

Curriculum Subcommittee

Thursday, May 3, 2012 7:00 PM

Board of Education Conf. Room E, 1 School Street, PO Box 253, Bethel, CT
06801

1. New Course Proposal

1.A. Multi-variable Calculus Curriculum Proposal

2. Field Trip Request

2.A. BHS Field Trip Request - Quebec, Canada

3. Audience Participation

Bethel Public Schools New Course Proposal Format

1. **Title of Course:** Multivariable Calculus
2. **Department(s):** Mathematics
3. **Submitted by:** Pamela Strout, Mariya Peterson
4. **Semester or Year Long:** Year Long
5. **Grade Level(s), if applicable:** 11-12
6. **Prerequisites, if any:** AP Calculus BC
7. **Short Course Description, suitable for Program of Studies:**
Multivariable Calculus is a rigorous second-year course in college level calculus. This course provides study of vectors and the calculus of several variables for students who have successfully completed AP Calculus BC. Major topics will include vector operations and analysis, functions of two or more variables and their partial derivatives, and multiple integration.
8. **Statement of Need for this Course:** *Give the rationale for the proposal, including its relationship to past, current, and future development in the school system.*

Multivariable calculus plays an important role in differential geometry and in the study of partial differential equations. Extensively used in physics and engineering, especially in the description of electromagnetic fields, gravitational fields, and fluid flow, this course is required learning for all math and science majors. Offering this Multivariable Calculus course provides students with more opportunities to pursue rigorous and challenging studies.

There are numerous students in our school who successfully completed AP Calculus BC prior their senior year. Such advanced students, seeking continuous mathematics education, must currently enroll at local college courses that often clash with the BHS curriculum schedule forcing some of our best students to make trade-offs in learning opportunities and many times dropping the study of mathematics completely their senior year. Offering this course at BHS would let qualified students take advantage of all our academic programs, extracurricular activities, and continue their mathematics education. Offering Multivariable Calculus would also place BHS at the forefront of schools preparing students for much needed math and science degrees.

- 9. Course Objectives:** *The purpose of the new or modified course should be stated here. What is it that the course seeks to help students achieve? What are the student outcomes expected at the end of a given time? What additional outcomes are being sought which cannot be defined in behavioral terms? What are relevant long-term course targets such as student participation rates and evaluation criteria?*

Multivariable calculus: Curves in space, Arc length and curvature, velocity and acceleration, limits and continuity, partial differentiation, local extrema, exact differentials, chain rule, directional derivative and gradient, Lagrange multipliers, 2nd derivative test, double integration, volume and other applications, polar coordinates, triple integration, cylindrical and spherical coordinates.

Vector analysis: Vector fields, line integrals, path independence, Green's Theorem, surface integrals, Theorems of Gauss and Stokes.

- 10. Class Size:** *State minimum and maximum class size and pupil/teacher ratio.*

7-25 students.

Impact Data:

- 1. What specific improvements will this proposal make as far as pupil learning and motivation is concerned?**

It will allow students who currently have no junior or senior math class available once they've exhausted our current Advanced Placement offerings of BC Calculus and A.P. Statistics to continue their study of mathematics at BHS as part of their schedule.

- 2. What impact – positive or negative – will this proposal have upon other courses or programs offered within the subject area in your building? For example, will the addition of this course reduce the number of pupils in other courses in the department?**

This course has a positive impact on the offerings for advanced students in mathematics. The students who will be in this class have completed all of the courses currently available for our advanced students so, if this is not offered, they will not be taking any mathematics their senior year. This course does not change the numbers in other mathematics courses because it is beyond what we offer now. Ms. Peterson will be teaching it as one of her assigned calculus classes.

3. Will this proposal make the mechanics of scheduling easier or more difficult?

The class is a singleton, but Mr. Lawlor doesn't believe that it will make scheduling more difficult. He is trying to make sure that it does not conflict with other AP classes in which those students eligible for this class may be taking next year.

4. Would adoption of this proposal require staff adjustments, e.g., employing new staff, retraining veteran staff? If yes, show the number of positions involved the first year, compared to the past, and project the figure for each of the three successive years?

It adds another calculus class to Mrs. Peterson's schedule. Staffing levels within the Mathematics Department at BHS are adequate to accommodate this additional class and will be for the foreseeable future.

Resources & Development Needs:

1. Will a writing team be necessary to prepare a curriculum guide? If so, submit a proposal for curriculum work along with this course proposal.

Yes. Ms. Peterson will need to complete the curriculum for this course. A curriculum work proposal is attached to this form for summer work to complete it.

2. What research has been conducted in the area addressed by this course? Summarize that research and indicate the relationships of the research to this proposed course. Indicate any trends or practices in other schools.

Mrs. Peterson and Mrs. Strout have been working to introduce this course for the last few years. This is the first year we have enough students to offer the course within the schedule. We have found that students cannot do this in Virtual High School because the calculus offerings only go through second semester Calculus (equivalent to BC Calculus). Mrs. Strout has talked to Mathematics Department chairpersons from the other Southwest Conference schools about offering this course. Newtown has offered it in years when they had enough students to run it. Most schools do not have enough students to run this class because they do not have the acceleration we do here in mathematics, so the few students who are ready for the course are encouraged to take another college level course at a local college or community college instead. Mrs. Strout also tried to make an arrangement to have either WCSU or Naugatuck Community College offer college credit for the course, but they want the students to take it on their campuses (depending on numbers). We tried this for two students last year, but it was either offered at a time they couldn't go (at WCSU during the day conflicting with other courses here) or at night at Naugatuck where the course was

ultimately dropped from the schedule due to lack of enrollment so those students did not take a math course their senior year.

Mrs. Peterson talked to the current students going into this class and want to continue their study of challenging mathematics.

3. Textbook (if applicable):

Larson, Hostetler, Edwards: *Calculus, Seventh Edition*

Fortunately, we have the books already, so none need to be purchased.

4. Other Resources Recommended:

Mrs. Peterson uses many online resources and the calculus list-serve from College Board to gather appropriate supplementary resources from calculus teachers around the U.S.

5. Names of Staff Who May Teach the Course:

Mariya Peterson

6. Training of Staff Required:

No. Mrs. Peterson is an experienced mathematics and Advanced Placement Calculus teacher.

Department Approval: *Please have at least 50% of the department members or grade level teachers indicate their approval with their signature and date.*

Signature of School Administration:

_____ Date _____

Signature of District Administration:

_____ Date _____

Please submit this form electronically to Dr. Jordan and also submit a hard copy with signatures. Thank you!

Student Behavior Guidelines

As you travel abroad, you represent your family, school, community, and your country. A key to a successful trip is your open-mindedness and willingness to accept new cultures and the occasional inconveniences of international travel. If you keep your eyes and your mind open, you will bring home something of lasting value that you won't have to declare at customs.

Alcohol

Consumption of alcohol is absolutely forbidden, and will result in your dismissal from the group and a return home at the parents' or guardians' expense.

Visiting Friends or Relatives

If such visits involve temporarily leaving the program, you will need a letter of permission from your parent or legal guardian. The letter must be given to your group leader before departure. Such guests or friends, under any circumstances, may not ride on the *Prométour* bus with you.

Attendance at Meals

You are expected to be with your group at breakfast and dinner, unless special permission has been given.

Weapons

Knives, firearms, or firecrackers may not be carried or bought by any participants. These are absolutely forbidden.

Drugs

Possession of illegal substances is absolutely forbidden, and will result in dismissal from the group and a return home at the parents' or guardians' expense.

Motor Vehicles

None can be rented or driven by students.

Curfew

A midnight curfew applies to all *Prométour* trips. Unless, there is a teacher-supervised activity running past midnight, you must be in your hotel room from midnight until the next morning. Respect other hotel guests by keeping noise to a minimum after 10 p.m. Different curfew restrictions may apply on home-stay programs. You are expected to respect the wishes of your host-family regarding curfew.

Sexual Misconduct

You may be sent home for inappropriate sexual conduct, at the parents' or guardians' expense.

Included Group Activities

These activities require your participation and include sightseeing and local excursions, which are among the very reasons for your taking a *Prométour* trip!

Dress Code

Your attire is an important way of showing respect for your host culture. Particularly in religious buildings, you may not be allowed in wearing shorts or skirts above the knee, sleeveless blouses, or T-shirts, no matter how hot it is. Keep your attire neat; locals often interpret a neat appearance as a sign of respect.

Hotel/Bus Behavior Guidelines

Be especially careful with your room and your bus. You will be held personally responsible for any damage you cause, and you will not be allowed to leave the hotel until the damage is paid for. When *Prométour* hotel reports damage to a room, *Prométour* will investigate as best it can, but will ultimately consider the hotel's report to be definitive. Show consideration to others. You cannot expect English to be spoken by hotel staff. Learn courtesy phrases of the local language; it will go a long way. You will be responsible for phone calls made from your room and any extra hotel expenses (for example, items from a room mini-fridge). Under no circumstances may you consume alcoholic beverages from the mini-fridge. Taking towels, ashtrays, etc. as souvenirs is forbidden, since waiters and maids are required to pay for missing items. Do not leave your passport, money, or travelers checks in your room. Absolutely no running in the hallways or shouting down the hallways are allowed at any time, day or night. Do not wash clothing in the rooms. Self-service laundromats are common in most destinations; your hotel concierge will tell you where to find one.

Free Time

Be sure to carry the name, address, and phone number of your hotel or home-stay family with you at all times. Even when no organized group activities are scheduled, your group leader must know where you are, whom you're with, and when you will return. You are expected to be mindful of your own safety and wellbeing at all times. Take caution in whatever you do or wherever you go, especially in unfamiliar areas. You must be in groups of three or four when you are not with your group leader. Students are never to go off on their own. Disco visits must be arranged by your group leader and you are not allowed to enter any disco without him or her.

Respect for Local Culture

The local people you meet are not "tourist attractions." This is their city, their home; please remember to act like a guest.

Monuments are made for admiring; please do not climb on them.

Toss gum wrappers in public wastebaskets (or put them in your pocket). Do not litter at any time.

Adaptability

You should be courteous and congenial at all times, even when encountering things you don't like. Since the time of Marco Polo, travel has involved certain inconveniences. Places may get crowded, traffic may be busy, and buses may be delayed. Pack tolerance and a sense of humor in your suitcase!

Quebec Behavior Contract

1. I have read the Behavior Guidelines and agree to abide by ALL of them.
2. I will show courtesy and respect to chaperones, peers, host family, host teachers, and other guests at all times.
3. I will not go anywhere alone, ever!
4. I will stay with my chaperone group and obey all directions.
5. I will be on time, every time.
6. I will attend all meals.
7. I will act as a worthy representative of Bethel High School.
8. I will behave responsibly and courteously at all times.
9. I will stay in my hotel room at night when on an overnight excursions, and I will not open the door for anyone other than my chaperones.
10. I will be aware of my surroundings at all times.
11. I will guard my personal belongings.
12. I will check my room for damage upon check-in.
13. I will immediately report damage to my room.
14. I will obey all school dress code policies (see BHS Agenda Book and Parent/Student Handbook).
15. I WILL OBEY ALL SCHOOL POLICIES and REGULATIONS ON WEAPONS AND DANGEROUS INSTRUMENT POSSESSION, ALCOHOL and DRUG USE, AND INAPPROPRIATE SEXUAL CONDUCT. I WILL BE SENT HOME AT MY PARENTS' EXPENSE IF I DO NOT COMPLY FULLY WITH ALL SCHOOL POLICIES, AND I KNOW I WILL RECEIVE CONSEQUENCES APPROPRIATE FOR OFFENSE WHEN I RETURN TO SCHOOL.
16. I will make every effort to speak as much French as possible while abroad.
17. I will make up any missed class work and arrange for work to be done in advance of the trip if possible.
18. I will soak up the cultural experience and learn from others.
19. I will go with an open mind and not criticize the French culture, food etc., particularly with the host family.
20. I will take to heart the comments and criticisms of the chaperones and try to improve my behavior or linguistic skills as appropriate.

Signature of Student: _____

Printed Name of Student: _____

Signature of Parent: _____

Date: _____

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BETHEL HIGH SCHOOL

LA BELLE PROVINCE

5 DAYS / 4 NIGHTS

TRAVEL DATES: OCTOBER 4 - 8, 2012

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Estimated Travel Time:

Bethel (CT) to Montreal (QC) = 350 miles, 6h00 // Quebec City (QC) = 485 miles, 8h30

DAY 1: TRAVEL TO CANADA (Snack / D)**THURSDAY OCTOBER 4**

06:00 Departure from your school to "La Belle Province"

13:00 Your Prométour Tour Director will greet you in downtown Montreal

- Check-in at your centrally located hotel
- Travel like a local using the Montreal Metro system
- Try a Canadian treat of Beaver Tails (Cinnamon & Sugar OR Nutella)
- Explore the very birthplace of Montréal at Le Musée Pointe à Callière - The virtual figures that guide you through, make for a living, interactive experience
- Enjoy a Crepes dinner with your Prometour Tour Director
- Attend the amazing "And Then There Was Light" multimedia show at Notre-Dame Basilica

DAY 2: MONTREAL (B / L / D)**FRIDAY OCTOBER 5**

- Breakfast at Chez Cora, a local favourite!
- At the Radio Canada Studios* go behind the scenes of local television & radio broadcasting sets - then after seeing how it's done by the pros, it's your turn to go in to the spotlight and perform your own broadcast!
- Take in the colours, aromas & sounds of Marché Jean Talon (lunch stop)
- Board your bus and enjoy a guided visit of this vibrant, multi cultural city; Downtown, Chinatown, the Plateau Mont-Royal & Outremont
- Visit the Biodome - Stroll through the five major ecosystems of the Americas - watch penguins, look for monkeys and see the Canadian beaver hard at work!
- Collect your St Hubert Dinner Box and head over to the Montréal Botanical Gardens
- As the sun goes down, admire the Chinese Lanterns of traditional motifs of plants, animals and mythical scenes

DAY 3: QUEBEC CITY (B / L / D)**SATURDAY OCTOBER 6**

- Breakfast at a local restaurant with your Prometour Tour Director
- 09:00 Board your bus and depart for Quebec City, the drive takes about 2h30
- Admire the panoramic view of Québec City at the Observatoire de la Capitale
- Lunch with your Prometour Tour Director
- At the Plains of Abraham / Maison de la Découverte partake in "The Military"* - Under the command of generals Wolfe & Montcalm, re-enact the 1759 battle on the Plains of Abraham
- Join your local guide for a walking tour of Vieux Québec; journey through St-Louis Street, admire the old town's fortifications and Quartier Petit Champlain
- Dinner with your Prometour Tour Director
- Traverse the St. Lawrence River on a ferry to enjoy a sailor's view of the Plains of Abraham and Château Frontenac (aller/retour)
- Check-in at your centrally located hotel for night accommodation

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**DAY 4: QUEBEC CITY (B / L / D)****SUNDAY OCTOBER 7**

- Breakfast at a local restaurant with your Prometour Tour Director
- At the Musée des Beaux Arts de Québec partake in the “Behind the Bars” tour - Explore the ancient Plains of Abraham Prison and discover the history of its former inhabitants through role play and games
- Visit the Ursuline Convent of Quebec City; founded in 1639, it is the oldest institution of learning for women in North America
- Have free time for lunch & exploring the charming Quartier Petit Champlain or rue St Jean
- At La Chute Montmorency (it's taller than Niagara Falls), take photos & walk over the suspended bridge
- Drive to Ste-Anne-de-Beaupré Basilica, a true medieval inspiration with 240 windows!
- For dinner have an authentic lumberjack meal at a Quebecois Cabane à Sucre - tour the sugar shacks and learn some traditional dances and folk songs

DAY 5: RETURN HOME (B / L)**MONDAY OCTOBER 8**

- Breakfast at Le Parlementaire, the restaurant of l'Assemblée Nationale
 - With quiz sheet in hand and your own digital camera, set off on a Photo Rally Game through Vieux Québec - There are prizes for the winners!
- 10:30 Board your bus for the return trip home
- A boxed lunch will be provided for your journey home

*NOTE: Some activities are much requested and are subject to availability – when an activity is not possible to book it will be replaced by a suitable activity chosen by your group leaders

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PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

PRICE PER PERSON (maximum 1 bus)	
40 + participants	\$ 820
35 to 39 participants	\$ 845
30 to 34 participants	\$ 890
25 to 29 participants	\$ 935

Hotel Twin Room Guarantee Supplement \$160 per person
 Hotel Single Room Guarantee Supplement \$320 per person
 Adult Activity Supplement \$50 per person

PAYMENT SCHEDULE

\$300 per person – May 30, 2012
 \$300 per person – July 15, 2012
 Balance – August 30, 2012

PRICE INCLUDES:

- TRAVELGUARD Insurance: **BASIC GROUP** covering group dates of travel Program (Emergency Medical)
- Roundtrip motor coach transportation and associated transportation costs while in Canada
- 4 nights multiple occupancy in a centrally located Montreal & Quebec City hotel (3 & 4 per room with private bath)
- 4 Breakfast / 4 Lunches / 1 Snack / 4 Dinners (includes beverage and a vegetarian option)
- All cultural and aforementioned visits, activities, tours and admissions
- Service of a dynamic professional bilingual Prométour Tour Director with the group 24 hours a day
- 25 – 29 full paying participants = 3 complimentary trips
 30+ full paying participants = 1:10 complimentary trip ratio (twin accommodation)

PRICE DOES NOT INCLUDE:

- TRAVELGUARD - Optional Insurance Program Upgrade **DELUXE Program (\$75):** Basic Package + Cancellation **ULTIMATE program (\$150):** Deluxe Package + No-Reason Cancellation & Job Loss Protection
- Meals as indicated in the daily program
- Service of a Hotel Hall Monitor
- Recommended tips for your Prométour Tour Director \$3.00 USD per day / per person
- Recommended tips for your bus driver \$2.00 USD per day / per person
- Tips for hotel porter or cleaning service & local guides at activities is at your discretion
- Personal spending money

NOTES

Date of quote: **APRIL 11, 2012**
 These prices are valid until: **MAY 30, 2012**
 Your Prométour Sales Consultant: **JENNIFER PAGE**

NOTES

EXCHANGE RATE: Prométour has quoted this package at an exchange of **1 CAD = 1 USD**, in the event of a significant change, Prométour may be required to revise the final price of your tour 60 days prior to your departure.

Expenses	40+ participants	25 -29 participants
Cost of trip (\$820-\$935)	820	935
Tip for Bus driver (approx \$2/person x 5)	10	10
Tip for Prometour tour director Paris (\$3 / day x 5)	15	15
Tips for guides	4	4
Hotel tips	10	10
Spending money (\$20/day)	100	100
Emergency money (\$2 / person)	2	2
TOTAL	961	1076



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OUR OPENNESS FOR YOUR PROTECTION

At Prometour we believe in being open and transparent as a matter of business integrity. As a Prometour customer you can count on the protection that our 3 offices (Paris, Malaga and Montreal) are licensed and registered according to local laws in order to offer you the maximum of consumer protection.

Registration of our outbound and receptive operations in the Americas

When you use Prometour to organize a trip from or within North America, your money is protected by the strict regulations of the Quebec travel industry act. The laws governing the Quebec travel industry are the most stringent in North America, including the requirement of strictly scrutinized in-trust accounts and consumer protection surveillance.

- An extract of the regulations can be found in **Appendix 1**. A complete copy of the law and regulations can be found on the following internet website: http://www.opc.gouv.qc.ca/e_publications/new_index.asp
- You will find a copy of our valid Operating Licenses and the details of our In-Trust accounts in **Appendix 2**.

Registration of our outbound and receptive operations in Europe

When you use Prometour to organize a trip from or within North America, your money is protected

- **In France** we are licensed under the following number: LI 075 98 00 68.
We are also a member of the APS (www.tourisme-aps.com).
- **In Spain** we are licensed with the Junta de Andalucía (Spanish Province) under the license number: AN-29647-2.

General & Professional Liability Insurance

The general & professional liability insurance covering our operations and personnel is held by Lombard Canada Ltd (www.lombard.ca). You may find a detailed copy of our insurance certificate in **Appendix 3**.

Please do not hesitate to contact us if you require more specific information. If we are for some reason unable to respond to your questions, our insurance brokers and/or our legal partners would be more than willing to answer.

Best regards and have a wonderful trip.

Sébastien Letailleur

Owner, President

Tel: 1-800-304-9446 (USA) or 1-800-657-7754 (CAN)

Fax: 514-848-0284 or 1-888-304-9446



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Safety protocol



Child protection policy



Appendix 1

Excerpts of the regulations in the Quebec Travel Industry Act



Appendix 2.A

Certificates of Registration under the Quebec Travel Industry Act



Appendix 2.B

Banking information for our In-Trust account



Appendix 3

Certificate of Insurance



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SAFETY PROTOCOL

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INTRODUCTION

This document has been compiled with the purpose of defining the Safety Protocol which is currently in practice within Prométour Educational Tours.

