

**School District of River Falls
Educational Program Committee**

Monday, February 9, 2026 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Monica LaVold

A quorum of the Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. APPROVE RF4C CONTRACT 2026-28

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Description: David Bell, Superintendent, will present the District's 2026-28 RF4C contract.

Recommended Action: Approve the RF4C Contract for the 2026-28 school years.

**5. APPROVE PRELIMINARY 10-12TH GRADE SOCIAL STUDIES TRIP APPLICATION TO
EASTERN EUROPE**

15

Description: Luke Chafee, River Falls High School Social Studies Teacher, will present the preliminary field trip application for students to Eastern Europe in June 2028.

Recommended Action: Approve the preliminary field trip application to Eastern Europe, June 2028.

**6. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE EDUCATIONAL
PROGRAM MEETING AGENDA(S)**

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or School Board meeting agendas.

Recommended Action: As needed.

7. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, March 9, 2026, 6:00 p.m.

The meeting will be held at the District Office Conference Room, 852 E. Division Street.

8. ADJOURN



AGREEMENT

This Agreement regarding the River Falls 4 Children program (“RF4C”) is between (“Provider”), a partner, and the School District of River Falls (“RFSD”). This Agreement will be for the 2026-27 and 2027-28 school years. It is agreed between Provider and RFSD as follows: RFSD and Provider are each sometimes referred to herein as a “Party” and collectively as the “Parties.”

I. OPERATIONS

- A. Provider will hold and maintain a valid child care license issued by the Wisconsin Department of Children and Families and not be subject to or have been subject to any “enforcement actions” for a period of 2 years before the effective date of this Agreement and throughout the term of this Agreement.
- B. Provider will provide all required teacher(s), teacher assistant(s) and site for delivery of all services to be provided by Provider under this Agreement (collectively, the “RF4C Services”).
- C. RF4C Services will be provided on all scheduled days and hours on the School Calendar, as hereinafter defined. Days and hours of instruction will be added if inclement weather results in fewer than 437 hours per school year.
- D. A standard school calendar will be provided by the RF4C Coordinator to Provider no later than July 15 (the “School Calendar”). The School Calendar will include days and hours of instruction which must be followed by the Provider. Provider may request changes to the School Calendar by August 1 but RFSD has no obligation to accept any such requested changes. Any proposed changes to the School Calendar to be followed by Provider must first be approved, in writing by the RF4C Coordinator. Any failure by Provider to adhere to the School Calendar will result in a reduction, on a prorated basis, of the per pupil payments outlined in Part V, Section D.
- E. Childcare and/or extended services are an option for preschool participants but not a condition of enrollment in the RF4C program at the Provider’s facility. It is understood and agreed that RFSD has no involvement of any kind with any other services and/or care given by Provider.
- F. Provider will comply with the site technology requirements, which require, at a minimum, maintaining email and internet capabilities.

- G. The RF4C Coordinator will be advised by the Site Coordinator of current enrollments, attendance reports, and all other reports requested by RFSD in accordance with determined deadlines.

II. LOCATION/FACILITIES

- A. The RF4C Services will be provided, pursuant to this Agreement, at facilities located at (address), River Falls, Wisconsin 54022 (the "Site").
- B. The Provider will maintain an appropriate environment for four-year-olds at the Site. The appropriateness of the environment is subject to the approval of RFSD. An appropriate environment includes, but is not necessarily limited to:
- (i) Maintaining indoor/outdoor space/equipment and toys in good condition;
 - (ii) Indoor play space with equipment appropriate for early childhood;
 - (iii) Outdoor play space with equipment appropriate for early childhood;
 - (iv) Maintain a clean, well-lit, secure site;
 - (v) Provide adequate personal storage space for children (i.e. "cubbies");
 - (vi) A space which complies with the requirements imposed by the Establishment Clause of the First Amendment to the United States Constitution;
 - (vii) A private and confidential space with a table and a minimum of four chairs to meet with parents and specialists, and to provide special education and related aids and services; and
 - (viii) Handicap accessibility in accordance with applicable laws and regulations.
- C. Custodial services for the Site will be provided at the sole cost and expense of the Provider. Custodial services will be performed daily so that the Site remains in a safe, clean and sanitary condition.

