



**TRAVEL PACKET FOR**  
**NEW FAIRFIELD HIGH SCHOOL OVERNIGHT INTERNATIONAL FIELD TRIP TO**  
**FRANCE (PARIS AND ORLÉANS)**

**DATE**

Dear Parent/Guardian:

We are excited about the upcoming New Fairfield High School World Language trip to France February 13-22, 2025 (the “Trip”). The administrator responsible for the trip, Heidi Edel, NFHS French Teacher, and we are working with a tour company called Prométour (the “Tour Company”). There will be a parent meeting on (Time to be determined) to review the travel plans, flight information, hotel accommodations, admission passes, and to answer any logistical questions.

We will also provide you with an update on our plans to help ensure a safe and successful experience for all students and chaperones. It is very important that each student be represented by a parent/guardian at this meeting. Students are also welcome to attend.

In addition to the medical and permission forms we provided previously, we are providing additional information in this Travel Packet and requiring that additional forms be signed and submitted to Heidi Edel by participating students (“Student” or “Students”) and their parents or legal guardians (“Parents”). Failure to review the information in this packet and to submit the required forms may result in difficulties with the Student’s ability to participate in the Trip.

Included in this packet are the following:

- TRAVEL DESCRIPTION
- AGREEMENT, WAIVER AND RELEASE OF LIABILITY
- EXPECTATIONS AND CODE OF RESPONSIBILITY AND RESPECT
- REFUND POLICIES

***THESE DOCUMENTS HAVE IMPORTANT LEGAL CONSEQUENCES.***  
***DO NOT SIGN THEM UNLESS YOU KNOW WHAT THEY MEAN.***

## TRAVEL DESCRIPTION

Trip Destination: France (Paris & Orléans)

Departure Date: Feb. 13, 2025

Return Date: Feb. 22, 2025

Trip Leader(s): Heidi Edel

Tour Company/Trip Sponsor (“Tour Company”) (if any): Prométour

Detailed Itinerary: Attached/linked (see itinerary for more details about destinations)

[https://prometour.toogo.in/public/yourtrip/NewFarifield\\_10\\_France\\_2025?auth=c4ca667502d8](https://prometour.toogo.in/public/yourtrip/NewFarifield_10_France_2025?auth=c4ca667502d8)

### **Thursday**      **February 13, 2025**

Students drop off bags in the morning for inspection by administration  
Departure from New York City.  
Flight is generally in the late evening with arrival the next morning in Paris  
Airport shuttle is not included in the tour price.

### **Friday**      **February 14, 2025**

Meet Prométour Tour Director at arrivals section of the Paris Airport (Charles de Gaulle)  
Transfer by motor coach to the hotel for luggage drop off (check in later in the day).  
Travel in Paris is with public transportation and walking.  
Visit the Panthéon, the resting place of many famous people.  
Lunch in the area (students split up accompanied by chaperones).  
Visit the Sainte Chapelle.  
Scavenger hunt on Île de la Cité.  
Dinner as a group in a local restaurant.  
Overnight accommodation in Paris.  
Exact hotel to be determined, possible hotels below:

[Hotel Magenta 38](#)

[Hotel Andre Latin](#)

[Hotel Abaca Messidor by HappyCulture](#)

[Hotel Sanso by HappyCulture](#)

[Hotel Ibis Styles Paris Bercy](#)

[Ibis Paris Bastille Opera](#)

[Hotel Le Cardinal - Paris](#)

[Holiday Inn Express – Canal de la Villette](#)

[Campanile Maine Montparnasse](#)

### **Saturday**      **February 15, 2025**

Breakfast at hotel  
Explore Musée d’Orsay with an audio guide.  
Lunch in the area (students split up accompanied by chaperones).  
Visit the Opera Garnier.  
Explore the Opera Garnier neighborhood including shopping venues such as Les Galeries Lafayette.  
Dinner as a group in a local restaurant.  
Overnight accommodation in Paris.

### **Sunday**      **February 16, 2025**

Breakfast at hotel.  
Admire Paris through a Seine river cruise in a Bateau Mouche.  
Visit the Eiffel Tower (up to the second floor).

Leisure time on the Champs-Elysees.  
Lunch in the area (students split up accompanied by chaperones).  
Say goodbye to the Prometour Tour Director and board motor coach to travel to Orleans.  
Arrive at the Lycée Saint Charles, where host families will pick up students.  
31 Avenue Saint Fiacre  
45100 Orléans  
Meet exchange students, then go home with host families and settle in.  
Dinner and accommodation with host family.

**Monday**      **February 17, 2025**

Breakfast with host family  
Spend the day in a French school  
Activities planned by the school to welcome exchange students.

**Tuesday**      **February 18, 2025**

Breakfast with host family  
Spend the day in a French school.

**Wednesday**      **February 19, 2025**

Breakfast with host family  
Activities with host family & French students.

**Thursday**      **February 20, 2025**

Breakfast with host family.  
Prométours arranges Loire Valley visit with local guide  
Visit Chambord Castle.  
Lunch on your own at the Amboise Market,  
Visit of Clos Lucé, former residence of Leonardo DaVinci  
Return to Orléans for dinner & overnight accommodation with host family.

**Friday**      **February 21, 2025**

Breakfast with host family.  
Say au revoir to your host family  
Board motor coach to Chartres for a visit of the famous cathedral.  
Lunch in Chartre, then return to Paris in motor coach.  
Meet Prometour Tour Director and spend one last night in Paris in the Montmartre area.  
Visit the Sacré Coeur and eat dinner in a local restaurant.

**Saturday**      **February 22, 2025**

Breakfast at hotel.  
Transfer by motor coach to Paris Airport.  
Return to New York City.

**Means of Travel:** Flight from NY JFK to Paris CDG

**Air Transportation:** Details to be confirmed. Direct flight from NY-Paris.

**Flight Information:** Departure and arrival times to be provided by Heidi Edel

**Bus Transportation:** Motor coach provided by Prometour in France.

**Expected Number of Student Participants:** 5-10

**Names of Chaperones:** 2 (Heidi Edel & second Teacher or Administrator chaperone)

**Name of Trip Nurse:** NFHS School nurse will prepare documentation and first aid kit.

Anticipated Cost per Student:

- This trip is around \$3000/student based on quadruple occupancy.
- Please see fee schedule below.
- Every attempt will be made to secure scholarships for trip participants.

Sample Pricing Table (corresponds to this sample trip):

<b>Student Price Per Person</b>	
25 participants + 4 free	<b>2 960 USD</b>
25 participants + 5 free	<b>3 090 USD</b>
20 to 24 participants + 3 free	<b>3 060 USD</b>
20 to 24 participants + 4 free	<b>3 190 USD</b>
18 to 19 participants + 2 free	<b>2 960 USD</b>
18 to 19 participants + 3 free	<b>3 160 USD</b>
16 to 17 participants + 2 free	<b>3 090 USD</b>
14 to 15 participants + 2 free	<b>3 260 USD</b>
<hr/>	
STUDENT GROUP DELUXE PLAN	<b>+ 210 USD</b>

## AGREEMENT, WAIVER AND RELEASE OF LIABILITY

The parties to this Agreement, Waiver and Release of Liability (“Agreement”) are the Student, the Student’s parents or legal guardians, and the New Fairfield Board of Education (the “District”). The Student, with the consent of the Student’s parents or legal guardians (“Parents”), has chosen to participate in an off-campus, overnight travel program (the “Trip”). Participation in the Trip is voluntary and not an educational requirement of the District.

The Student and the Parents will:

- complete all forms and provide the necessary information as detailed in this Travel Packet,
- certify that the information provided in this Travel Packet is correct, and agree to keep it updated as necessary, and
- review and understand all information provided by the third-party Tour Company/trip sponsor (“Tour Company”) (as applicable).

### **I. Acknowledgements**

- Participation in the Trip is voluntary and is not an educational requirement of the District. The Trip is offered as an accommodation to students who wish to participate and is not considered part of the District’s curriculum. No grade, award or academic advancement will be granted by the District as a result of a student’s participation in the Trip.
- The Trip is not open to the general public and is offered only to qualified members of the District community. The District does not make any financial profit from the proceeds of the Trip nor does it charge any surcharge or other fee beyond those fees necessary to cover the cost of the Trip.
- The Student and the Parents have been given ample opportunity to review the Agreement and understand that the Agreement includes, among other things, a release of their claims against the District, its officers, directors, trustees, administrators, faculty, employees, agents and representatives (hereinafter “Released Parties”) for personal injuries, damages and/or losses relating to and/or arising out of the Trip.

### **II. Acknowledgement of Risk(s)**

The Student and Parents acknowledge and agree that:

- Travel generally and the activities associated with it and with the Trip present risks to the Student personally and to the Student’s property, some of which may result in serious personal injury or death, and that these risks can be a consequence of not only the Student’s actions or negligence but also the actions or negligence of others, or travel conditions or equipment. Travel includes risks associated with the conduct of third parties, such as risk of traffic accidents, crime, assault and/or theft.

- Travel may also involve other risks, such as unfamiliar or different terrain, climate, food and drink, customs, laws, social and sexual mores, safety practices and regulations, communications, criminal and law enforcement activities, acts of war or terrorism, disability access, driving practices, disease, and lack of access to health care providers and facilities.
- The Student and the Parents have had the opportunity to read information that was provided about the Trip, and understand that it is their responsibility to review websites for the Centers for Disease Control (“CDC”) and other public health authorities and to review such information periodically for updates and changes prior to the Trip. For Students who will be required to take any medications during the Trip, the Student and the Parents have conferred with the appropriate District personnel about any applicable laws, rules and/or regulations regarding the possession, use and administration of medications in the particular location(s) where the Student will be traveling during the Trip, which may be different from Connecticut’s laws, rules and/or regulations regarding the possession, use and administration of medications.

**PLEASE READ AND INITIAL TO CONFIRM:**

*I have read and/or reviewed the website for the CDC concerning health and other travel risks, cautions, and warnings, and recommendations, including any CDC Outbreak Notice/Travel Health in the areas in which the Student will be traveling.*

*I am responsible for consulting with a physician or appropriate specialist for advice on the risks of travel and recommendations for appropriate precautions.*

*I am responsible for taking the precautions recommended by the CDC.*

*I will continue to review the information above to obtain the most current, up-to-date travel information possible up to the departure date for the Trip.*

\_\_\_\_\_ Initials of Student

\_\_\_\_\_ Initials of Parent/Guardian

- The Student and the Parents have reviewed the Trip literature provided by the District and, if applicable, the Tour Company, that describes the risks associated with the Trip. The Tour Company is solely responsible for describing the risks related to the services it provides. The Student’s and the Parents’ questions and concerns regarding those risks have been addressed to their satisfaction, and they fully understand and assume those risks.
- The Student and the Parents are responsible for evaluating the risks that the Student may face and for taking any health precautions that they deem advisable or necessary and agree that the Student may participate safely in all Trip activities with or without reasonable accommodation. If the Student requires a reasonable accommodation or if the Parents have concerns about the Student’s participation in any Trip activities, they agree to provide written notice to the District at least four (4) weeks in advance of the Trip, unless extraordinary circumstances exist.

- The specific itinerary for the Trip may change during the course of the Trip due to unforeseen and unknowable circumstances and any activities that the Student may take part in, whether as a component of the Trip or separate from it, will be considered to have been undertaken with the Student's and the Parents' approval and understanding of any and all risks involved.
- The District is not responsible for any injury, loss, or damage to the Student's person or property, whether resulting from acts or omissions of third parties, or other persons not under the control of the District, from the operation or condition of facilities or premises, from acts of war or terrorism, or from acts of God or nature, except to the extent that the injury, loss, or damage is caused by the sole negligence or reckless, wanton or intentional misconduct of the District, its officers, trustees, faculty, employees, agents, or representatives.

### **III. Assumption of Risks and Waiver of Liability/Release of All Claims**

In consideration for being allowed to participate in the Trip, and with only those exceptions described below, the Student and the Parents fully ASSUME ALL RISKS, inherent and otherwise, whether or not described above, in connection with the Trip and RELEASE AND DISCHARGE the District, its officers, trustees, faculty, employees, agents or other representatives under the direction and control of the District (the "Released Parties") from any and all liability, damage, injury or loss, including bodily injury or death, arising from, related to, occurring during, or associated with the Student's participation in the Trip for any reason. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims do NOT apply if (1) the liability, damage, loss or injury is CAUSED SOLELY BY THE NEGLIGENCE of the Released Parties and do not include the negligence or any other act or omission by any other person or entity (such as the Student, the Parents, other third parties or independent vendors/contractors); or (2) the liability, damage, loss or injury is CAUSED BY THE RECKLESS, WANTON or INTENTIONAL MISCONDUCT of a Released Party. These agreements of Assumption of Risks and Waiver of Liability/Release of All Claims will be construed in accordance with Connecticut law.

### **IV. Indemnification and Hold Harmless**

The Student and the Parents agree to defend, indemnify and hold harmless the Released Parties from any and all claims, lawsuits or demands made by anyone arising from or relating to the Student's involvement with the Trip, except for negligence caused solely by a Released Party or the reckless, wanton or intentional misconduct of a Released Party.

### **V. Code of Responsibility and Respect and Adherence to Standards**

The Student and the Parents understand and agree that:

- By participating in the Trip, the Student is subject to the policies, rules and regulations of the District and the Tour Company, and may be subject to District disciplinary action as provided in the District's Student Handbook and applicable student discipline policies for any violations of applicable policies, rules and/or regulations.
- The Student will be subject to the laws, rules and regulations of the location where the

Student is traveling and those laws may be substantially and materially different from those in Connecticut.

- While participating in the Trip, the Student will comply with the Expectations and Code of Responsibility and Respect attached as Appendix A, and will not engage in inappropriate conduct, including but not limited to the use of physical or verbal threats or violence or unauthorized absences from scheduled Trip activities.
- Consumption, use or possession of illegal drugs or alcohol will not be tolerated.
- The Student will obey all directives issued by the District, the Trip Leader(s), any associated organizations.

## **VI. Financial Obligations**

The Student and the Parents agree:

- to pay any money owed to cover any costs and fees relating to the Trip (for travel, accommodations, cultural visits and the like) by the date specified;
- to pay any additional costs that may be incurred relating to the termination of the Student's participation in the Trip, as explained in Appendix A and Section VIII below; and
- to abide by the Tour Company's and/or the District's Refund Policies, which are attached as Appendix B.

## **VII. Participation and Trip Modification**

The Student and the Parents understand and agree that:

- The District and/or Tour Company reserve the right to cancel or modify the Trip at any time for any reason, including but not limited to emergencies, low enrollment, change in conditions, and unavailability of facilities and/or personnel.
- Absent express permission from the Trip Leader(s), the Student will attend and participate in all scheduled Trip activities and will adhere to the Trip schedule as set by the District and/or the Tour Company.
- Failure of the Student to attend and participate in all scheduled Trip activities may result in increased risk for all of the participants and the District, and may result in disciplinary consequences in accordance with the Expectations and Code of Responsibility and Respect

## **VIII. Termination of Participation**

The Student and the Parents understand and agree that:

- In its sole discretion, the District may terminate the Student's involvement with the Trip

at any time, including before departure or during the Trip. Reasons for termination may include, but are not limited to, inappropriate conduct or other behavior by the Student deemed detrimental to the best interests of the Trip and violations of this Agreement, including (but not limited to) the Expectations and Code of Responsibility and Respect, the Expectations and Protocols related to emergencies, or health or safety conditions or considerations.

