### HARVEY SCHOOL DISTRICT 152 RILEY EARLY CHILDHOOD CENTER

16001 Lincoln Harvey, IL 60426

(708) 210-3960

Fax: (708) 210-2218

TO:

Board of Education

FROM:

Deborah Watson-Hill

Principal

SUBJECT:

Field Trip Request

DATE:

February 25, 2014

Birth to Three is requesting board approval to attend Star Plaza in Merriville, Indiana to see "Elmo Makes Music" on Thursday, April 10, 2014. The people in attendance for this trip will include 45 children, 55 parents and 5 staff members.

If you have any questions or concerns, please don't hesitate to contact me.

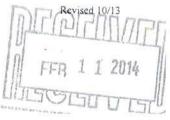
### **HARVEY PUBLIC SCHOOLS-DISTRICT #152**

# **CHECK REQUEST**

DATE: January 16, 2014	Accounts Payable Check
	(Expense Reimbursement-Travel)
	Imprest Check
	(Emergency)
	Payroll Check-District Employee
	(Inservice Compensation-Stipends)
	XPlease give check to
	(Mrs. Hill-Riley School)
Please issue a check for the following:	28FE8 14 15
The Birth to 3 Program will be going to The Star Plaza	Theater on Friday, April 10, 2014 for Sesame Street
LIVE. Total payment due is \$905.00 for 100 tickets at	\$9.00 and a \$5.00 convenience fee.
(Attach documentation to support request)	
Check Payable to: Star Plaza Theater	
Mail Check to:	
Street Address: 8001 Delaware Place	
City & State: Merrillville, IN	ZIP: <u>46410</u>
Amount of Check Requested: \$905.00	
Account Number:	_Cost Center:
	(For Payroll Use Only)
Requested by: Tamla Day (Birth to 3)	
Approved by:	
Business Manager:	
Superintendent	
Superintendent:	

## Harvey School District 152 Field Trip Approval Form

School(s): Bir	th to 3	Date of	Request: January 16,2014
Types of Field Tri	ips: X Day Trip	Overnight Trip	Out-of-Town Trip
Educational ratio	onale for the field trip: Children w me Street characters come	sill experience the to life on stage. S	excitement of seeing their resame Street's Elmo Makes Music
			make beautiful music.
Date(s) of proposed trip:	April 10, 2014	# of Students Participating	45
Staff requesting trip:	ρ.(1,10,00)	# of Chaperones	55
Date/Time of Departure:	April 10, 2014/9:15am	Date/Time of Return.	April 10,2014/1:00pm
Destination(s):	Merciville, IN.	Lunch Arrangements:	n/a
Source(s) of Funding:	Herriville, IN.	Cost per Student:	1114
Fotal Cost of Trip:	\$905.00/	Type of Transportation:	School Bus
Number of days of school or instruction missed:	1.00,007	Emergency/Medical Arrangements:	Children remain with parents at all times farents will be given emergency numbers.
4	male and female chaperones must be es must be approved by Principal and evaluation of the trip must be filed in the ermission from the parent for his/her approval Form must be submitted to the experiment of the experiment for regular day trip	e provided at a ratio of 1: d must have completed : n the office of the princip child to take trip must be	a criminal background check.  It within three days following the field trip.  It filed with the principal.
	1) month for overnight and/or out-of $02/07/14$	S. Sc	endent /Date (Overnight and Out of Town)
	A detailed itinerary for the pr	oposed trip must be inc	
			Revised 10/13



#### Star Plaza Theatre

8001 Delaware Place Merrillville, IN 464610

Phone: 219-757-3549 Fax: 219-756-0604

#### Date Invoice # 1/15/2014

Invoice

146SSL

Riley Early Childhood	
Tamla Day	
16001 Lincoln Ave	
Harvey, IL 60426	

Description	Qty	Rate	Amount
Sesame Street Live Thursday, April 10, 2014 10:30am Service Charge	100	9.00 5.00	900.00
Please remit to above address.		Total	\$905.00
Pay online at: https://ipn.intuit.com/dccbg2p6		Payments/Credits \$0	
		Balance Due	\$905.00

1. Theatre tickets will be reserved upon receipt of a 50% deposit.

- 2. PAYMENT IN FULL is required at least 30 days prior to the show, subject to releasing your ticket location.
- 3. Inside 30 days, your deposit becomes a non-refundable payment for tickets totalling the deposit value.
- 4. Once tickets are pulled, no refunds or exchanges are permitted.
- 5. We will accept one check for deposit and one check for balance.
- 6. Please sign and date this form. Thank you!

Signature of Responsible Party		Date:	
- x - y - y - y - y - y - y - y - y - y	FOR THEATRE BOX	OFFICE USE ONLY	

	FOR THEATRE BOX OFFICE USE
Seating Locations	