III. STAFF

- A. The RF4C Coordinator is Becky McAleavey. The RF4C Administrator is Kai Rodgers.
- B. The Site Coordinator is (name). The Site Coordinator may be replaced from time to time at Provider's discretion. The Provider will notify the RF4C

Coordinator if the Site Coordinator is replaced within 5 days of such replacement and provide the name of the replacement.

- C. Provider will provide a DPI certified teacher, who meets DPI licensure requirements for four-year-old kindergarten, for each RF4C classroom in the program. The Provider will notify the RF4C Coordinator of any changes to the teaching staff within 5 days.
- D. Provider will also provide a teacher assistant, with a minimum of a high school diploma and Early Childhood I Certification (or the equivalent), for each RF4C classroom when the enrollment exceeds 13 children in a classroom.
- E. Provider will obtain background checks on all its employees or independent contractors who have any involvement with the RF4C program and provide copies of each background check to the RF4C Coordinator. The background checks will be provided before the start of the school year or, for any employees or independent contractors who begin mid-school year, before the employee starts working in the RF4C Program.
- F. Provider will ensure that each RF4C classroom has a consistent teacher and a teacher assistant (as necessary based on enrollment).
- G. CPR and first aid trained staff are available at all times when providing RF4C Services.
- H. Provider will ensure a duty-free planning time that will be equal to 2.5 hours per class per week. A schedule of planning time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RFSD.
- I. In addition to the duty-free planning time, paid preparation/collaboration time will be provided to the DPI certified teacher to collaborate with RFSD staff members, co-teachers, and others. A schedule of collaboration time will be provided to the RF4C Coordinator by the Provider for each DPI certified teacher and will be subject to the approval of RF4C Coordinator.
- J. Provider's staff that provide RF4C Services will participate in required joint training and professional development as required by RFSD. Such staff will be provided advanced notice of times for required joint training and professional development. Joint training and professional development will occur on inservice dates on District Calendar.
- K. RF4C Coordinator will provide an opportunity for teachers and directors of the RF4C program to participate in an exit survey or interview to discuss the program's strengths and weaknesses.

- L. For any DPI licensed teacher hired by the Provider, the Provider will pay the teacher a minimum of \$22.00 per hour for RF4C work performed for the Provider including time worked during instruction for the Provider and during planning for instruction. RFSD will provide a transition period for providers to attain the required minimum wage by request only and will consider such requests when submitted to the RF4C Coordinator.

IV. ACTIVITIES/CURRICULUM

- A. A developmentally appropriate preschool model will be used by the Provider to deliver RF4C Services and meet the RF4C Learner Outcomes.
- B. Site classrooms will not be segregated by family income or a child's ability or/disability.
- C. Cultural and/family values will be incorporated into the program.
- D. The RFSD has provided the Creative Curriculum and its components to be used in each RF4C classroom. All other materials including consumable supplies will be provided by Provider, at its sole cost and expense. Prior to any updates to RFSD provided curriculum, RFSD will engage Providers in a process to review and update RF4C Curriculum.
- E. Provider will adequately maintain all materials, equipment, supplies provided or loaned to it by RFSD. Provider will provide a current list of provided or loaned materials, equipment, supplies upon request or if terminated from the RF4C Program.
- F. Common documentation of Early Learner Outcomes will be completed using the assessment and screening tools selected by RFSD.
- G. Provider will participate in any data collection, reporting process, and goal setting as directed by RFSD. Data and reports will be provided in a timely manner.
- H. Wis. Stat. § 118.016(2) requires an early literacy screener to be administered to each student enrolled in 4-year-old kindergarten at least two times during the school year. AimswebPlus is the early literacy screener that is required by the Department of Public Instruction. Each RF4C classroom will administer AimswebPlus to all students in the Fall (before the 45th day of school) and Spring (less than 45 days before the last day). Assessment materials and training, as necessary, will be provided by the RFSD. Early literacy screener assessment scores will be shared with RFSD.