The Safety Protocol is undertaken to pro-actively enable all Prométour personnel involved in the provision of a Prométour tour to act with due care and diligence towards all aspects of safety.

Prométour Educational Tours are fully bonded members of ATOL, ATOL no. 10196 and are subject to the ATOL code of conduct.

- IATA - International Air Transport Association: 69501390
- SYTA - Student and Youth Travel Association
- ATOL – Air Travel Organiser’s Licence: 10196
- SNAV - Le Syndicat National des Agences de Voyages
- Cámara de Comercio Málaga

Cámara
Málaga



SYTA
The Voice of Student & Youth Travel®



snav les Professionnels
du Voyage

INVOLVEMENT IN THE TOURISM AND TRAVEL INDUSTRY

- Annual participation at French Language conferences, on French & Quebecois culture, held in the UK.
- Annual participation at Spanish Language conferences, on Spanish & Latin culture, held in Spain.
- Annual participation at Teachers Language conferences held in the US.
- Annual participation at Teachers Language conferences held in Canada.

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1. TRANSPORT

1.1 Missed / Cancelled / Delayed Flights or Connections

For the majority of destinations, we use reputable airline companies with multiple daily flights.

Before departure the Group Leader will be informed of the procedure to follow in the event that a flight is missed, cancelled or delayed.

Usually the airline will put the group on to the next available flight, either directly at the desk at the airport or through intervention from our flight department.

The Group Leader will call our 24 hour Emergency Line to inform Prométour of the current situation, revised boarding time or request assistance if revised seats have not been allocated; in this case the flight department will liaise with the airline, arrange new seats and communicate back to the Group Leader.

The group's Tour Project Manager and Prométour Tour Director will be informed of any changes. The Prométour Tour Director will contact suppliers at the destination and attend to any modifications on the itinerary.

In the case that a Prométour Tour Director does not accompany the group for a transfer flight (example a flight from London to Berlin) they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Prométour Tour Director will inform the arrival destination Prométour Tour Director of the changes.

In the exceptional circumstance of a group travelling without any services of a Prométour Tour Director, the responsibility lies with the Group Leader. Prometour will be available to help when possible. If an activity is delayed or missed as a result of the plane issue then the Group Leader will have contact numbers for the appropriate suppliers to inform them. For any changes regarding hotel bookings the Group Leader would call the Emergency Line and the Prométour Operation Department will arrange any amendments. A group would very rarely travel without a Prométour Tour Director; this is at the discretion of the Group Leader and not advised by our Tour Project Managers.

1.2 Missed / Cancelled / Delayed Trains or Connections

Prométour Tour Director would book seats on the next available train directly at the train station and pay for any additional costs before informing the appropriate suppliers of any changes to the schedule.

If there were no seats available and an overnight stay was required at the place of departure, the Prométour Tour Director would contact the appropriate Prométour Operation Department and arrange accommodation.

In the case that a Prométour Tour Director does not accompany the group on a transfer by train (example an overnight train from Madrid to Paris) they will wait with the group until departure to ensure all seat allocation is correct. If there are any delays, in this instance, the originating destination Prométour Tour Director will inform the arrival destination Prométour Tour Director of the changes.



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In the exceptional circumstance of a group travelling without any services of a Prométour Tour Director, the responsibility lies with the Group Leader. Prométour will be available to help when possible. If an activity is delayed or missed as a result of the train issue then the Group Leader will have contact numbers for the appropriate suppliers to inform them. For any changes regarding hotel bookings the Group Leader would call the Emergency Line and the Prométour Operation Department will arrange any amendments. A group would very rarely travel without a Prométour Tour Director; this is at the discretion of the Group Leader and not advised by our Tour Project Managers

1.3 Missed / Cancelled / Delayed Coach or Bus

Prométour Tour Director will call to re-confirm the reservation the night before. They will have the driver's name, mobile telephone number and an emergency telephone number for the bus company to communicate any changes or delays

In the unlikely event of a bus not arriving, alternative arrangements will be made, either using another bus company approved by the Prométour Operation Department or taking taxis, depending on the size of group and circumstances.

All changes will be confirmed with the appropriate Prométour Operation Department, which is also on hand for any assistance finding and booking alternative transport arrangements.

1.4 Lost or Late Luggage

An official declaration must be made with the airline that will provide a reference number. Prométour Tour Director communicates with the airport staff to ensure they are aware of the group's schedule. The owner of the luggage must also provide their home address in case the bag(s) are not returned before departure.

Lost or late luggage during transit is covered under the comprehensive insurance package purchased with the trip.

If bags or items are left in a hotel or on a bus, Prométour Tour Director must be informed and he will contact the supplier and arrange for the items to be returned. Please note this could incur a charge for the client.

1.5 European & North American Coach Companies

Prométour Operation Department will hire coaches from well established reliable companies. Prométour will endeavour to select coach operators who belong to recognized industry bodies such as the American Bus Association (ABA).

All coach companies used will sign a contract in which they confirm that they comply with all national, local, trade and other laws. The contract will also stipulate a driver's hours, insurance coverage and vehicle age which should not exceed a maximum of five years.

1.6 Seat Belts

Seat belts will be available for all pupils on coaches in the UK, France, Spain, and Italy. In the UK, a seat belt must be worn by law. Though this is encouraged in other destinations it is not yet a legal requirement.

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1.7 Driving Hours Regulations

All Prométour itineraries and touring schedules are designed to comply with North American and EU driver's hours and regulations.

1.8 Breakdown

In the event of a mechanical breakdown the priority will be to move the group to a safe place. All coach companies are insured against breakdowns and a repair service unit will be called to attend to the scene. Should the breakdown prove to be serious then an alternative vehicle will be provided. The Prométour Operation Department will maintain contact with the coach company and assist if necessary.

1.9 Sub Contracting

Coach companies are contracted by the Prométour on the understanding that they do not sub contract to other companies unless this has been previously arranged.

1.10 Public Transport

The appropriate authority in each country regulates public transport and in cities such as Paris, Madrid, Rome, Montréal, New York, etc. the metro is the standard mode of transportation for our groups. All travel on public transportation is overseen by a Prométour Tour Director and group chaperones.

1.11 Ferries

Ferry operators that we work with comply with independently set safety standards.

1.12 Airlines

Prométour works with major international airlines such as AA, Air France, British Airways, Continental Airlines, Delta Airlines, Iberia, KLM, Lufthansa, etc. all of whom comply with independent safety standards.

1.13 Rail Transportation

Rail transportation companies comply with the independently set safety standards of the countries through which the train travels.



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2. SUPPLIERS – HOTELS, RESTAURANTS & ACTIVITIES

2.1 Accommodation Contract & Certification

Prométour takes great pride in selecting hotel accommodation for groups. All bookings are made directly from our offices for destinations offered to the American, Canadian and European markets. Hotels contracted are of a minimum 2* (Europe) category & 3* (North America) category with private bathrooms. All hotels are pre-vetted for standard requirements such as local and national fire safety, hygiene standards and appropriate insurance cover. Our hotel selection is reviewed on a yearly basis through Prométour personnel and feedback we receive from our groups. Random on site inspections will take place.

2.2 Accommodation Requested Directly by a Client

No accommodation will be provided if the hotel does not meet the same criteria and standards as detailed in 2.1.

2.3 Hotel Overbooked or a Problem with the Reservation

If Prométour is aware of a problem before the group arrives at their hotel then they will make alternative arrangements in a hotel of equal or higher quality. All efforts will be made to have the whole group lodged in the same hotel based on room availability and the Prométour Operation Department will liaise with the Prométour Tour Director to advise any changes to the schedule.

If the problem arises when the group is checking in, the Prométour Tour Director will manage the situation with assistance from the Prométour Operation Department. If the problem cannot be resolved immediately, the Prométour Tour Director will occupy the group as scheduled while the Prométour Operation Department makes alternative arrangements and resolves the situation. Once the situation has been resolved Prométour will inform the group's Tour Project Manager of any changes who will then contact and inform parents of the accommodation changes. The Prométour Tour Director will inform any suppliers affected by the changes, for example amending the pick-up point with a coach company etc.

2.4 Reservations for Hotels, Restaurants & Activities

When the Prométour Tour Director receives the file for a group they will check all reservations and sign to confirm all is in order. If a reservation has been cancelled, amended or misplaced by suppliers, the Prométour Tour Director will obtain a new reservation directly or make alternative arrangements advising the Group Leader.

The Prométour Tour Director will contact each restaurant the day before to confirm the number of people in the group.

Normally a group will try several different restaurants while on tour, providing a cultural culinary experience. In the unlikely case where the group is returning to the same restaurant or taking dinner at the hotel and the menu does not offer a range of choice then the Prométour Tour Director will make alternative arrangements, with the assistance of the Prométour Operation Department.



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2.5 Alternative Plans for Outdoor Activities Due to Weather

Prométour Operation Department will provide the Prométour Tour Director with a list of alternative activities in the area and he/she will propose an alternative activity to the Group Leader. Prométour will pay for any additional entrance fees to a museum or tourist attraction, if the Group Leader would like the group to do an activity such as bowling then participants may be expected to contribute to the additional costs.

2.6 Preparation of Itineraries

Tour proposals are prepared by the Prométour Tour Project Managers who have a thorough knowledge of the destination and local customs. All tour proposals are verified by senior management. Tour proposals are sent on average within 48 hours of receiving the request. For any queries relating to activities, transportation or accommodation these are submitted to our internal operation department before the proposal is sent.

2.7 Outdoor and Adventure Activities

Where outdoor and adventure activities are featured in a tour itinerary, Prométour will hold on file the following:

- Details of instructor qualifications
- Details of company licence and insurance

2.8 Last Recommendations

Prior to departure each group is provided with a last recommendations list for the tour. This document includes details for flight schedule, hotels, and contact numbers for emergency services in destination country, travel insurance details, packing and travel guidelines.

2.9 Tour Evaluations

All Group Leaders are provided with an evaluation form to complete upon their return and to be returned to Prométour. All evaluation forms are reviewed by senior management and kept on file for future reference. Any services which are poorly rated will be brought to the attention of the appropriate department and action will be taken to either find a solution or an alternative supplier.

2.10 Emergency Information

Prométour provides Group Leaders with a 24-hour emergency contact number which can be used from departure until return. The number is connected to an operator who will determine the nature of the call, where the group is calling from and then contact the relevant duty officer.

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3. PROMÉTOUR TOUR DIRECTORS & SPECIALIZED LOCAL GUIDES

3.1 Selection of Tour Directors

Prométour Tour Directors are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. This assessment is divided into the following categories:

- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Management of emergency situation
- Previous employment references
- Language skills

Prométour Tour Directors are with the group from arrival to departure and available 24 hours a day.

3.2 Selection of Specialized Local Guides

Specialized local guides are contracted for official sightseeing activities or guided tours and are regulated by and adhere to applicable laws, which govern the industry.

3.3 The Prométour Tour Director is Sick, Injured or Absent

If Prométour is aware of an absent or ill Tour Director before the group arrives at their destination then a replacement Prométour Tour Director will be contacted and all the details of the tour will be communicated and confirmed.

If a Tour Director is not at the airport waiting to greet the group, the Group Leader must call the Emergency Line and arrangements will be made for an employee of Prométour or a person contracted by Prométour to accompany the group until a Prométour Tour Director can be assigned.

The Tour Project Manager will be informed of any changes of guides or Prométour Tour Directors and will contact the Group Leader regularly to ensure they are satisfied with the proceedings and changes.

If the Group Leader has any critical issues or major incompatibilities with their Prométour Tour Director they must contact the Emergency Line and discuss the issue with Prométour. If needed, Prométour will assess the possibility to change a Tour Director in agreement with the Group Leader, as the Tour Director is paramount to the success and safety of a tour. A replacement would be assigned and as above a Prométour employee or contracted personnel would accompany the group in the case of a delay assigning a replacement Tour Director.

4. GROUP ISSUES – PARTICIPANTS & CHAPERONES

4.1 Passports, Visas and Travel Documents

Before a group departs there are many checks and meetings held by the Tour Project Manager and Group Leader to discuss details of the tour including the necessity for all participants to have valid passports and any necessary visas.

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In the unlikely event of travel documents being incorrect or missing, an adult chaperone from the group would accompany the student through the formalities with the assistance of the Prométour Tour Director. The Group Leader will advise the parents.

4.2 Cancellation of a Participant, Chaperone or Group Leader

In the event of a cancellation the Group Leader must inform the Tour Project Manager so the Prométour Tour Director and in turn the suppliers can be informed and updated.

4.3 Group Leader Claims Something is Missing from the Itinerary

Two to three weeks before departure a final itinerary will be sent to and approved by the Group Leader – the approved itinerary will be sent to the Prométour Tour Director with all the reservations and tour details.

The Prométour Tour Director and the Prométour Operation Department will do everything to accommodate a request from the Group Leader. Any changes to the itinerary during the tour will be passed on to the Tour Project Manager, who will contact the client if there needs to be any financial adjustments.

5. EMERGENCY MEDICAL PROCEDURES

5.1 Illness or Injury

If a member of the group becomes ill or is injured, the Prométour Tour Director will organise for a doctor or hospital to be contacted. The next step is to contact the insurance company as soon as possible, the contact details will be in the Prométour Tour Director's group file.

If a student participant becomes ill or is injured, an adult chaperone or the Group Leader must stay with the student. It is the responsibility of the Group Leader to advise a parent or guardian of the situation.

If an adult chaperone becomes ill or is injured, after the insurance company has been notified they can determine the action they would like to proceed with.

If the Group Leader becomes ill or is injured and cannot resume their responsibilities, they must select an adult chaperone to undertake the Group Leader responsibilities.

In all cases the Prométour Tour Director will contact the Prométour Operation Department who will in turn inform the Tour Project Manager.



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5.2 General Health

If a student participant is unwell or in need of basic medical assistance such as pain killers, the Group Leader is responsible for ensuring the well being of the participant unless they need to see a doctor – refer to procedure above.

6. SAFETY PROTOCOL PROCEDURES

6.1 Conduct and Behaviour

The Group Leader is completely responsible for the supervision and general well being of their group. In the event of student misbehaviour it is the responsibility of the Group Leader to discipline the students involved and decide what action to take, as far as contacting parents and dealing with any situations that arise.

If the Prométour Tour Director witnesses any problems with behaviour from the students they will inform the Group Leader immediately.

All groups have a minimum complimentary staff ratio of one to ten students. Normally these are teachers from the school so they will know the students and will assist the Group Leader with issues relating to conduct and behaviour.

6.2 Valuables Lost or Stolen

In the event of a theft or loss of items or valuables the Prométour Tour Director needs to be informed immediately and will contact the police or appropriate local authorities. A complaint would be logged at the nearest police station.

6.3 Parent Sending Money to Student

If a parent needs to transfer money to their child the best way is through Western Union. Through the Emergency Line, information will be passed to the Prométour Tour Director and arrangements will be made for the child to collect the funds.

6.4 Documents Lost or Stolen

The Tour Project Manager will recommend that before departure, the Group Leader take photocopies of all participant passports and transport tickets. In the event of lost passports or visas the participant(s) will be accompanied to the appropriate consulates and with the support of the Prométour Operation Department the situation will be resolved.



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6.5 Harassment

If there is a complaint between students it will be the Group Leader's responsibility to communicate with the involved parties and decide on the action to proceed with, for example contacting the police. The Prométour Tour Director and Prométour Operation Department will be on hand to support the actions decided by the Group Leader.

If a stranger is involved in an altercation or any form of harassment with a member of the group, this must be brought to the attention of the Prométour Tour Director who can suggest the participant(s) file a complaint against the offender with the police. Again the Prométour Tour Director and Prométour Operation Department will be on hand to support the necessary actions.

If a Prométour Tour Director is involved in an altercation or any form of harassment with a member of the group this must be brought immediately to the attention of the Prométour Management Team who can suggest the participant(s) file a complaint against the offender with the police. Prométour has a <<No Tolerance>> Policy regarding such potential events. This <<No Tolerance>> Policy is directly in line with our Prométour Child Protection Policy.

6.6 Terrorist Threats & Natural Disasters

The Prométour office located in or closest to affected country will be in constant contact with the Emergency Line to keep updated on all the events and news of the group, transmitted through the Prométour Tour Director.

The insurance company would be contacted to rectify the situation by ensuring the well being of the group and moving them as soon as possible to safety.



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CHILD PROTECTION POLICY

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“At Prométour we believe that all children and young people travelling with us have a right to feel safe and protected at all times. We will support their rights, wishes and feelings and encourage an atmosphere of mutual respect.”

1. INTRODUCTION

This policy sets out the guidelines and procedures to be followed in regards to child protection issues by all Prométour Staff in the management of its Educational Tours, Homes Stay and School Exchange programs. This will ensure that every child involved in Prométour organized activities is safe, comfortable and able to participate in a relaxed, protective environment.

The following points support this policy:

- Everyone under the age of 18 will be considered a child.
- The child's welfare is the paramount concern.
- All children have the right to protection from abuse.
- All children should feel safe and secure while using Prométour services and or when in the care of its staff.
- All suspicions and allegations of abuse will be taken seriously, reacted to appropriately and actioned without delay.

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- Staff working with children has an understanding of the issues surrounding child protection and are aware of good practice in relation to working with young people.
- IF IN DOUBT – SPEAK UP!

Throughout this document reference will be made to “Staff” this also applies to Tour Project Managers, Tour Directors, Specialized Guides and other contracted workers who provide services on behalf of Prométour Educational Tours

2. YOUNG PEOPLE’S RIGHTS

Children have the right to:

- be safe
- be happy, have fun and enjoy their activities
- participate on an equal basis in activities which are appropriate to their ability and stage of development
- be treated with dignity, sensitivity and respect
- make comments and suggestions
- make a complaint and have it dealt with through an effective complaints procedure
- be afforded confidentiality where appropriate
- have a voice in the running of their activity
- be listened to
- be believed
- acknowledged as an individual

Prométour Staff have a duty to ensure these rights are upheld.

3. GENERAL CONDUCT AND BEHAVIOR

The Group Leader is completely responsible for the supervision and general well being of their group. In the event of student misbehaviour it is the responsibility of the Group Leader to discipline the students involved and decide what action to take, as far as contacting parents and dealing with any situations that arise.

All groups have a minimum complimentary staff ratio of one to ten students. Normally these are teachers from the school so they will know the students and will assist the Group Leader with issues relating to conduct and behaviour.

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4. GOOD PRACTICES FOR PROMÉTOUR STAFF

This section outlines the guidelines that Staff should follow when working with children. In addition to tackling abuse it is good practice to ensure that children feel safe and comfortable while engaging in activities. To this end this policy also includes direction regarding issues such as bullying, name-calling and horse-play either between children or between adults and children. The more secure and safe children feel during a Prométour Educational Tour or any of its programs, the more likely they, and adults, are to realize that any form of child abuse is unacceptable.

This approach is based on the following supporting principles:

- Staff should be properly recruited, managed and appropriate training should be made available
- The development of all programs should encourage and foster the empowerment of children
- All activities which involve children should recognize the needs of the child and be child-centered
- Staff should ensure an environment in which children can enjoy their participation
- All adults have a responsibility to be aware of child protection policy
- Staff should be mindful of the fact that children with disabilities may be more vulnerable.

Positive adult-child interactions are characterized by: An open and encouraging atmosphere which recognizes young peoples' voluntary engagement in activities and shows an awareness of the child's autonomy. This is set in an atmosphere which promotes the protection and rights of children.

Those working with children should:

- Always be accessible to others when working with children
- Avoid situations where they and a child are completely unobserved
- Ensure that male and female staff jointly supervise mixed activities, where possible
- Wear ID and, where issued or available, a uniform at all times

Those working with children should never:

- Engage in activities which could be considered physical or sexually provocative
- Allow or engage in any form of inappropriate touching
- Allow inappropriate language to remain unchallenged, including remarks between children
- Make sexually suggestive comments to a child or in the presence of a child
- Allow allegations by a child to go unreported, unrecorded or not acted upon
- Do things of a personal nature that a child can do for themselves

Child Protection Training

- Each new member of Staff will receive child protection training, without which, they will not be permitted to work unsupervised with children.
- Prométour Tour Directors and Specialized Guides must receive training prior to taking up each new appointment or annually whichever is appropriate to their work schedule.
- Staff should undertake training on a three year cycle.
- Child protection training will be tailored to the department in which Staff is in contact with children.
- Managers are responsible for ensuring that copies of training material used within departments are available and that good practice are disseminated to others.

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Staff Responsibilities

Where possible, Staff should avoid:

- spending time with a child or small group of children away from others

Staff should not:

- avoid at all times taking children on a journey alone
- use any form of physical force on a child
- exercise undue influence over a child in order to obtain personal benefit or reward
- engage in rough physical games
- make sexually suggestive comments about, or to, a child in the context of physical activity
- take physical measurements or engage in testing without the presence of another adult

Policy Review

This policy will be subject to an annual review, following a reported incident and/or changes in legislation whichever comes first.

5. RECRUITMENT PROCESS AT PROMÉTOUR

Selection of Tour Directors

Prométour Tour Directors are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates are licensed professionals. This assessment is divided into the following categories:

- Number of years as a licensed professional working with students and minors
- Destination & geographical knowledge
- Management of emergency situation
- Previous employment references
- Language skills

Prométour Tour Directors are with the group from arrival to departure and available 24 hours a day.

Selection of Tour Project Managers

Prométour Tour Project Managers are recruited directly through our international offices and subjected to a rigorous selection process. All hired candidates have extensive work expertise in the travel industry and/or have vast personal or professional travel experience. Some Staff may also have a teaching background. All hired candidates are certified licensed professionals. Selection criteria are divided into the following categories:

- Number of years as a professional working in the travel industry
- Destination & geographical knowledge
- Previous employment references
- Language skills (English, Spanish & French required)

Prométour Tour Project Managers oversee all the details of your group. They address the group needs, concerns, requirements and all questions from the first point of contact until the group returns home from their trip.

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6. WHAT IS CHILD ABUSE?

Children can be harmed in a variety of ways, the more obvious of which are:

- Neglect
- Emotional
- Physical
- Sexual

These categories of abuse are detailed below with examples of how abuse may manifest itself.

The intention of this policy is to produce a safe and comfortable environment for young people. Therefore, all other forms of harm to children must be dealt with including bullying and name-calling. In most, but certainly not all cases, the abuse is perpetrated by an adult, usually by someone known to and trusted by the victim. It should be remembered that children can abuse other children. Staff must remain alert to these issues and also ensure that bullying and name-calling are always reported to the Group Leader.

Child abuse can occur in any situation in which children are involved. Training in child protection procedures and sharing of best practice will lead to Staff being properly equipped to provide safe and enjoyable experiences for children. These child protection procedures must be followed at all times to ensure the safety of children and Staff.

Categories of Abuse

All Staff should be familiar with the ways in which abuse manifests itself. Though a child may be subjected to more than one type of harm, abuse is normally categorized into four different types as listed above.

Child Neglect

Neglect is normally defined in terms of omission, where a child suffers significant harm or impairment of development by being deprived. It may also include neglect of a child's basic emotional needs including intellectual stimulation and affection. Neglect generally becomes apparent over a period of time rather than in one specific incident. For example, a child who suffers a series of minor injuries may not be having their needs for supervision and safety met. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

Examples of neglect include:

- inadequate clothing
- frequent hunger
- poor or no medical treatment (untreated injuries, dirty bandages)
- children left without supervision
- lack of care or supervision during activities

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Emotional Abuse

Emotional abuse occurs when a child's need for affection, approval, consistency or security are not met. It is centered on the relationship between an adult and a child rather than in a specific event or pattern of events. It is rarely manifested in terms of physical symptoms. For children with disabilities it may include over-protection or failure to acknowledge or understand a child's disability.

Examples of emotional abuse include:

- regular name-calling, repeated criticism, condemnation and or hostility
- care being conditional on a child's behavior
- inconsistent or unrealistic expectations of a child or failure to respond to their difficulties
- placing unrealistic responsibility on the child
- over or under protection of the child
- failure to foster the child's education and development
- unrealistic or overly harsh discipline
- exposure to domestic violence

Physical Abuse

Physical abuse occurs when someone inflicts injuries on a child, or does not prevent such injuries when in a position to do so. Staff should, in particular, be aware that the nature and intensity of exercise which disregards the capability of a child's immature and growing body, or causes injury resulting from fatigue or overuse will be deemed to constitute physical abuse.

Examples of physical abuse include:

- allowing or creating a substantial risk of significant harm to a child
- physical punishment
- use of excessive force
- poisoning
- suffocation
- Munchausen's Syndrome by Proxy, or situations where parents/guardians make up stories of illness about their child or cause physical signs of illness
- shaking
- for children with special needs this could include confinement to a room or cot, or inappropriately
- given drugs to control behavior

Sexual Abuse

Sexual abuse occurs when someone, irrespective of age or gender, use children for their own sexual gratification.

Examples of sexual abuse include:

- exposure of the sexual organs or any sex act performed in the presence of a child
- touching or molesting a child for the purpose of sexual arousal or gratification
- sexual intercourse with a child
- sexual exploitation of a child
- non-contact activities, such as involving children in looking at pornographic material or watching sexual activities,
- or encouraging children to behave in sexually inappropriate ways

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7. RECOGNIZING ABUSE

It must be borne in mind that dealing with child abuse is complex. It is not easy to recognize situations where abuse may occur, or where it has already taken place. Prométour Staff is not expected to be experts in this area. It is not the responsibility of Prométour Staff to decide that child abuse has occurred during a trip, but it is their responsibility to follow through on any concerns that they have, or are raised with them. Any concerns with respect to the welfare of a child should be reported immediately to the Group Leader and the most senior Prométour Management member available.

As outlined above, signs of abuse can be physical, behavioral or developmental. Below is a list which details some indicators of abuse. It should be remembered that these indicators can occur in other, non-abusive, situations and that the list is not exhaustive

Physical Indicators

- unexplained bruising in soft tissue areas
- burns and scalds
- repeated injury
- bites
- black eye(s)
- fractures
- injuries to mouth
- marks from implements
- torn or bloodstained clothing

Behavioral Indicators

- unexplained changes in behavior - becoming withdrawn or aggressive
- unusual reluctance to remove clothing where activities require it
- regressive behavior
- distrustful of adults or excessive attachment to adults
- change in attendance pattern
- difficulty in making friends
- sudden drop in performance
- inconsistent stories, excuses relating to injuries
- inappropriate sexual awareness, behavior or language
- reluctance to go home

8. BULLYING

Bullying is behaviors such as teasing, taunting, threatening, hitting or extortion by one or more children against another. It is an act or series of acts designed to aggravate and intimidate. Many children are reluctant to tell adults that they are being bullied, more particularly older children. The risk of bullying and harassment by adults and children should be anticipated by taking active steps to prevent it occurring.

It is the responsibility of the Group Leader to deal immediately with bullying whenever it takes place.

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Examples of bullying include:

- physical aggression / intimidation
- verbal bullying
- cyber bullying
- damage to property
- isolation
- repeated gestures or expressions of a threatening or intimidating nature
- comments intended to degrade the child
- initiation rituals

Bullying and abuse can be reduced by the following measures:

- raising awareness of bullying and abuse as unacceptable forms of behavior
- creating an ethical environment which encourages children, staff and parents/guardians to report bullying and abuse and to address these issues
- ensuring the supervision of children during all activities
- ensuring a supportive environment for victims of bullying and abuse
- securing the support of Group Leaders/Teachers/Chaperones/Parents/Guardians to counter bullying and abuse
- removing persistent bullies from activities

Bullying will not be tolerated, under any circumstances, during any Prométour programs.

9. REPORTING SUSPECTED CHILD ABUSE

The decision to respond to allegations of, or suspicions about, abuse can be a very difficult one. There is a responsibility to protect the child in order that appropriate agencies can then make enquiries. Prométour Staff should not be afraid to refer concerns, particularly as others may have previously raised similar concerns. All referrals will be considered thoroughly by the statutory agencies prior to action being taken.

As noted previously, it is not the responsibility of Prométour Staff to investigate concerns, but simply to report those concerns to the agencies charged with responsibility to conduct investigations. Should a situation arise where an immediate place of safety is required, such as a child fearing to return home because of the risk of further abuse, or if Staff suspect that further abuse would occur, it may be appropriate to contact the police.

What to do in the Event of Disclosure

If a child discloses or suggests that they have been abused, or information is obtained which gives concern that a child is being abused, the Prométour Staff member receiving this information should:

- stay calm and not rush into any inappropriate action
- reassure the child that they are not to blame and that they have done the right thing by telling
- listen to what the child has to say and show them that you take them seriously

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- keep questions to an absolute minimum - the child should be allowed to speak freely without any undue interruption or questioning, but a clear account should be ensured
- reassure the child but do not make a promise of confidentiality, confidentiality might not be possible

Given that a report may have to be prepared

- make a full written record of what was said, heard and/or seen as soon as possible
- record full details of the allegation

These details should be written on plain paper.

Retain the original record if you have to fill-in an official form later.

Reporting to Senior Prométour Management Staff

Any information regarding abuse of a child by a Member of Staff should be reported to

- the Group Leader and Senior Management Staff of Prométour

For Prométour Tour Directors and specialized guides, while on tour, the first point of contact should be

- the Group Leader

The most senior person on tour shall discuss the issue with the appropriate officer.

If the most senior person on tour is the subject of the report or suspicion, the report must be made directly to

- the Police department
- and the Prométour Management Team at 1-800-657-7754 (CAN) or 1-800-304-9446 (USA) or by email to the General Manager and Owner, Sebastien Letailleur, at sebastien@prometour.com

If the most senior Member of Staff is unavailable then direct contact must be made with

- the local Police station

Discussion should be with only one senior Member of Staff and not with any other colleagues/friends.

What happens next?

The most senior person on tour, be it the Group Leader, will

- refer the allegation to the Police
- communicate the facts to his/her immediate supervisor at the School or School Board
- communicate the issue to the Prométour Tour Director

The Prométour Tour Director will then inform

- the Prométour Management Team

Parents/legal guardians/care givers will be contacted as soon as possible following advice from the Police.

All possible assistance will be given to Police Officers investigating the allegations



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APPENDIX 1

Excerpts of the regulations in the Quebec Travel Industry Act

DIVISION IX

TRUST ACCOUNT

21. For the purposes of this Division and of sections 17 and 18, the word «funds» includes cash, cheques or other negotiable instruments as well as any amount representing the monetary equivalent of all or part of a payment by credit card or debit card or of any other form of payment.

R.R.Q., 1981, c. A-10, r. 1, s. 21; O.C. 449-90, s. 10; O.C. 546-92, s. 8.

22. Every travel agent must, without delay, deposit in a trust account opened in Québec in his name, or credit to that account, all the funds that he receives in the course of his business from or on account of a customer, for services rendered or to be rendered to the customer. He must keep those funds in that account until he is entitled to withdraw them under section 23 or until he remits them in accordance with section 42. Despite the foregoing, a retail travel agent having no contract with a credit card issuer may send directly to the wholesale travel agent or to the service supplier a payment received from a customer by credit card. A trust account must be designated as an «account in trust» and must be opened in a Canadian chartered bank or in another institution authorized to receive deposits under the laws of Canada or Québec.

R.R.Q., 1981, c. A-10, r. 1, s. 22; O.C. 449-90, s. 10.

23. A travel agent may withdraw from the trust account, for or on behalf of a customer or in connection with a customer, only the funds deposited or held in the account for the customer. He may withdraw those funds from the trust account only if they are required for one of the following purposes:

- (a) for services to be rendered to the customer;
- (b) for expenditures on behalf of the customer;
- (c) to reimburse himself for expenditures and service charges incurred on behalf of the customer;
- (d) to reimburse the customer for amounts due him;

Regulation respecting travel agents Page 8

(e) to collect the gross income due him in connection with the customer, but only after the cost of the services has been paid to the person on whose behalf the funds were received from the customer. The funds withdrawn must be used only for the purpose provided for in the paragraph authorizing their withdrawal.

R.R.Q., 1981, c. A-10, r. 1, s. 23; O.C. 449-90, s. 10.

24. Withdrawals from the trust account must be made by cheque. Withdrawals may, however, be made by bank transfer if the transaction is evidenced by a writing indicating the date, the amount, the name of the recipient and the name and signature of the person who performed the transaction. The withdrawal must be in favour of the travel agent in the cases referred to in subparagraphs c and e of the second paragraph of section 23.

R.R.Q., 1981, c. A-10, r. 1, s. 24; O.C. 449-90, s. 10.



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APPENDIX 1 (CONTINUED)

25. The travel agent may under no circumstances withdraw from the trust account for, on behalf of or in connection with a customer more than the total amount of the funds deposited and held in the trust account for the customer, even in the case where the travel agent is entitled to some of the funds held in the trust account. The travel agent may not, even in that case, use the funds in the trust account to pay his operating expenses or his personal accounts.

R.R.Q., 1981, c. A-10, r. 1, s. 25; O.C. 449-90, s. 10.

26. A travel agent's trust account must never be overdrawn or show a deficit

R.R.Q., 1981, c. A-10, r. 1, s. 26; O.C. 449-90, s. 10.

27. Banking transactions affecting the trust account must be performed by the licensee. The licensee may, however, authorize in writing an officer or a member of the travel agent's staff to perform the transactions, alone or jointly.

R.R.Q., 1981, c. A-10, r. 1, s. 27; S.Q., 1981, c. 23, s. 3; O.C. 449-90, s. 10.

27.1. A travel agent must, within 30 days of the end of each half year of the travel agent's fiscal year, send the president a statement of the status of the trust account signed by the licensee or another officer, along with the last monthly statement issued by the financial institution. The status statement must show

- (a) the sums received from customers for services to be rendered ;
- (b) the amounts paid to suppliers on account of customers ; and
- (c) the balance on the last monthly statement and the deposits and withdrawals outstanding on the date of the statement.

DIVISION X

INDIVIDUAL SECURITY AND INDEMNITY FUND

28. The individual security under Division XI is required to guarantee to customers the performance by a travel agent of the obligations in mandates given to him by those customers during the term of the licence and during the period of renewal of the license until the President's decision and, in particular; Regulation respecting travel agents Page 9

(a) to compensate, in principal, interest and costs, but excluding punitive damages, any customer in possession of a final judgment rendered other than on acquiescence in the judgment, against the travel agent or any of his employees relative to the carrying out of the mandate given to them, on the condition that the action was brought by the customer within 2 years following the date of the mandate;

(b) to reimburse a customer for a sum that he paid to the travel agent for a service not yet provided, in the case of cessation of the travel agent's activities and, in particular, in the case of cancellation, suspension or refusal to renew or transfer his license, on the condition that the customer's debt is paid off and is recognized as such by the President or by the provisional administrator appointed under section 14 of the Act. The security is also required for payment, in accordance with section 16 of the Act, of the administrative expenses and provisional administrator's fees, and for the collection of fines levied under Division VII of the Act. If the individual security is not sufficient to indemnify or reimburse a customer or to pay the administrative expenses and provisional administrator's fees, a claim may be made against the Fonds d'indemnisation des clients des agents de voyage provided for in Division XII.

R.R.Q., 1981, c. A-10, r. 1, s. 28; O.C. 994-86, s. 5; O.C. 546-92, s. 9; O.C. 473-2000, s. 10.



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APPENDIX 1 (CONTINUED)

DIVISION XI

INDIVIDUAL SECURITY

29. Amount:

(1) Travel agent:

(a) upon an initial application for a travel agent's license, the amount of the security to be paid shall be, subject to paragraph 4, 20 000\$ for a retail travel agent and 50 000 \$ for a wholesale travel agent;

(b) the amount of the security to be paid upon the renewal of a travel agent's license shall be based on the turnover which appears in the financial statements required in section 6.

(1.1) Where a travel agent provides services to persons domiciled outside Québec through a travel enterprise outside Québec, the amount of the security is the greater of \$20,000 and the amount under subparagraph b of paragraph 1 after the amount of the sums collected from those persons is subtracted from the turnover ; those sums must be shown in the financial statements required under section 6.

(2) Travel agents operating more than one establishment: where a travel agent operates more than one establishment, once the principal establishment and one or more other establishments have completed two years of activity, the security to be provided may be calculated by adding the turnover of the principal establishment and of each of the other establishments having completed two years of Regulation respecting travel agents Page 11 activity, provided they all carry on similar activities, either as a retailer or wholesaler, and that such activities be carried on under the same legal entity. In such case, the security must indicate the complete designation of the undertaking and of each establishment to be covered by such security. During the first two years of activity of an establishment other than the principal, the security to be provided must be calculated as if that establishment was a legal entity distinct from the principal establishment.

(3) Carrier: the security for a carrier is fixed at 100 000 \$. However, the carriers designated in Categories d and e, set forth in section 3, Division III may, if they so prefer, avail themselves of the same conditions respecting their security as those prescribed for retail or wholesale travel agents, as set forth in this section, on condition that the application for the license is made as a retail or wholesale travel agent and not as a carrier.

(4) Where a travel agent submits an initial application for a license to continue to operate but as a new legal entity, the amount of the security referred to in paragraph a of subsection 1 must equal the security that the former travel agent would have had to provide had he applied to have his license renewed.

R.R.Q., 1981, c. A-10, r. 1, s. 29; O.C. 449-90, s. 11; O.C. 546-92, s. 10; O.C. 473-2000, s. 11.

30. Mode: The security must be provided as follows:

(a) by a security contract;

(b) in cash, by certified cheque, money order or bank draft made to the order of the President; or

(c) by the deposit of a bearer-bond issued or guaranteed by the Government of Canada or of one of its provinces and whose market value is at least

equal to the amount payable under section 29.

R.R.Q., 1981, c. A-10, r. 1, s. 30; O.C. 994-86, s. 7; O.C. 546-92, s.11.



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APPENDIX 1 (CONTINUED)

DIVISION XII

INDEMNITY FUND

37. The Fonds d'indemnisation des clients des agents de voyages is hereby established to guarantee the indemnification or reimbursement of customers of a travel agent required to contribute to the fund, if the travel agent's individual security is insufficient or in the case provided for in the third paragraph of section 36 of the Act. The fund also guarantees the payment of the administrative expenses and provisional administrator's fees if there is no individual security or if it is insufficient.

38. The fund shall be made up of

(a) the contributions paid by customers ;

(b) the contributions paid by wholesale travel agents for travel services sold through a retail agent in Québec to reimburse the advances paid into their collective security fund before 11 November 2004;

Regulation respecting travel agents Page 13

(c) the sums recovered by the president by way of subrogation to the position of customers who received indemnities from the fund ;

(d) the growth of the fund's assets ; and

(e) the advances that the Minister may make to the fund as provided in section 41.1 of the Act.

39. The customers of retail travel agents in Québec are required to contribute to the fund. The amount of that contribution is 0.35% of the total cost of the travel services purchased. The contribution shall be collected by the retail travel agent.

40. A travel agent must, within 30 days of the end of each quarter, remit the contributions to the president, less management expenses equal to 10% of the contributions collected between 11 November 2004 and 11 November 2005 and 3% thereafter.

The travel agent shall determine the fiscal quarter and notify the president thereof. The remittance must be accompanied by a report signed by the licensee or another officer showing

(a) the amount of the sales subject to the contribution ;

(b) the total of the contributions collected ; and

(c) the amount remitted.

43.2. The president shall pay out of the fund

(a) the sums necessary for the indemnification, excluding moral damages, or reimbursement of a customer of a travel agent in the cases referred to in subparagraphs a and b of the first paragraph of section 28 ;

(b) the sums paid by a customer for travel services purchased from a travel agent where the obligations of a service supplier are not fulfilled in the case provided for in the third paragraph of section 36 of the Act ;

(c) the sums necessary for the immediate departure or repatriation of a customer, instead of a reimbursement of the amounts paid ;

(d) the sums reimbursed by a travel agent to customers required to contribute to the fund because of the non-fulfilment of a service supplier's obligations in the case provided for in the third paragraph of section 36 of the Act ;

(e) the administrative expenses and provisional administrator's fees ; and

(f) advances made by the Minister of Finance.

The president shall reimburse himself or herself, out of the contributions referred to in section 41, for the advance made to the collective security fund of travel agents on 2 December 2002.



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APPENDIX 1 (CONTINUED)

43.3. The amount of the indemnity may not exceed \$3,000 per person per trip and \$3,000,000 per event.

43.4. At the end of each six-month period following an event giving rise to a claim against the fund, the president shall reimburse the claims received in the preceding six months. If the amount of the claims at the end of a six-month period exceeds the amount of sums available for the reimbursement, the president shall reimburse the claims on a pro rata basis.

43.5. The president is automatically subrogated to the rights of a customer against a travel agent or a service supplier for the sums paid by the fund. A customer of a travel agent is not entitled to be indemnified by the fund if the customer is otherwise reimbursed for the damages incurred. However, if the reimbursement is lower than the reimbursement under the fund, the customer may claim the difference from the fund.

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APPENDIX 2.A

Certificates of Registration under the Quebec Travel Industry Act

Office
de la protection
du consommateur

Québec

OPC

PERMIS AGENT DE VOYAGES - GÉNÉRAL

DÉTENTEUR/DÉTENTRICE :
LETAILLEUR, SÉBASTIEN

NUMÉRO DE PERMIS : 702379

9081-5523 QUÉBEC INC.
339 B, RUE SAINT-PAUL EST
MONTREAL, QUÉBEC
H2Y 1H3

AUTRES NOMS DU COMMERÇANT
PROMETOUR 2000

VALIDE À PARTIR DU : 2011-04-01

DATE D'ANNIVERSAIRE POUR LA
RECONDUCTION DU PERMIS :
1er AVRIL

Louis Boye
Président



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CAN: 1-800-657-7754

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APPENDIX 2.B

Banking information for our In-Trust account



PRIVATE & CONFIDENTIAL

Date: April 7, 2011

Re: 9081-5523 Quebec Inc. / PROMETOUR 2000
339 Rue St-Paul Est
Montreal, Quebec
Canada H2Y 1H3

To Whom It May Concern:

At the request of our customer, 9081-5523 Quebec Inc. / PROMETOUR 2000, we are providing information below.

At present, above customer has the following "IN TRUST" accounts with HSBC Bank Canada:

251-176924-002 as IN TRUST CANADIAN DOLLARS ACCOUNT

251-176294-071 as IN TRUST AMERICAN DOLLARS ACCOUNT

All information in this letter is provided as of today's date. We are not responsible for providing you updated information or changes to this information beyond this date.

Yours truly,

HSBC Bank Canada

Hichem Boucetta

Relationship Manager

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APPENDIX 3

Certificate of Insurance

TYPE OF INSURANCE		INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
			YYYY/MM/DD	YYYY/MM/DD	COVERAGE	AMOUNT OF INSURANCE
COMMERCIAL GENERAL LIABILITY		Travelers 750119452	2011/10/11 to 2012/10/11		COMMERCIAL GENERAL LIABILITY	
<input type="checkbox"/> CLAIMS MADE OR <input checked="" type="checkbox"/> OCCURRENCE					LIABILITY - GENERAL AGGREGATE	5,000,000
<input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS					LIABILITY - EACH OCCURRENCE	2,500 5,000,000
<input type="checkbox"/> EMPLOYER'S LIABILITY					LIABILITY - PRODUCTS AND COMPLETED OPERATIONS AGGREGATE	5,000,000
<input type="checkbox"/> CROSS LIABILITY						
BI & PD deductible in USA		5,000				
<input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY					LIABILITY - PERSONAL AND ADVERTISING INJURY OR	5,000,000
<input type="checkbox"/> POLLUTION LIABILITY EXTENSION					LIABILITY - MEDICAL PAYMENTS	25,000
<input checked="" type="checkbox"/> NON OWNED AUTOMOBILES		Travelers 750119452	2011/10/11 to 2012/10/11		LIABILITY - TENANTS LEGAL LIABILITY	2,500 250,000
<input checked="" type="checkbox"/> HIRED AUTOMOBILES					LIABILITY - POLLUTION LIABILITY EXTENSION	
AUTOMOBILE LIABILITY					LIABILITY - NON OWNED AUTOMOBILE	1,000,000
<input type="checkbox"/> DESCRIBED AUTOMOBILES					LIABILITY - BODY INJURY AND PROPERTY DAMAGE COMBINED	
<input type="checkbox"/> ALL OWNED AUTOMOBILES					LIABILITY - BODY INJURY (PER PERSON)	
<input type="checkbox"/> LEASED AUTOMOBILES**					LIABILITY - BODY INJURY (PER ACCIDENT)	
**ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE					LIABILITY - PROPERTY DAMAGE	
EXCESS LIABILITY					LIABILITY - EACH OCCURRENCE	
<input type="checkbox"/> UMBRELLA FORM					LIABILITY - AGGREGATE	
<input type="checkbox"/>						
OTHER LIABILITY (SPECIFY)		RSA COM039937347	2011/10/11 to 2012/10/11		LIABILITY - Each occurrence	2,500 1,000,000
<input type="checkbox"/>					LIABILITY - Aggregate	1,000,000
<input type="checkbox"/>						
6. CANCELLATION						
Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>XX</u> days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.						
7. BROKER/AGENCY FULL NAME AND MAILING ADDRESS				8. ADDITIONAL INSURED NAME AND MAILING ADDRESS <small>(Only with respect to the operations of the Named Insured)</small>		
Labrecque, Brouillette & Castelli Inc. 1001 Sherbrooke Street Est Montreal, Quebec						
POSTAL CODE: H2L 1L3						
BROKER CLIENT ID:						
9. CERTIFICATE AUTHORIZATION						
ISSUER: Labrecque, Brouillette & Castelli Inc.			CONTACT NUMBER(S):			
AUTHORIZED REPRESENTATIVE: Enrico Castelli, C.d'A.Ass.			TYPE: NO.		TYPE: NO.	
SIGNATURE OF AUTHORIZED REPRESENTATIVE:			DATE: 12/10/11		EMAIL ADDRESS:	

30000 (09/10)

Educational Purpose and Curricular Outcomes for the Quebec Field Trip

This trip touches upon all 5 of the key components of the National and State Standards for Foreign Language Education: Communication, Cultures, Connections, Comparisons and Communities. Students will have the opportunity to hone both their interpersonal, interpretive, and presentational skills, and to discover first-hand the cultural similarities and differences between the United States and Quebec.

Communication - Communicate in Languages other than English

As part of this French excursion, students will not only have to interpret both spoken and written information, but they will need to communicate their basic needs on a daily basis. They will need to use circumlocution and rely on what they know to communicate. Through daily interactions, they will inevitably discover many new words and idiomatic expressions in context.

Culture - Gain Knowledge and Understanding of Other Cultures

Throughout this trip, students will be exposed to a variety of cultural experiences ranging from the most common--the discovery of food, art and culture--to the everyday living practices, unique products, and differing perspectives.

Connections - Connect with Other Disciplines and Acquire Information

Through their daily interactions with the Quebecois and exposure to the French Canadian media (newspapers, TV, web), the students will discover first hand, viewpoints that are only available through the foreign language and the French culture. Our various cultural excursions will undoubtedly expand what students are learning in their art and social studies classes.

Comparisons - Develop Insight into the Nature of Language and Culture

Comparisons between our culture and the French Canadian culture abound when traveling. Something as simple as mealtime or walking the ancient streets of the only walled city on the American continent can provide wonderful opportunities to gain insight into the similarities and differences between our two cultures.

Community - Participate in Multilingual Communities at Home and Around the World

In addition to using the language to communicate their basic needs, students will be using their language beyond the school setting. Upon their return to the US as well, they will be able to share their experiences with the BHS community. Hopefully this educational experience will inspire students and families to return frequently as Canada is so conveniently located.

Procedures for dealing with student medications/illness, accidents, other travel emergencies

Student medication will be carried by a certified staff member. Students and parents will review medical information with chaperones prior to the trip. Arrangement for medicine doses will be made to accommodate the student. Any medication that a student may need must be accompanied by the proper forms, as stated in the Parent/Student Handbook. Students may not self-carry medication, unless accompanied by proper documentation. If a student needs medical attention, the student will be brought to the closest medical center in the area we are traveling in. A copy of the parent's health insurance card must be included as well as a detailed health form.

Bethel High School Quebec Trip - 2012

Orientation Meeting

Tuesday, May 22, 2012, 7:00 pm

Bethel High School Library

Dear French Students and Parents,

We are pleased to announce that we will be offering a field trip to Quebec next fall. Like the French Trip, the Quebec excursion will be packed with cultural and linguistic educational experiences that will stay with your child for a lifetime. Part of the motivation of this trip was to provide a more affordable opportunity for BHS students to broaden their horizons by traveling abroad and enhancing their linguistic skills. When deciding whether or not to participate in this five day program, please keep in mind that it takes place over the Columbus Day weekend and consequently, your child will only be missing one day of school. This can be a wonderful and enriching opportunity.

The students would depart for Montreal on Thursday, October 4th, travel to Quebec City on Saturday, October 6th and return home on Monday, October 8th. At this time, we estimate the travel portion to cost about **\$850- \$1000**. We will have a better idea of the cost after we know how many participants we will have. A commitment deposit of approximately \$300 would be collected by May 30th from those accepted to participate. Please keep in mind that students would be missing 1 day of school and would be responsible for making up missed work. Please note that preference will be given to students who are taking French.

The involved students will be expected to attend monthly meetings where we will: discuss the differences in our two cultures as well as the expectations for traveling behaviors; determine group assignments for research on our travel destinations; and review necessary details for travel abroad to Canada.

Please complete the attached form as thoroughly and legibly as possible, **including a primary Email and small picture**. Bring it with you to the Orientation Meeting on Tuesday, May 22, when we will review how the program works and answer questions. We encourage both students and parents to attend. Once we have the applications, we will review them and notify the students of their acceptance as soon as possible.

If you have any questions or would like to volunteer in some way, please feel free to call one of us.

Alisa Trachtenberg trachtenberga@bethel.k12.ct.us

Yibert Beshi beshiy@bethel.k12.ct.us

Mari Lerz lerzm@bethel.k12.ct.us

Quebec Trip Parent Information

When is bag check?

Bag check will be at 4pm on the day before the trip – October 3rd. Bags will be brought to the stage in the auditorium. Students will bring their bag to a chaperone to be checked by teachers and an administrator. Then the bag is moved to a secure location where it will remain until being loaded onto the coach. Any items the student may want on the ride to Canada will need to be packed in a carry-on. Carry-on bags will be checked as students board the coaches. No homemade foods, open drinks, or glass containers will be allowed.

How much spending money should a student bring?

Approximately \$20 a day to pay for souvenirs is recommended. All meals are included on the trip except for lunch on the way up to Montreal. The only food the student will need to pay for is food and beverages on the way to or from Quebec should they so desire to eat or drink something there. Students may want to bring more than \$20 a day for souvenirs, but remember that money can be stolen and should be carefully guarded.

How much chaperone contact will my child have?

Each student will be assigned a chaperone. Chaperones will be leading activities, taking attendance at check points, and checking rooms. A chaperone will be with the students at all times.

Will students have the opportunity to fundraise?

Yes. Students will participate in fundraisers. French students will do car washes and offer services such as leaf raking and gardening. A raffle may also be organized. Parent volunteers may also organize fundraisers. All fundraising is voluntary, but many students find it helpful. Students raise money toward their own trip, not the group as a whole. The fundraising for each student will be subtracted from the cost of their trip.

What documents do we need to have for Quebec?

Each student needs a permission slip. Each student needs a valid passport. A list of medications is needed for each student. All medication and medical condition information must be discussed with Mrs. Trachtenberg and Mr. Beshi and the school nurse prior to the trip. All passports will be held by chaperones until needed by the students. A copy of the parent's health insurance card is also required. Students and parents need to sign a Behavior Contract in order to participate in this trip.

