

DERBY PUBLIC SCHOOLS

School Trip Proposal / Request Form

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

School: Derby Middle School Principal: Mrs. Caggiano
Date(s) of Trip: Friday May 3, 2019 Trip Organizer(s): Suzanne Sisson
Destination of Trip: Boston, MA
Grade level of student participants: 7th No. of Students: 50

Educational Objectives including related classroom activities prior to / following the trip: Tour Boston visiting museums and monuments that have been covered in the curriculum. (Science Museum, Aquarium)

Funding Source(s): Parent contribution & fundraising

Complete if students are paying for all or part of the trip. \$ 221.00

Total fees required from each student: Transportation Cost: X Event Fee: X Meals X

Lodging: N/A

Source(s) of funds for students who qualify for fee waiver: N/A

Cost of Nurse (if applicable): N/A Funding source: N/A

Name of travel agent (if applicable): Hemisphere Educational Travel

Name of transportation service vendor: Motorcoach

No. of buses required: 1 Cost per bus: included

Date / Time of trip: Departing Derby: 5/3/18 6a Returning to Derby: 5/3/18 11pm

Number of chaperones on trip: 5 (1:10 ratio)

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

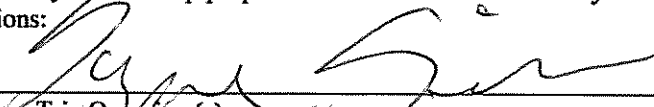
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Handwritten text, possibly a list or notes, located in the lower middle section of the page. The text is very faint and difficult to decipher.

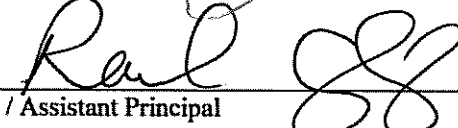
Vertical handwritten text or a list located on the right side of the page.

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:



Signature, Trip Organizer(s)

Trip approved  _____
Signature, Principal / Assistant Principal

Date 10/6/18

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.

**PARENT/GUARDIAN PERMISSION AND
ACKNOWLEDGEMENT OF RISK FOR STUDENT TRAVEL**

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.

Parent Directions:

Please read this form, and, if you give your child permission to attend the school trip, sign and return it to your child's teacher.

Date(s) of Trip: May 3, 2019 Trip Organizer(s): Suzanne Sisson

Destination of Trip: Boston, MA

Educational Objectives: Tour Boston visiting museums and monuments that have been covered in the curriculum.

Supervision:

Students will be directly supervised by adults 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 or Ocean Other None

walking around city

Student Agreement:

Student Name: _____

Grade: _____

While participating on this school trip, I will accept responsibility for maintaining conduct in accordance with the Derby High School 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 of school property; therefore, neither the Board of Education nor its employees and volunteers will have any responsibility for the condition or use of any nonschool property.

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

Parent / Guardian Signature: _____ Date: _____

Parent Contact Number: _____

Derby Middle School Boston Tour

SAMPLE ITINERARY

DAY 1 Friday, May 3, 2019

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. *Please note your motorcoach may or may not be equipped with Wi-Fi, and power outlets. If you require these features, please inform your Account Executive as we will attempt to accommodate your request. There may be an additional charge.*

6:00 AM Motorcoach Departs for Boston, MA

10:00 AM Approximate Arrival in Boston, MA

10:00 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.

12:00 PM New England Aquarium- Lunch Vouchers

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

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.

2:00 PM 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.

3:30 PM USS Constitution

Take a tour of your ship USS CONSTITUTION. Each guided tour, given by several active-duty Navy Sailors, takes you through the ship's spar deck (top deck), gun deck and berth deck and explains the history of the ship, its crew, and why we still have the ship here today. (The USS Constitution does not accept reservations and visitors are taken on a first come basis.)

5:00 PM Dinner- Student Friendly Restaurant

6:30 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.

7:30 PM Motorcoach Departs for School



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 Continued

SAMPLE ITINERARY

11:30 PM **Approximate Arrival at School**

GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 5 & 6, and subject to the Tour Contract executed with the Tour Leader:

WEB CODE / ACCOUNT #: 19TA13066

GROUP NAME: Derby Middle School Boston Tour

TOUR DATE(S): Friday, May 3, 2019, 1 Day

TOUR Leader: Suzanne Sisson

PER PERSON PRICING*

40-50 Paid Participants Per Coach: Per Person: \$221.00

35-39 Paid Participants Per Coach: Per Person: \$235.00

30-34 Paid Participants Per Coach: Per Person: \$255.00

*Registration is on a first come first served basis. A wait list will be formed if you tour reaches the maximum capacity listed above.

*Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.

*Cost per participant is based upon the number of paid participants listed above at the final payment deadline date. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the Tour Contract executed with the Tour Leader.

*Adults are responsible for single occupancy if they do not have a roommate.

PAYMENT SCHEDULE (payment and forms must be received to be registered):

DEPOSIT #1 DUE: 10/11/2018

AMOUNT: \$50.00 PER PERSON

DEPOSIT #2 DUE: 12/6/2018

AMOUNT: \$50.00 PER PERSON

FINAL PAYMENT: 3/4/2019

AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.

TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT www.hemispheretravel.com;

1. Click on the Account Login button at the top of our home page.
2. Click here to register or make a payment for a tour.
3. First time users click on the 'First time users click here' link OR enter your login information if you have previously set up an online account.
4. Enter your Web Code - YOUR HEMISPHERE WEB CODE IS 19TA13066. Proceed to enter in the requested information.
5. Once information is completed, you will receive a confirmation email.
6. Your confirmation email will provide a link for you to fill out the Permission for Medical Treatment form online.
7. You may log into your account by using your email and password to make future payments.

IF PAYING BY CHECK: All checks/money orders must indicate the participant's name, school name and Your Tour Web Code, 19TA13066 on the lower left portion. Please make checks or money orders payable to "HEMISPHERE" and SEND TO: 1375 E. Woodfield Road, Suite 530, Schaumburg, IL 60173. Hemisphere processes all checks immediately. No post-dated checks accepted. The Tour Terms and Conditions Form and Medical Form must be mailed in with your payment.

FOR GROUPS TRAVELING BY AIRPLANE:

- **Checked baggage fees are not included in the above price.** Details will be distributed at the final parent meeting before your tour.
- **Passengers under the age of 18 are not required to have any photo ID with domestic travel.** Passengers under the age of 18 must provide full legal name, including middle name, and date of birth.
- **Passengers 18 years and older must register with the name that appears on your driver's license or government issued photo identification.**
- **Flight deviations from the group's flight schedule will be assessed a \$200 service fee plus any difference in the fare (per ticket).** There will be a \$150 name change fee per ticket and any other changes will be subject to additional fees.