- I. Wis. Stat. § 118.016(1)(a) defines any student who scores below the 25 percentile on the screener as “at risk”. Parents/caregivers of at-risk RF4C students will be notified by the RFSD Director of Academic Services.
- J. RFSD reserves the right to monitor curriculum implementation in each RF4C classroom throughout the school year.

V. FUNDING

- A. No fees may be required of a parent(s) or guardian(s) to enroll their child in the RF4C program.
- B. Collection of all childcare/tuition fees associated with childcare and/or extended services provided outside the RF4C program, as set forth below, will be the sole responsibility of the Provider.
- C. Participants arriving or remaining more than 10 minutes before or after defined preschool hours are subject to childcare fees which may be assessed by the Provider, directly to the participant’s parent(s) or guardian(s). In this regard, the Provider will provide appropriate notification to parents of all fees and financial expectations.
- D. **The per pupil amount to be provided by RFSD to the Provider will be:**
 - **\$3,000 per school year for each eligible student enrolled in the RF4C program for the 2026-27 school year. At a minimum, each section will be reimbursed for a minimum of 12 students per teacher. For sections with an assistant, the minimum reimbursement will be 20 students per teacher/teacher assistant.**
 - **For 2027-28, the per pupil amount will be no less than \$3,100 per school year for each eligible student enrolled in the RF4C program. At a minimum, each section will be reimbursed for a minimum of 12 students per teacher. For sections with an assistant, the minimum reimbursement will be 20 students per teacher/teacher assistant.**
- E. Provider will receive four payments from RFSD based on pupil count and compliance with this Agreement. The first payment will occur on Oct. 15th and will be 20% of the total due. The second payment will occur on November 15th and will be 20% of the total due. The third payment will be on March 1st and will be 20%, and the final payment will occur on April 15th - or after the Provider has completed all year end activities and provided all required documentation to RFSD, whichever is later. The amount of each payment will be based on the student count taken 2 weeks prior to payment date.
- F. RFSD reserves the right to withhold any or all installment payments in the event the Provider does not comply with any of the requirements of this

Agreement, including without limitation, the completion of all year-end activities and the provision of all required documentation. Withheld installment payments will be made once the Provider has complied with the Agreement to the satisfaction of RFSD.

- G. An additional per pupil amount of \$150 will be provided by RFSD to the Provider per school year for each eligible student enrolled in the RF4C. The purpose of the additional per pupil amount is to provide a bonus stipend to 4K Teachers.
- The Provider will receive payments in accordance with the payment schedule in Section V., paragraph E.
 - The Provider must provide sufficient documentation to the District four weeks after each payment to show that Provider made the bonus stipend payments to all 4k teachers in an amount equivalent to the per pupil amount in this paragraph.
 - The distribution of the bonus stipend should be in a uniform manner per teacher, and any increase should not impact other existing benefits.

VI. PARENT INVOLVEMENT

- A. Parents will have input into their child's educational program and care.
- B. Parents are encouraged to be involved with governance.
- C. Parents and/or community members may serve as volunteers, if appropriate RFSD background check screening is conducted by Provider, under circumstances the Provider deems safe and appropriate, and which do not violate any provision of this Agreement.
- D. Providers will collaborate to offer a total of 87.5 hours of required parent involvement activities and will actively participate to fulfill the annual RF4C Parent Involvement Plan.

VII: SUPPORT SERVICES

- A. The Provider will actively participate in the Student Support Team (SST) process which helps to identify students who may need additional support for learning.
- B. The River Falls School District will provide Special Education support by providing consultation and coaching through a special education teacher or school psychologist
- C. If the level of need for special education support is greater than the consultation and coaching provided, the IEP team will convene to determine if additional special education support and/or alternative placement is needed.

- D. Support services provided by Provider will include:
- (i) Immunization records on file;
 - (ii) Information on health and safety;
 - (iii) Integration of special education students, when appropriate;
 - (iv) Maintenance of student records.
 - (v) Staff and volunteer background checks; and
 - (vi) Crisis planning to consist of protocols for staff and students, submission of safety drill schedules, and documentation.

VIII. STANDARDS

- A. The recommended RF4C enrollment is 21 four-year-olds per classroom with up to a maximum of 24 based on district administrative recommendation and need. Classroom enrollment is aligned with the licensing regulations for square footage of 35 sq. ft. per child. Total classroom enrollment will not exceed a staff-child ratio of 1:13 as required in state child care licensing regulations.
- B. The 2026-28 RF4C Agreement must be signed by RFSD and the Provider by March 1, 2026. By March 15, 2026 the RFSD will verify the number of sections offered by the provider.
- C. Non-RFSD students may participate in the 4K program, but enrollment priority must be given to RFSD students. Provider further agrees to notify RFSD of the enrollment of any and all non-RFSD students.
- D. Non-RFSD students who are not eligible for open enrollment in RFSD will be subject to tuition charges. RFSD will be responsible for the billing and collection of such charges. In the event of non-payment of tuition charges, RFSD will notify Provider, and Provider agrees to exclude the affected student until RFSD advises that payment has been made to its satisfaction.
- E. The Provider, the Site, and each RF4C classroom at the Site are subject to, and agree to comply with all applicable Wisconsin Department of Child and Family Services child care licensing regulations, DPI standards, Wisconsin Statutes, RFSD policies, and appropriate early childhood education procedures.
- F. The Provider will follow state laws related to the suspension [Wis. Stats. § 120.13(1)(b)] and expulsion [Wis. Stats. § 120.13 (1)(b)3] of RF4C students. These laws define: the conduct that could lead to these actions, the notifications required, procedures, and student rights. The Provider will consult with the RF4C Coordinator prior to suspending an RF4C student.
- G. Prior to providing any services under this Agreement, the Provider will review the River Falls 4 Children Program Handbook provided by the RFSD and

Provider will comply with all requirements set forth in the Handbook at all times.

- H. The Provider must remain in good standing with the Wisconsin Department of Children and Families licensing authority. Any violation documented by the Wisconsin Department of Child and Family Services, whether or not it results in an “enforcement action,” will be immediately reported to RFSD. Failure to report within 7 days of the issuance of the violation will constitute a breach of this Agreement.

IX. EVALUATIONS

- A. Program: An evaluation process of the RF4C Program will be conducted annually by the RF4C Coordinator. The RF4C Fidelity Checklist will be used to help create consistency and best practices in implementing the most positive outcomes.
- B. Staff: Evaluation of staff will be conducted by the Provider as required by the Provider contracts, policy, and procedures. Provider will be solely responsible for staff evaluation, however, Provider will seek input from the RF4C Coordinator or RF4C Program Administrator regarding concerns, if any.

X. INSURANCE AND INDEMNIFICATION

- A. Additional Insured and Notice of Cancellation Endorsements. Before commencing any services under this Agreement, Provider will provide RFSD with a Certificate of Insurance showing the coverage specified below as being in force during the terms of the Agreement. The “School District of River Falls” will be named as an additional insured on the General Liability coverage and a copy of the specific or blanket additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD. Provider will send Certificates of Insurance and supporting documentation directly to RFSD at the address provided for notice below.
- B. General Liability Insurance. Provider will provide the RFSD with a certificate of General Liability Insurance. General Liability Insurance limits will be no less than \$1,000,000 per occurrence and \$2,000,000 aggregate and \$1,000,000 Umbrella. Umbrella coverage must follow all underlying forms. If Non-Aggregate, policy coverage will be no less than \$3,000,000.
- C. Professional Liability Insurance. Provider will provide the RFSD with a certificate of insurance evidencing Professional Liability Insurance. The Professional Liability limits will be no less than \$1,000,000 and the insurance will not exclude coverage for liability for Corporal Punishment, Sexual Abuse/Molestation, or any

similar intentional conduct. The coverage will include coverage for claims covered by standard educators legal liability coverage.