What are the rooming details for students and chaperones?

Students are housed in groups of three or four. Chaperones are housed in pairs. The female and male students will be separated. The hotels will be two-star hotels. Chaperone rooms are located in the same area as the students.

What are the requirements for the students to attend this trip?

Students must not have any outstanding obligations – overdue library books, class dues, etc. Students must have a C average in all classes. Applicants for the program will be presented to a teacher and administrative subcommittee for final approval. Students need a valid passport and any necessary visas if required. Students must turn in all documents in a timely manner and make all payments in a timely manner.

What will my child need to bring on the trip?

Students will receive a packing list several weeks prior to the trip. There will be a weight and size limit for suitcases that will be announced several weeks prior to departure. Try to pack as light as possible.

What is the dress code for the trip?

All school dress code rules apply. Students are representing Bethel High School when they travel and need to dress and act in an appropriate manner. Please see policy 5132 (a) in the Parent/Student Handbook and the Agenda Book.

How will you notify parents if the coaches are late coming home?

We will activate a phone tree.

What are the behavior expectations?

Students AND parents must sign a behavior contract in order to participate in this trip. This contract states that our Quebec trip is a school-sponsored activity and all school policies apply. Students who break rules or disobey chaperones may be sent home at the parent's expense or confined to their room. All offenses will incur the appropriate consequences – please see the Agenda Book for the discipline policy. Please also see the Parent/Student Handbook for consequences of alcohol and drug use.

Students are expected to attend all meals and events during the trip. Appropriate behavior is expected at school. All students must adhere to the curfew. Students are not allowed into each other's rooms at any time. Students must check their room for damage upon entering and report damage immediately. Students are responsible for any damage they may cause (or fail to report from a previous guest). At no time will a student be allowed to leave the group. Students must be on time for every meal and event. Students and parents are required to attend a trip meeting with the chaperones prior to the trip.

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SCHOOL NAME	CITY	COUNTY	DESTINATION
Alliance Francaise de Greenwich	Greenwich	Fairfield	Quebec
Bethel HS	Bethel	Fairfield	France
Bunnell HS	Stratford	Fairfield	France / Qc-Family / Spain
East Ridge MS	Ridgefield	Fairfield	Qc-Family
Fairfield Ludlowe HS	Fairfield	Fairfield	France / Quebec / Spain
Fairfield Warde HS	Fairfield	Fairfield	France / Spain
Greens Farms Academy	Greens Farms	Fairfield	France - Azur Lingua Nice / Ottawa / Puerto Rico
Joel Barlow HS	Redding	Fairfield	France / Quebec
King School	Stamford	Fairfield	France / Quebec / Spain
Madison MS	Trumbull	Fairfield	Quebec
New Canaan Country School	New Canaan	Fairfield	Qc-Family
St. Lukes School	New Canaan	Fairfield	France / Qc-Family / Spain
Shelton Intermediate School	Shelton	Fairfield	France / Quebec
Shelton HS	Shelton	Fairfield	France / Italy / Quebec / Spain
Stratford HS	Stratford	Fairfield	France / Qc-Family / Spain
Trinity Episcopal Church	Newtown	Fairfield	Quebec
Alliance Francaise de Hartford	Hartford	Hartford	Quebec
Avon HS	Avon	Hartford	Quebec
Bulkeley HS	Hartford	Hartford	Costa Rica / France / Italy / Quebec
Carmen Arace MS	Bloomfield	Hartford	Quebec
Conard HS	West Hartford	Hartford	France
East Catholic HS	Manchester	Hartford	Quebec
East Hartford HS	East Hartford	Hartford	France
Lewis S Mills HS	Burlington	Hartford	Quebec
Manchester HS	Manchester	Hartford	France / Spain
Masters School	West Simsbury	Hartford	Quebec
Metropolitan Learning Center	Bloomfield	Hartford	France
Newington HS	Newington	Hartford	France / Germany / Italy / Quebec / Spain
South Windsor HS	South Windsor	Hartford	France
Watkinson School	Hartford	Hartford	Quebec

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Windsor Locks HS	Windsor Locks	Hartford	France / Spain
Wright Way to Travel	Rocky Hill	Hartford	France / Italy
Nonnewaug HS	Woodbury	Litchfield	Quebec
Litchfield HS	Litchfield	Litchfield	Quebec
Terryville HS	Terryville	Litchfield	Quebec
Torrington MS	Torrington	Litchfield	France / Qc-Family
East Hampton HS	East Hampton	Middlesex	France
Xavier HS	Middletown	Middlesex	France
Alliance Francaise de New Haven	New Haven	New Haven	Quebec
Alliance Francaise de Northwestern CT	Woodbury	New Haven	Quebec
Amity Regional Sr. HS	Woodridge	New Haven	France
Career HS	New Haven	New Haven	Qc-Family
Chase Collegiate School	Waterbury	New Haven	France / Qc-Family
Cheshire HS	Cheshire	New Haven	Qc-Family
Foote School (The)	New Haven	New Haven	Quebec
Guilford HS	Guilford	New Haven	France - Azur Lingua Nice
Hamden Hall CDS	Hamden	New Haven	Quebec
Hopkins School	New Haven	New Haven	Quebec
James Hillhouse HS	New Haven	New Haven	Quebec
Naugatuck HS	Naugatuck	New Haven	Quebec
Wilby HS	Waterbury	New Haven	Quebec
Wolcott HS	Wolcott	New Haven	France
East Lyme HS	East Lyme	New London	Germany / Quebec
Lisbon CS	Lisbon	New London	Quebec – Hola Program
Lyme Old Lyme MS	Old Lyme	New London	Quebec
Stonington HS	Pawcatuck	New London	Qc-Family
Williams School	New London	New London	France - Azur Lingua Nice
Ellington MS	Ellington	Tolland	Quebec
Mansfield MS	Storrs	Tolland	Quebec
Somers HS	Somers	Tolland	Quebec
Killingly HS	Dayville	Windham	Quebec
Rectory School	Pomfret	Windham	Qc-Family
Woodstock Academy	Woodstock	Windham	Qc-Family

USA: 1-800-304-9446

CAN: 1-800-657-7754

INFO@PROMETOUR.COM

TRAVEL DOCUMENTS

TRIPS TO THE SCHENGEN COUNTRIES & UNITED KINGDOM



Prométour is not responsible for participants not being able to enter their destination due to lack of proper travel documents

As of June 2010

A passport is the only reliable & universally accepted travel / identification document available for the purpose of travel. Group Leaders should carry a "School Letter" printed on school letterhead, a copy of the Participant List, a copy of all Reservation Forms and a Parental/Legal Guardian Travel Consent Form for all participants.

24 European countries are party to the Schengen agreement. To enter one Schengen country is to gain up to 90 days of continuous travel between the member states. The 24 countries are: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovak Republic, Slovenia, Spain, Sweden and Switzerland.

- ❖ Great Britain consists of England, Scotland and Wales
- ❖ The United Kingdom consists of Great Britain & Northern Ireland
- ❖ The Republic of Ireland is a member of the European Union.

American, British & Canadian Passport

- **Valid Passport** - All passports must be valid for at least six (6) months beyond the conclusion of your trip
- A visa is NOT required

Bermuda & British Overseas Territory Passport

- **Valid Passport** - All passports must be valid for at least six (6) months beyond the conclusion of your trip
- A visa **IS REQUIRED**

It is not an easy task to obtain a visa and therefore it is highly recommended that affected participants obtain their BRITISH PASSPORT and that they start the procedure now, do not delay!

Other Nationalities

- **Valid Passport** - All passports must be valid for at least six (6) months beyond the conclusion of your trip
- **Travelers of other nationalities must check with authorities of all destinations on the itinerary if a visa is required - INCLUDING flight entry points prior to final destination (example via United States, via Canada etc.)**
- Bring all necessary documents in order to re-enter your destination of origin

⇒ A student ID card (school issued or through www.istc.org) should be brought for public transportation and museum entrances

Make THREE (3) photocopies of your travel documents:

- One to be sent to Prométour in order to issue the plane ticket
- One for your Group Leader as proof that you possess the necessary traveling documents
- One that you will leave at home in case your travel document get lost or stolen

Entry Requirement for minors (under 18 years old)

- In addition to a valid passport & any applicable visas, these participants should have a signed Parental/Legal Guardian Travel Consent Form.

In the case of deceased or divorced parents / legal guardians

- The letter of consent must be accompanied by a notarized copy of the legal custody document or death certificate
- This proof (death certificate, proof of sole custody etc.) can also be shown to a notary who can then notarize an Affidavit of Sole Custody

⇒ A Parental/Legal Guardian Travel Consent Form is available on the Prométour web site www.prometour.com

PRACTICE WHAT YOU TEACH!

TRAVEL CONSENT FORM

For a minor (under 18 years old) to travel in someone else's care
http://www.voyage.gc.ca/main/before/consent_letter-en.asp



It is strongly recommended that children travelling alone, with only one parent or in someone else's care, carry a consent letter for each and every trip abroad. Foreign authorities among other additional country-specific entry requirements may require this consent letter. You should contact the representative of the country or countries to be visited by the child to ensure that you have the most up-to-date information regarding their specific entry requirement, as permission to enter another country is the sole prerogative of that country.

General Guideline to when the Travel Consent Form MUST be notarized

- ✓ Latin America Destinations
- ✓ In the case of divorced parents + it must be accompanied by supporting documentation ie. Copy of custody agreement (all destinations)
- ✓ In the case of a parent is dead or missing + it must be accompanied by supporting documentation ie. Copy of death certificate (all destinations)
- ✓ Any case where Reservation Form and Travel Consent Form are signed by only 1 parent (all destinations)

Although anyone can witness/sign these letters, so that the validity of the letter will not be questioned, it is advisable to have the consent letter certified, stamped or sealed by an official who has the authority to administer an oath or solemn declaration (i.e., a commissioner for oaths, notary public, lawyer, etc.) It is up to each official/individual who witnesses such a letter to decide what proof he/she needs to see to be able to witness/sign the letter.

Complete this form and return it to your child's Group Leader

Today's Date: _____

I / We the parent(s) / legal guardian(s) of _____
(Child's Name)

authorize my/our child to participate on a trip being planned through

(School or Group Name)

Destination(s): _____

Departure Date: _____

Return Date: _____

During the trip I / we can be contacted at

Address _____

Telephone Day _____ Evening _____

Mother / Legal Guardian Signature

Printed Name

Father / Legal Guardian Signature

Printed Name

Witness Signature

Printed Name

NOTARY SEAL: