

Derby Middle School Out of State Field Trip and Overnight Trip Request Form

School: Derby Middle School

Principal: Mr. William Vitelli

Trip Organizer Lynn D'Andrea

Date(s) of the Trip May 18 → May 19 2017

Destination of the Trip Boston Massachusetts

Grade Level 6 7 8 Number of Students 65

Educational Objectives, include pre and post activities Co-curricular event

To visit sites of colonial America, part of the social studies curriculum. Visit the Museum of Science and New England Aquarium complementing the 7th grade Science Curriculum

Funding Source(s) Parents and Fundraisers

Total cost to each student if they are paying all or part of the trip \$365

Cost Breakdown Transportation Event Fee Meals Lodging

Cost of Nurse (if applicable)

Funding Source Parents

Name of Transportation Service Provider Coach Tours Number of Buses 2

Cost per Bus

Date and Time: Derby Departure 6:30am 5/18/17

Return to Derby 5:30pm 5/19/17

Number of Chaperones 7

Ratio of Chaperones to Students 1:10

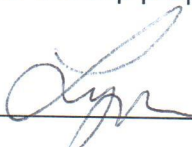
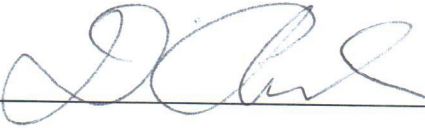
Completed form should be submitted to the Principal who, if the trip is approved, will forward all materials to the Superintendent of Schools to be presented to the Board of Education for final approval.

Include the information below when submitting this approval form, check off items included


- ☐ Information outlining parental financial responsibility should there be and emergency cancellation
- ☐ Parent / Guardian letter explaining the trip and travel itinerary
- ☐ Parent / Guardian Permission and Acknowledgement of Risk of Student Travel Form
- ☐ Emergency Plan (include medical needs, parent / guardian contact information, access to communication devices, procedures for general potential emergency situations)
- ☐ List of Chaperones Names and Contact Numbers, noting DPS employees
- ☐ 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 and the permission slips.

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

Trip Organizer (s) Signature

Approved Denied Principals Signature  Date 6/30/16

Approved Denied Superintendent's Signature _____ Date _____

Comments _____

Out of State / Overnight Checklist

- ☐ Obtained approval at least three weeks prior to the trip
- ☐ Submitted list of participating students submitted to Principal and Health Office at least two 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 to students
- ☐ Received parent permission forms and emergency medical forms

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the form); 3) Duplicate one form per student; and 4) Send a copy home for parent and student signatures.

Parent Guardian Permission and Acknowledgement of Risk for Student Travel

Teacher Directions: After your School Trip Proposal Form has been approved, you are required to complete the Parent Guardian Permission and Acknowledgement of Risk for Student Travel 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 the form); 3) Duplicate one form per student; and 4) Send a copy home for parent and student signatures.

Parent Directions: Please read this form, and, if you give your child permission to attend the school activity, then sign and return it to your child's teacher.

Date(s) of Trip 5/18/17 - 5/19/17 Trip Organizer(s) Lynn D'Andrea

Trip Destination Boston Massachusetts

Educational Objectives Co-curricular - Social Studies and Science

Supervision

- ☒ Students will be directly supervised at all times
- ☐ Students will be directly supervised by adults with the following exceptions _____
- ☐ A school nurse will be present on this school trip

Transportation Provided ☐ School Bus ☒ Charter Bus ☐ Personal Vehicle ☐ Leased Vehicle

Related Risks ☐ Swimming Pool ☐ Amusement / Theme Park ☐ Beach / Ocean ☒ Other ☐ None
Walking

Student Agreement

Student Name _____ Grade _____

While participating on this trip, I will accept responsibility for maintaining conduct in accordance with the Derby Middle School's Code of Conduct and I will follow directions of the school trip organizers / chaperones at all times.

Student Signature _____ Date _____

Parent / Guardian Permission

I have read and understand the attached description of the school trip. I also understand that participation in the school trip will involve activities off school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use any non-school property.

I give permission for _____ to participate in all aspects of this school trip.

Parent / Guardian Signature _____ Date _____

Parent Contact Number _____



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Derby Middle School Boston Tour Via Motorcoach
Thursday, May 18, 2017 Until Friday, May 19, 2017
2 Days and 1 Night

Date Prepared: 6/6/2016

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,

Joanna Petty - Educational Account Executive

Visit www.hemispheretravel.com or talk to your Educational Account Executive about all of the exciting domestic and international destinations that Hemisphere has to offer!

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.

6:30 AM Motorcoach Departs for Boston, MA

10:00 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.

New England Aquarium- Lunch Vouchers

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

12:00 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.

2:30 PM Prudential Skywalk Observatory- Adult Admission

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

5:00 PM Hard Rock Cafe- Gold Menu

7:00 PM Free Time to Visit Boston Common

8:00 PM Depart for the Hotel

Hilton Boston/Woburn: Derby Middle School

10:00 PM Private Overnight Hotel Security for 7 Hours

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

Derby Middle School Boston Tour Continued

SAMPLE ITINERARY**Day 2****7:00 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.

9:00 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 Museum of Science

Long respected as a leader in science education, the Museum of Science promotes thoughtful participation in today's increasingly technological society. With over 700 permanent exhibits, and an ever-changing cavalcade of touring exhibits, films, and shows, groups can encounter the fresh and unfamiliar, ask questions, and actively address the provocative issues raised by innovations in science and technology.

1:15 PM Faneuil Hall Marketplace- Meal Voucher

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.

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

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:	\$365.00	\$380.00	\$410.00	\$500.00
35-39 Paid Participants Per Coach:	\$380.00	\$395.00	\$425.00	\$515.00
30-34 Paid Participants Per Coach:	\$410.00	\$425.00	\$455.00	\$545.00
Adult Participants Add the Following to Above Tour Costs:	\$10.00	\$10.00	\$10.00	\$10.00

* 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: