is an overview of the events of the Salem Witch Trials of 1692. Witches-Evolving Perceptions is a provocative exhibit which presents the ancient pagan wise women, the stereotypical witch, modern witchcraft and the phenomenon of witch hunts.

2:00 PM Motorcoach Departs for School**5:30 PM Approximate Arrival at School**



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Derby Middle School Boston Tour Continued

SAMPLE ITINERARY

Included In Your Proposed Tour (based on availability at time of booking):

- All transportation, sites, meals, attractions and inclusions as indicated on the sample itinerary.
- 1 free chaperone package for every 10 paid participants, based on sharing double occupancy rooms (Example - 38 paid participants equals 3 free chaperones). If a free chaperone requires a single room, an additional fee will apply.
- Tour Director to meet and accompany group 24 hrs/day for the duration of the tour
- Night security guard at the hotel hired specifically for your group (7 hours per night)
- All taxes and gratuities included
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and Consumer Protection Policies for the duration of the tour
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- All tour planning and coordinating
- Free online registration and Group Leader section available for most tours. Ask your Account Executive for details.
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.

Price Per Person*:

(For overnight groups: Quad and Triple Rooms Contain 2 Double Beds):

	Quad*	Triple*	Double*	Single*
40-49 Paid Participants Per Coach:	\$375.00	\$389.00	\$425.00	\$525.00
35-39 Paid Participants Per Coach:	\$389.00	\$405.00	\$439.00	\$535.00
30-34 Paid Participants Per Coach:	\$425.00	\$445.00	\$475.00	\$575.00

Adult Participants Add the Following to Above Tour Costs: \$19.00

* Prices are based on current taxes and fuel prices and are subject to change up until your departure date.

* Price is subject to change if actual number of paid participants is less than what is shown above.

• Tour components are based on availability until signed contract and/or deposit is received.

• The above tour is customizable. If you would like to make any changes, please consult your Account Executive for an updated proposal.

Optional Tour Upgrades - Ask Your Account Executive For More Details

Field Trips

General

The surrounding communities and the state should be used as a teaching resource. Guidelines for planning of field trips which are part of and directly related to classroom learning activities shall be:

1. Field trips during the school day must be approved by the building Principal.
2. Field trips which involve overnight accommodations for students must be approved by the Board of Education.
3. All trips should be within budgetary allotments for such purpose. Any trips for which there is no budgetary appropriation must have advance approval of the Board.
4. Students may be asked to pay all or part of the expenses of field trips.
5. Bus transportation shall be used in all cases.
6. Each student on a field trip shall have written parental permission.
7. Parents or other adults may serve as chaperones.
8. Each trip should be evaluated by students, teachers, and the administration.
9. No child shall be excluded from a field trip because of inability to pay.
10. The following ratios of adult chaperones, including the teacher-sponsor, to students shall be observed:

Grade	Adult/Students
K-3	1:5
4-6	1:8
7-8	1:10
9-12	1:15

The Superintendent or Board of Education may waive or adjust these ratios as circumstances warrant.