- If the Student's conduct or health should cause him/her to be removed from the Trip, the Participant and the Parents or legal guardians will bear the costs of return transportation. Such termination shall not diminish or otherwise alter the Student's obligation to make any payment required for the Trip, and the District shall not be required to make any refund.

#### **IX. Activities Outside the Trip's Itinerary**

The District strongly advises against voluntarily withdrawing the Student early from the Trip and thereby causing the Student to travel separately from Trip participants and chaperones. Such early withdrawal of the Student from the Trip by the Parents and/or the Student presents risks to the Student personally and to his/her property, some of which may result in serious personal injury or death. Notwithstanding the foregoing, should the Student choose to, or should the Parents cause the Student to, remain at the Trip location or elsewhere after the Trip ends, or should the Student leave the Trip voluntarily or involuntarily, the Student will cease to be involved in the Trip; the Parents will be fully responsible for the Student thereafter; and the District will not be responsible for supervising the Student in any respect, or for any injury, loss, or damage to the Student's person or property.

#### **X. Severability**

It is understood and agreed that, if any provision or term of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions, terms or applications of this Agreement which can be given effect without the invalid provisions, terms or applications. To this end, the provisions and terms of this Agreement are declared severable.

#### **XI. Governing Law; Venue**

This release shall be construed in accordance with, and governed by, the laws of the State of Connecticut. The parties agree that venue for any dispute arising under this Agreement shall be in any Connecticut court of competent jurisdiction.

#### **XII. Construction and Scope of Agreement**

The language of all parts of this Agreement shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any party. This Agreement, which includes the entire Travel Packet, including the permission slips and medical forms provided on **DATE TO BE DETERMINED**, is the entire and complete agreement of the parties relating in any way to the subject matter hereof. This Agreement supersedes any earlier written or oral understandings or agreements between the parties.

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Student signature Date

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Parent/Legal Guardian signature Date

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Parent/Legal Guardian signature Date

**New Fairfield Board of Education**

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Signature Date  
Superintendent of Schools

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Print Name

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Title

## APPENDIX A

### **Expectations and Code of Responsibility and Respect**

The New Fairfield Board of Education wishes to insure that the Trip is a great one for everyone involved. With large groups, order is important. Rules are necessary to guarantee your safety and the success of the Trip. Please understand that the expectations listed below are important and are for everyone to follow. As this is a District-sponsored trip, all participants are expected to conduct themselves with the maturity, respect, and dignity that are expected of a student in the District. Each participant is an ambassador for the District and the reputation you create by your behavior, actions, and performance directly reflects on the entire school community.

1. All students will be expected to follow behavior guidelines and requirements as set forth in the [New Fairfield High School Student Handbook](#).
2. The use of any alcoholic beverages, drug substances, or any type of tobacco is not permitted.
3. Students will follow the directives of all chaperones that have been appointed for the Trip.
4. Involvement in any misconduct during the Trip that violates local or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students or chaperones, will result in disciplinary action. Chaperones cannot intervene on behalf of any student who might be arrested for shoplifting, vandalism, disturbing the peace, etc. Such an event would jeopardize the success of the Trip and the possibility of any future trips hereafter.
5. Leaving assigned areas without prior consent from a chaperone will not be permitted.
6. Students will be responsible for their own belongings, including luggage, music, and passport.
7. Do not use hotel phones or make any additional room purchases.
8. Students will be on time on all occasions, respecting the group timeline of the Trip.
9. Students are not permitted to leave hotel premises after curfew. Disciplinary action will be taken.
10. Students will be expected to have spending money and money for meals/snacks as requested on the Trip.
11. All students are expected to travel in groups of three or more at all times.

If infractions occur during the Trip, it will be at the discretion of the chaperones and/or District administrators what action will be taken during the Trip, including but not limited to the following: (1) limited free time; and/or (2) students will be sent home early at parent's or legal guardian's expense. Students may also face disciplinary action upon return to New Fairfield High School after the Trip.

I have read the above rules and regulations. I agree to the consequences in the event a problem with my child arises. I understand that I will be required to provide transportation for my child to return home, if it is deemed necessary by the chaperone(s) and/or the District's administration.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have read the above rules and regulations and I agree to abide by them. I also understand that, in the event of my misconduct, I will be sent home at my parent's or legal guardian's expense.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## APPENDIX B

### Refund Policies

#### Cancellation Penalties

There are many factors to consider when discussing the topic of cancellation penalties for a group. This trip is priced out based on 12-20 students participating and contributing. The sliding scale is communicated with the trip itinerary: the fewer the students, the higher the cost. For this trip, the goal is to have 16 participants so that the cost is below \$3500 per participant (this draft is based on a previous estimate, so the exact cost will not be known until the exact dates of the trip are known). Participants are given all relevant information at time of purchase.

Prometour provides the tour, which includes an insurance package through the provider Travelex (see below). The complete package is included in the tour price with Emergency Medical, Cancellation and Cancel for Any Reason):

#### Emergence Medical

For when you are in destination and require medical assistance

#### Regular Cancellation

Examples include death in the immediate family or documented emergency medical, In the case of an individual's cancellation due to a covered physical illness or an injury, they would be eligible for a 100% refund of their claim of their monies kept by Prometour.

Cancellation can occur any time before departure.

Regular cancellation will not cover pandemic/epidemic, but CFAR should apply\*\* so long as participants cancel a minimum of 48-hours prior to departure.

#### CFAR coverage (Cancel for Any Reason)

Examples include fear of travel, trip approval withdrawn, change in destination entry requirements, schedule conflicts; participants would be eligible for a 75% refund of their claim.

Cancellation must occur at least 48-hours prior to departure.

Trip Confirmation must occur at least 90-days prior to departure.

The insurance company will be the sole determiner of eligible refund. Policy questions and what if situations should be directed to the insurance company:

Provider Name	Travelex's Peace of Mind
Distributor Name	Travel Insurance Center
Phone Number for Questions	1 866-979-6753
Booking Contact	Dan Drennen

There is no additional insurance coverage through the tour provider.

Peace of Mind Program is Prometour's plan of action on how to proceed with a group dynamic decision. The choices that are offered are based on the coverage of the insurance package which is supplied by the insurance company.

Cancellation coverage is a component of the insurance package provided by the insurance company. Cancellation fees are imposed by Prometour and are determined by our Terms and Conditions.

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#### Cancellation of the Entire Group

In the case of a formal Level 4 Travel Advisory by the U.S. Department of State for travel to France, the Group Leader may choose between 1) changing the travel dates of the current trip 2) Modifying the existing trip with the same dates or 3) canceling the trip, in which case Prometour will work with its partners and suppliers to collect as much money back to participants as possible.

If the trip is canceled more than 48-hours prior to departure, then the group would make a claim to the insurance company for any monies that Prometour keeps. In the case of NO possible insurance then Prometour will work with partners and suppliers to minimize losses to your travelers.

Group or Individual Cancellation procedure:

To be removed from or cancel a confirmed trip, a Cancellation Form must be completed, and fees are determined based on the date that Prometour receives the form in relation to the trip departure date. Prometour will keep:

\$ Prometour Processing Fee

\$ Cost of the insurance premium

\$ Cancellation Fee – determined by the Terms & Conditions (T&C)

Monies paid above this total will be refunded by Prometour, the traveler would then make a claim to the insurance company for what was kept by Prometour.

It is unlikely that a traveler would ever get a 100% refund of the money. They should be prepared that they could lose, at minimum, their trip deposit, even with the insurance claim. The cost of the insurance package for example still needs to be covered.