- D. Workers Compensation Insurance. Provider will provide the RFSD with a certificate of insurance evidencing Workers Compensation in an amount equal to that required by statute.
- E. Auto Liability Insurance. In the event Provider will be using vehicles to transport students (either owned by Provider or its employees or volunteers), Provider will provide the RFSD with a certificate of insurance evidencing insurance limits of no less than \$1,000,000 combined single limit, including Hired/Non-Owned coverage evidencing limits no less than \$1,000,000 combined single limit. The RFSD will be named as an additional insured on the Auto Liability coverage, and a copy of the specific additional insured endorsement must accompany the Certificate of Insurance along with a copy of the specific insurance endorsement that coverage will not be canceled or changed except upon 30 days written notice to RFSD.
- F. Indemnification - Injuries. Provider agrees to defend, indemnify, and hold harmless RFSD, its School Board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's use or occupancy of RFSD's land, facilities, or equipment.
- G. Indemnification – Services. Provider agrees to defend, indemnify, and hold harmless RFSD, its School Board, administration, employees, and volunteers, individually and collectively, from and against all costs, losses, claims, actions, attorney fees, and judgements arising from personal injuries, property damage, or otherwise, that may arise from or alleged to be caused by Provider's negligence as a result of Provider's performance or providing of RF4C Services under this Agreement.

XI. DEFAULT; DAMAGES

- A. Default. Each and every term and condition of this Agreement is deemed to be a material element of this Agreement. If either Party fails or refuses to perform according to the terms of this Agreement; it may be declared in default thereof. A declaration of default by either Party must be made in writing to the other Party, describe how the allegedly defaulting Party has failed to perform according to the terms of this Agreement, and provide an opportunity for consultation with the other Party to review what steps may be necessary to cure the default.

- B. Remedies Upon Default. If one Party declares the other in default of this Agreement, the allegedly defaulting Party will have a period of five (5) days within which to cure the default. If the allegedly defaulting Party fails to correct the default, or timely performance is not possible, the Party declaring default may elect to: (1) treat the Agreement as continuing and require specific performance; (2) immediately terminate this Agreement; and/or (3) avail itself of any other remedy at law or equity or as otherwise set forth in this Agreement.
- C. Right to Terminate. This Agreement may be terminated by RFSD immediately, without payment or penalty of any sort, if it deems that the health or safety of participants is in jeopardy, regardless of whether the jeopardy results from a breach of this Agreement or any other reason.

If, at any time during the term of this Agreement, it is determined by RFSD that Provider has not performed fully its obligations under any other agreement with any Party, or that the financial credit of the Provider has changed, been misrepresented or has been impaired, RFSD may terminate the Agreement immediately.

- D. Liquidated Damages for Failure to Maintain Insurance. Provider recognizes that it is essential for Provider to maintain the insurance coverage under this Agreement and that a failure to do so exposes RFSD to unacceptable risk. The Parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by RFSD if insurance is not maintained by Provider. Accordingly, instead of requiring any such proof, Provider and RFSD agree upon liquidated damages for the failure to maintain insurance (but not as a penalty) as set forth in the paragraph below.

Accordingly, if Provider fails to maintain insurance as required under this Agreement, Provider will be liable for the sum of two hundred dollars (\$200.00) as liquidated damages, and not as a penalty, for each calendar day beginning on the first day after Provider fails to maintain insurance as required under this Agreement and ending when all required insurance is in effect. RFSD will have the right to offset the liquidated damages amount owed to it from any money owed to Provider under this Agreement.

The liquidated damages will apply notwithstanding any right to cure set forth in this Agreement.

XII. MISCELLANEOUS

- A. Notice: Except as otherwise expressly provided in this Agreement, all notices and communications regarding this Agreement will be in writing and will be addressed to:

Notice to Provider:

or such other place as such Party may subsequently be designated in writing.

Notice to RFSD:
Kai Rodgers
RF4C Program Administrator
River Falls School District
852 E Division St
River Falls, WI 54022
FAX: 715-200-5771

or such other place as such Party may subsequently be designated in writing.

Notices will be sent by registered or certified U.S. mail, postage prepaid, or by commercial overnight delivery service and will be deemed delivered to the addressee on the date of the return receipt acknowledgment (in the case of notices sent via U.S. mail) or on the next day after the date the notice was sent (in the case of notices sent by overnight delivery service).

- B. Effects of Headings: Headings to articles and paragraphs of this Agreement are to facilitate reference only, and do not form a part of this Agreement, and will not in any way affect the interpretation of the Agreement.
- C. Non Waiver: No course of dealing or failure of RFSD to strictly enforce any term, right, or condition of this Agreement will be construed as a waiver of such term, right, or condition.
- D. Severability: Should any part of this Agreement be declared invalid, such order will not affect the validity of any remaining portion, which will remain in force and effect as if this Agreement had been executed with the invalid portion eliminated.
- E. Assignment: Neither Party may transfer or assign its rights under this Agreement without prior written consent of the other Party.
- F. Governing Law: This Agreement is governed by and construed in accordance with the laws of the State of Wisconsin.
- G. Entire Agreement: This Agreement constitutes the entire Agreement of the parties regarding the subjects addressed herein and will supersede all previous agreements between the parties, written or verbal. The Agreement may not be altered or amended except by written amendment signed by both parties.

- H. Counterparts: This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate, each constituting an original, by their duly-authorized representatives.

Dated this ____ day of _____, 20__ (the "Effective Date").

RF4C Provider Name

School District of River Falls

By: _____
Name:
Title:

By: _____
Name: Kai Rodgers
Title: RF4C Program Administrator

By: _____
Name:
Title:

By: _____
Name: Becky McAlaevy
Title: RF4C Coordinator

Student trip: Eastern Europe June 2028



Group Leader : [Luke Chaffee](#)

What we will cover...

01

Purpose
Why student travel is important; mission and advantages

02

Why EF Tours?
Peace of mind program

03

Date & Itinerary
Full rundown of what the travel days are going to look like

04

Cost:
Total cost for travelers

05

Included:
All amenities included in the tour

06

Other:
Safety, passports, other important information



01

Why student travel is important

Mission and advantages

Purpose of student travel



1. Students will learn to embrace new opportunities and challenges with an open mind by:
 - a. Expanding their curiosity
 - b. Embracing new opportunities
 - c. Stepping out of their comfort zones
2. Students will expand their world views as they engage with new cultures by:
 - a. Building understanding
 - b. Exploring new mindsets
 - c. Communicating across cultures
3. Students will discover more about themselves as they grow on a personal level by:
 - a. Increasing their confidence, independence, and self-awareness
 - b. Developing more empathy
4. Students will gain necessary skills to navigate and make an impact in an ever-evolving world by:
 - a. Becoming better collaborators
 - b. Gaining leadership and decision-making skills

Who is eligible for the trip?

- This trip is unique in that it is open to all students.
 - 10th-12th... sort of.



02

Why EF Tours?

- At EF Education First, we believe that the world is better when people try to understand one another. Since 1965, EF has helped millions of people see new places, experience new cultures, and learn new things about the world and about themselves.
- We believe travel is for everyone. When students go beyond the classroom it brings education to life, unlocks new potential, and opens a world of possibilities. That's why we prioritize **safety, value,** and the kind of learning that prepares students for *the* future and *their* futures.

- [Booking conditions](#)



EF Tours Has Us Covered

Safety First Program

- EF's Emergency Service & Support Team is available 24/7.
 - Background Checks on ALL adult travelers.

Risk-Free Enrollment Period

- Cancel up to 14 days after enrollment and get 100%.

Individual Coverage

- Two optional plans for coverage that expand on EF tours guarantees.

Peace of Mind Program

- 45 days or more prior to departure:
 - a. Work with EF to modify your group's current tour itinerary and dates, or find a new tour and apply all money paid to the new tour.
 - b. Cancel your tour and all travelers will receive a transferable Future Travel Voucher in the amount of all monies paid for the original tour, less the cost of any purchased Travel Protection plan
 - c. Cancel your tour with applicable fees under the Standard Cancellation Policy

General Liability Coverage

- All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, whether or not the tour is considered a school event.

Mr. Chaffee's travel experiences

EF Educational Tours- Group Leader: 2010, 2013, 2016, 2025

- Planned **five** EF tours and coordinated **four** EF student tours to European countries such as;

- France, Ireland, The United Kingdom, Italy, Switzerland and Spain.

- Scheduled parent meetings, created advertisements, organized tour plans, and even created independent study courses to accompany student travel.

- Handled financial responsibilities before and during the tour.



03

Daily schedule

Dates and itinerary for the trip



DAY 1:

Minneapolis to Dubrovnik

1. We meet at MSP international airport three hours prior to departure.
 - a. Once our entire group has arrived I assist students through check-in and through security.
 - b. We all go together to our gate and the trip has begun!

DAY 2:

Dubrovnik

- Meet your Tour Director at the airport.
- Meet your Tour director at the airport, and get ready to explore Dubrovnik—one of the most prominent tourist destinations in the Mediterranean Sea
- Check in to hotel.



DAY 3:

Dubrovnik

- Explore Dubrovnik, a UNESCO World Heritage Site. The old medieval fortress of Dubrovnik has most recently become famous as the real world location used for King's Landing in Game of Thrones.
- Take a walking tour of the ancient city walls.
- Enjoy a panoramic view of Dubrovnik with a cable car ride.



DAY 4:



Dubrovnik to Mostar

- Travel to Split via Mostar, the cultural capital of Bosnia and Herzegovina, to learn about the Ottoman influence of the area.
- Visit the Mostar Ottoman Mosque.
- Take a tour of Mostar with an expert local guide.
- Continue on to Split, a storied metropolis that's bursting with life. The city is known for its Roman palaces and rebellious past.

DAY 5:

Split

- Take an expertly guided tour of Split.
- Visit the Diocletian Palace.
- Enjoy free time to explore Split.



DAY 6:

Split to Plitvice Lakes Region

- Transfer to the Plitvice Lakes area where sparkling lakes tumble into each other through a series of picturesque waterfalls.
- Visit the Plitvice Lakes National Park and hike along paths for views that continue to stun, one after another.



DAY 7:

Ljubljana

- Transfer to Ljubljana, the capital of Slovenia, where 2,000 years of Slavic history combine with an emerging youth culture in one of Europe's greenest cities.
- Visit Postojna Cave en route to Ljubljana.



DAY 8:

Ljubljana

- Take an expertly guided tour of Ljubljana. With your expert local guide you will see: Square of the Republic; Roman Ruins; Metelkova City.
- Enjoy a funicular ride past Ljubljana Castle's walls for an incredible view of the area, then visit the castle museum.
- Visit Bled Castle and Lake by hiking through the forest that shields the castle, then entering the fortified walls for a stunning view of Lake Bled's cerulean waters.
- Enjoy a traditional Slovenian dinner and cultural performance.



DAY 9:

Travel - Home

- Hug a parent
- Share stories



04

Cost

What Amenities are excluded in the total tour cost?

Tentative cost of trip

\$5,200

- 28 monthly payments of 200 dollars

Students and parents set up the monthly payment option on EF tours enrollment portal.

We will fundraise as much as there is student interest to do so.

Cost does not include..



Additional items

Lunch each day, any attractions students attend (not part of the trip.)



Tips

For the EF Tour Director and bus driver



Spending money

Any additional money students want to bring for souvenirs, ect.



05

Included

All amenities included in tour



What is included in the tour?

International Flights

- Round trip airfare MINNEAPOLIS - Zurich Switzerland

Accommodations

- 9 nights in quality hotels (3-star standard, 3 & 4 per room (twin rooms can be requested at a cost of 70 dollars per night per student)).

Meals and Services

- 9 Breakfasts + 8 Dinners / (group menu with 1 non-alcoholic beverage + vegetarian option)
- Sightseeing tours and excursions led by licensed local guides
- Airport transfers and transportation between destination cities
- Transportation to all included activities
- Entrance fees and theater tickets as specified
- 24-hour worldwide emergency service
- Support from EF representatives abroad
- Full time EF tour representative on tour with us



06

Other

Safety, passport handling, and other important information



Safety and Passports

1. All students are required to have a passport
2. All students will print a colored copy of their passport that will be given to Mr. Chaffee before the tour.
3. All students will give a medical card to Mr. Chaffee that indicates any and all medical information needed for travel.
 - a. Including any prescription information with the prescribing doctors name and phone number in case of an emergency.
4. All students will be required to attend informational meetings that include topics such as: safety, procedures, packing tips, etiquette, and more...



PRELIMINARY APPLICATION FOR SANCTION OF SCHOOL-SPONSORED TRIPS
(Overnight trips, more than 150 miles or out of the country)
INITIAL APPROVAL REQUIRED FOR RAISING FUNDS

*Please complete this application and forward to Central Office for presentation to the Educational Program Committee of the Board of Education for approval, prior to fund-raising.
All activities must be in compliance with Board Policy 374-Student Fund-raising Activities.
This does not represent final approval for the trip, approval granted via BOE approval.*

Trip/Group Name: Social Studies Trip June 2028	
Location of Trip: Slovenia, Croatia, Bosnia and Herzegovania	
Date of Trip: June 2028	Total Number of Days (from departure to return): 9
Name of Tour Company (if applicable): EF tours	
Name of Head Chaperone/Advisor: Luke Chaffee	
Anticipated Methods of Fundraising: Direct request, Culvers and Chipotle fundraiser nights, selling chocolate.	
Amount Expected to be Fund Raised: Really depends on student engagement, but usually 200-500 per student.	
Approximate Number of Students Involved and Grade Levels: 12 - 30... 10-12	
Estimated Cost of Trip per Student; What is Included/Not Included in Price? 5,200 per student	
Will student cost include a pro-rated amount for chaperone(s) cost? Yes <input checked="" type="radio"/> No (circle one) If yes, what is the additional amount per student, if applicable? No	
Please identify any chaperone benefits provided by the tour company: (e.g. 1 paid chaperone per 10 students participating) Chaperones travel free with each six paying travelers. There is a large group stipened if more than 50 students register for the trip.	
Deadline for forfeiture of deposit if a student decided not to participate: This depends on if the student buys one of three insurance options. It can be as short as 90 days or as long as up to the day of travel.	
Please provide a brief explanation of instructional purposes of the trip and how it complements the advisor's district curriculum objective: Student travel allows us to bring the themes, ideas and learning that occur in the Social Studies department to life. Student will engage with peoples and places that are unique and different than their own places of origin. This gives the students the opportunity to learn about and engage with a broader global community and help them identify their role and purpose in that community.	
Date 1/16/2026	Chaperone/Advisor Signature 
Date 1/19/27	Building Administrator Signature 
Date	Director of Academic Services Signature
Date	Educational Program Chair Signature