

Curriculum/Instruction Subcommittee

Monday, April 27, 2026 7:00 PM

Meeting Access: Curriculum Subcommittee (4/27/26 at 7:00 p.m.) Web:
<https://zoom.us/j/96879252389> Dial In: (929) 205-6099 Meeting ID: 968 7925
2389, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

II.A. March 23, 2026 - Regular

III. INFORMATION / ACTION ITEMS

III.A. Global Leadership Summit Student International
Trip Proposal

III.B. 9-12 Assessment Practices Update (Curriculum /
Instruction goals)

III.C. MTSS Overview (Curriculum / Instruction goals)

IV. OTHER

V. ADJOURNMENT

BOARD OF EDUCATION, NEW FAIRFIELD, CT
Curriculum Subcommittee Meeting

Name of Subcommittee: Curriculum

Meeting type: Regular

Date of Meeting: 3/23/26

Minutes submitted by: Kris Woleck

Members present: Kathy Baker, Greg Flanagan, Sue Huwer, Amy Johnson

Members absent:

Other attendees: Ken Craw, Kristine Woleck, Allyson Story, Kristy Labet, Dom Cipollone

Meeting Access: Curriculum Subcommittee (3/23/26 at 7:00 p.m.) Web: <https://zoom.us/j/98897299217>

Dial In: (929) 205-6099 Meeting ID: 988 9729 9217

Meeting called to order: at 7:00 p.m.

II. APPROVAL OF MINUTES

A. November 24, 2025

Motion: To approve the minutes of November 24, 2025, as presented

Made by: Amy Johnson

Seconded by: Kathy Baker

B. February 23, 2026

Motion: To approve the minutes of February 23, 2026, as presented

Made by: Amy Johnson

Seconded by: Sue Huwer

Recording of vote: All in favor

III. INFORMATION / ACTION ITEMS

A. Kindergarten Waiver Process

Kris Woleck and Allyson Story presented refinements to the kindergarten waiver process, including new assessment criteria across multiple domains (social-emotional, language, fine motor, literacy, and math) with specific indicators that students must meet to be considered for early entry. The State of Connecticut will eliminate kindergarten waivers entirely for the 27-28 school year, requiring all students to be 5 years old by September 1st, though the district plans to discuss with the Policy Subcommittee on Wednesday continuing to offer the waiver process this year with the updated criteria and clear decision guidance for kindergarten early entry approval at the school level.

B. K-5 Mathematics Update (Curriculum / Instruction goals)

The mathematics update presented by Kris Woleck and Kristy Labet outlined the district's continued use of the Bridges curriculum, focusing on three areas of mathematical proficiency: conceptual understanding, procedural fluency, and application/transfer. They discussed greater clarity in the communication of basic fact and computational fluency expectations with timed fluency checks being implemented this year at multiple grade levels to monitor student progress. Instructional practices in support of problem solving, mathematical communication, critical thinking, and transfer of learning are being implemented this year in classrooms as well, with vertical boards as a tool in classrooms.

IV. OTHER – The meeting ended with a brief discussion about potentially revisiting cursive writing instruction in a future meeting.

V. ADJOURNMENT

Motion to adjourn: Made by: Amy Johnson

Seconded by: Kathy Baker

Recording of vote: All in favor

Meeting adjourned at: 7:45 p.m.



TRAVEL PACKET FOR
NEW FAIRFIELD HIGH SCHOOL OVERNIGHT INTERNATIONAL FIELD TRIP TO
BUDAPEST, KRAKOW, AND PRAGUE
JULY 2027

DATE:

Dear Parent/Guardian:

We are excited about the upcoming New Fairfield High School Global Leadership Summit trip to Budapest, Krakow, and Prague (the “Trip”). The educator responsible for the Trip is Christine Haddad and we are working with a tour company called Education First (the “Tour Company”).

There will be a parent meeting on **(TBD)** to review the travel plans, flight information, hotel accommodations, itinerary, and to answer any logistical questions. We will also provide you with an update on our plans to help ensure a safe and successful experience for all students and chaperones. It is very important that each student be represented by a parent/guardian at this meeting. Students are also welcome to attend.

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

Included in this packet are the following:

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

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

TRAVEL DESCRIPTION

Trip Destination: Budapest (Hungary), Krakow (Poland), Prague (Czech Republic)

Departure Date: July 3, 2027

Return Date: July 12, 2027

Trip Leader(s): Christine Haddad

Tour Company/Trip Sponsor : Education First

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

Day 1: July 3, 2027: Overnight flight to Hungary

Students meet at a designated location at JFK airport.

Day 2: July 4, 2027:

Meet Education First Tour Director at arrivals section of the Budapest International Airport (BUD)

Travel by bus (vetted charter company TBD) with the tour director and “sister” group we will be traveling with throughout the trip. This means that we will be sharing a bus and tour director.

*We will have the same tour director and bus driver for the entire trip.

Walking tour of Budapest: get acquainted with the city, its layout and currency, history, culture, behavior and etiquette expectations

Lunch in the area

Return to the bus at the designated time.

Dinner as a group at the hotel or local restaurant

Return to hotel via bus

Hotel check in at the end of the day

Room checks conducted by chaperones at designated time.

Budapest Accommodations: Groups stay a half hour to an hour from St. Stephen’s Basilica in areas such as the District 9 neighborhood. Hotels are selected to minimize travel time between the previous and following stops on your itinerary and may not always be located near public transport. Accommodations meet the standard you’d expect from a typical European hotel, which means that rooms come with private bathrooms and feature multiple single or shared double beds. Rooms may also be on the smaller side without AC, and hotels may not have elevator access.

Sample Hotel: Ibis Stadium

<https://all.accor.com/hotel/B876/index.en.shtml>

Address: Budapest, Könyves Kálmán krt. 34, 1097 Hungary

Day 3: July 5, 2027

Breakfast at hotel

Meet tour director in hotel lobby

Board the bus for a tour of Budapest with our tour director

Heroes’ Square: Noted for its central statue featuring the Seven chieftains of the Magyars (early Hungarian tribes)

Castle Hill: Buda Castle, a 13th century fortification

Gellert Hill: Excellent vantage point overlooking Budapest

Lunch in the area

Exploration time

House of Terror Museum: discover how people lived under fascist and communist regimes.
Return to the bus at the designated time.
Dinner as a group in a local restaurant.
Add-On: Evening cruise on the Danube
Return to hotel via bus
Room checks conducted by chaperones at designated time.

Day 4: July 6, 2027

Breakfast at hotel
Meet tour director in hotel lobby
Travel via bus with tour director through Slovakia and the Tetra Mountains to Krakow, Poland (7 hours) with a stop in Slovakia for lunch.
Walking tour of Krakow Old Town: get acquainted with the city, its layout and currency, history, culture, behavior and etiquette expectations
Visit: [Główny Square](#): (Main Market Square) in Kraków, Poland, is the largest medieval town square in Europe, covering 40,000 square meters. Designed in 1257, this vibrant 13th-century hub is surrounded by historic townhouses, featuring St. Mary's Basilica, the Cloth Hall (Sukiennice), and the Town Hall Tower.
[Wawel Hill](#): A cathedral and royal castle; the most picturesque and recognizable landmark in Krakow. Some of its oldest stone buildings date back to the 10th century. Until 1611 Wawel was the formal seat of the Polish monarchy
Exploration time: scavenger hunt, shopping, etc.
Return to the bus at the designated time.
Dinner as a group in a local restaurant
Check into hotel TBD
Room checks conducted by chaperones at designated time.

Krakow Accommodations: Groups stay in various areas around greater Krakow, about 30 minutes to an hour from Stare Miasto—or Krakow's Old Town—by tram or bus.
Accommodations meet the standard you'd expect from a typical European hotel, which means that rooms come with private bathrooms and feature multiple single or shared double beds.
Rooms may also be on the smaller side without AC, and hotels may not have elevator access.

Sample Hotel: Premier Hotel
<https://www.premierkrakowhotel.pl/>
Address: Opolska 14A, 31-323 Kraków, Poland

Day 5: July 7, 2027

Breakfast at hotel
Meet tour director in hotel lobby
Board the bus with tour director; travel to Auschwitz and Berkinau (1 hour)
Guided tour of Auschwitz and Berkinau
Participate in an interactive workshop at Auschwitz to reflect on human resilience
Return to bus
Lunch in the surrounding area
Dinner as a group in a local restaurant
Return to hotel
Given the “weight” of the day's experience, there is a group reflection and discussion in the evening.
Room checks conducted by chaperones at designated time.

Day 6: July 8, 2025

Breakfast at hotel
Meet tour director in hotel lobby

Board the bus with tour director
Travel to Prague (6-6.5 hours)
Lunch en route
Walking tour of Prague: get acquainted with the city, its layout and currency, history, culture, behavior and etiquette expectations.

Visit: [Prague Castle](#) and [St.Vitus Cathedral](#): the world's largest ancient castle and architectural masterpieces

Charles Bridge: As the only means of crossing the river Vltava until 1841, Charles Bridge was the most important connection between Prague Castle and the city's [Old Town](#) and adjacent areas. It made Prague important as a trade route between Eastern and Western Europe.

Old Town Square: The square features buildings belonging to various architectural styles, including the 14th century [Gothic Church of Our Lady before Týn](#), The Baroque [St. Nicholas Church](#) is another church located in the square

Dinner as a group in a local restaurant or our hotel (TBD)
Room checks conducted by chaperones at designated time.

Day 7: July 9, 2027

Breakfast at hotel
Meet tour guide in hotel lobby
Board the bus and travel to the [Military History Institute](#) to explore how societies respond to conflict and crisis
Lunch in the area
Return to bus
Return to hotel for Global Leadership Summit Kickoff
Dinner and welcome party hosted by EF
Room check by chaperones at designated time

Day 8: July 10, 2027

Breakfast at hotel
Meet tour guide in hotel lobby
Full day of Summit conference for students and adults
Lunch and dinner at Summit/hotel
Room check by chaperones at designated time

Day 9: July 11, 2027

Breakfast at hotel
Full day of Summit workshops for students and adults
Keynote Speaker: Malala Yousafzai
Summit closing dinner and party
Room check by chaperones at designated time

Day 10: July 12, 2027

Breakfast at our hotel.
Transfer by bus to Prague Airport.(PRG)
Return to New York City/ JFK Airport
Parents pick up students from JFK

Means of Travel: Parent drop off and pick up at JFK

Air Transportation: Details to be confirmed. Direct flights.
Flights from JFK to Budapest/ Prague to JFK

Flight Information: Departure and arrival times to be provided within 70 days prior to departure

Bus Transportation: Motor coach provided by a vetted charter company TBD

Expected Number of Student Participants: Maximum of 20

Names of Chaperones: Minimum of 3: Christine Haddad, Marc Coccillo, TBD

Name of Trip Nurse: NA

Anticipated Cost per Student:

- This trip cost is \$5189.00 per student **through April 1, 2026 (includes \$200 early enrollment discount)** based on triple or quadruple occupancy.
- Includes breakfast and dinner, flights, ground transportation, accommodations, entrance fees associated with site visits, lunch during the conference, and 24-hour EF support. Cost does not fluctuate based on number of participants
- An additional amount of approximately \$200 will be collected from each student for tips: driver, tour guide, additional local guides, servers.
- Scholarships and fundraising opportunities are available.

AGREEMENT, WAIVER AND RELEASE OF LIABILITY

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

The Student and the Parents will:

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

I. Acknowledgements

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

II. Acknowledgement of Risk(s)

The Student and Parents acknowledge and agree that:

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

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

PLEASE READ AND INITIAL TO CONFIRM:

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

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

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

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

_____ Initials of Student

_____ Initials of Parent/Guardian

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

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

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

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

IV. Indemnification and Hold Harmless

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

V. Code of Responsibility and Respect and Adherence to Standards

The Student and the Parents understand and agree that:

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

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

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

VI. Financial Obligations

The Student and the Parents agree:

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

VII. Participation and Trip Modification

The Student and the Parents understand and agree that:

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

VIII. Termination of Participation

The Student and the Parents understand and agree that:

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

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

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

IX. Activities Outside the Trip's Itinerary

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

X. Severability

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

XI. Governing Law; Venue

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

XII. Construction and Scope of Agreement

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

Student signature Date

Parent/Legal Guardian signature Date

Parent/Legal Guardian signature Date

New Fairfield Board of Education

Signature Date
Superintendent of Schools

Print Name

Title

APPENDIX A

Expectations and Code of Responsibility and Respect

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

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

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

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

Parent's Signature: _____ **Date:** _____

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

Student's Signature: _____ **Date:** _____

APPENDIX B

Refund Policies

Cancellation Penalties

For this trip, the goal is to have 20 or fewer Participants. Participants and families are given all relevant information and sign booking conditions with Education First that outline cancellation policies and behaviors that may result in disciplinary action, including participants being sent home at the parent's expense, at time of purchase.

Education First provides the tour, which includes an insurance package through the provider Broadspire. The Global Travel Protection package is included in the tour price. Should a traveler need to cancel a trip due to reasons specified in the plan, this reimburses non-refundable pre-paid payments. (limited and predefined reasons usually include hospitalization, job loss). Upgrades are available:

COVERAGE	GLOBAL TRAVEL PROTECTION	GLOBAL TRAVEL PROTECTION FLEX	GLOBAL TRAVEL PROTECTION PLUS
Program cancellation	Limited and pre-defined reasons	Any reason up to 60 days prior to departure	Any reason up to 24 hours prior to departure
Program interruption	✓	✓	✓
Illness & accident	✓	✓	✓
Baggage & property	✓	✓	✓
Flight delay	✓	✓	✓
Emergency evacuation	✓	✓	✓
Baggage tracking service	X	✓	✓

Emergency Medical

Included in tour price when a traveler requires medical assistance

Regular Cancellation

EF's Standard Cancellation Policy*

- 360 days or more prior to departure: Full refund less the \$95 non-refundable enrollment fee, all Non-Refundable Fees, and a \$100 cancellation fee.
- 359 to 180 days prior to departure: Full refund less the \$95 non-refundable enrollment fee, all Non-Refundable Fees, and a \$300 cancellation fee.
- 179 to 110 days prior to departure: Full refund less the \$95 non-refundable enrollment fee, all Non-Refundable Fees, and a \$500 cancellation fee.
- 109 to 60 days prior to departure: Full refund less the \$95 non-refundable enrollment fee, all Non-Refundable Fees, and 50% of the program price.
- 59 days or less prior to departure: No refund will be issued.

Travelers purchase a Global Travel Protection plan and receive two options to cancel the trip due to reasons not covered by the insurance underwritten by United States Fire Insurance Company: (i) travelers who cancel 360 days or more prior to departure will have the cost of the plan refunded and the \$100 cancellation fee waived; (ii) travelers who cancel 60 days or more prior to departure may rebook to another EF Educational Tour within 30 days of such cancellation.

CFAR coverage (Cancel for Any Reason): Requires Global Travel Protection Flex or Plus Plan

Examples include fear of travel, change in destination entry requirements, schedule conflicts; participants would be eligible for a 100% refund of their claim less the non-refundable fees.

Cancellation must occur at least 60 days prior to departure for the Flex Plan, or 24-hours prior to departure for the Plus Plan.

Enrollment deadline must occur at least 110-days prior to departure.

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

Provider Name	Broadspire
Distributor Name	Risk Strategies Travel
Phone Number for Questions	877-314-1193
Booking Contact	insurance@riskstrategiestravel.com

Peace of Mind Program The Peace of Mind program allows schools to change their plans due to unforeseen circumstances. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism, pandemics, or other world events.

If 60 days or more prior to departure, groups can (1) work with EF to modify the current tour itinerary and dates, or find a new tour and apply all money paid to the new tour; (2) cancel the tour and all travelers receive a Future Travel Voucher in the amount of all monies paid for the original tour, less the cost of any purchased travel protection plan; or (3) cancel the tour with applicable fees under the standard cancellation policy.

Cancellation of the Entire Group

If 59 days or less prior to departure, groups can work with EF to discuss options. If any location(s) included in the group's itinerary is newly designated as a Travel Advisory Level 4 by the U.S. Department of State; or a U.S federal or state government has newly imposed a travel ban to your destination, or newly issues an order requiring a self-quarantine for travelers upon arrival to a location on your itinerary or upon return home from a location on your group's itinerary; the Group Leader or the individual traveler may choose not to depart on the tour as scheduled and will have the same Peace of Mind options set forth above.