

TO: Robert Messia, Kate Dorgan and the Averill Park CDSB Board of Education
FROM: Dawn Lantry, Algonquin Spanish /French Teacher
Date: August 13, 2013
RE: New York City Field Trip, April 4th 2014

1. Educational Purpose: This trip has been designed to expose 8th grade Spanish students to various Spanish cultures right in NYC. It will give them a better understanding of the people and language they have been studying for two and a half years.
2. Date: April 4th 2014 – Mr. Rob Messia feels that this date does not interfere with any other school events.
3. General Itinerary: Please see the attached proposed itinerary from the travel agency.
4. Number of Students: The maximum number of students will be 50. Mrs. Dawn Lantry will have 25 spots for her students and Mrs. Kim Feliz will have the other 25 spots for her students. That will leave space for 3 other AMS faculty members to chaperone. If we do not have enough students to fill the bus, we would then open those spots up to parents of traveling AMS students who have already registered for the trip.
5. Nature of School Group: The group will consist of 8th grade Spanish students participating in a hands-on “cultural” awareness day in NYC!
6. Cost to Students: The cost depends on the number of travelers. The company’s minimum number is 30 paying participants for which the cost is \$197.00 per person. If we have 50 paying participants, the cost is \$149.00. This does include lunch and the cost of the tickets to each venue. This does not include snacks or personal incidentals. There is also an additional fee for those who want to purchase travelers insurance provided by the company.

7. Teacher in Charge: Dawn Lantry is the head teacher on this trip. Mrs. Feliz is the other LOTE teacher educating our students. The other 3 AMS personnel will be there as chaperones.
8. Travel Agency: The travel agency is Nova Tours & Travel, located in Liverpool NY. Please see the attached materials.
9. Number of Chaperones: We receive one chaperone per 10 paying participants. Therefore, if we have 40 students, we will have 4 school personnel traveling with the group, as well as any parents involved with the trip.
10. Liability Coverage: The tour company has cancellation insurance (please see attached).
11. Health Insurance: It is strongly suggested that each participant hand their LOTE teacher their insurance carriers name and number in the even we need it while away. I will be requiring all students to provide also an emergency number(s). These numbers will both be kept confidential. I will also ask our ("wonderful") school nurse to go over all students medical concerns. Each chaperone will have a medical note next to particular student's names. Any students with Epipens or other inhalers would be asked to have their chaperone carry them for them. This also includes any other meds ie: Ibuprofen. The parent is required to send a note with these meds.
12. Fundraising Plans: There are no plans to fundraise!
13. Scholarship Aid: Not available for this trip.
14. Trip Cancellation: The company has a pre-set cancellation policy (as noted, please see the attached document from the company). Our policy as a club has been that if a student opts out of the trip after the payment date, they will only get reimbursement if we can find another student to take their place. This is so important since the situations would potentially affect the price of the trip for all travelers.
15. Use of School Equipment & Facilities: The only request of the district is to have the parking lot lights on at departures (6 am) and on final arrival back to Averill Park (8:30 pm).

16. Estimated Cost to School District: The cost consists of substitutes for any teachers going on the trip for the one day.

17. Information Concerning World Conditions: World conditions will be dealt with on an as-needed basis.

Cc: Mr. Robert Messia

Miss Kate Dorgan

Mrs. Kim Feliz-Matos



**Algonquin Middle School
NYC - Spanish Trip
Grade 8**

Friday, April 4, 2014

5:45 am	Bus and students report to school, students are encouraged to pack snacks.
6:00 am	Departure – stop en route at group’s discretion – meet guide upon arrival I have allowed 1 hour for a quick stop and any possible traffic
10:00 pm	Arrive and tour the MET
12:30 pm	Salsa Lesson with Nikki at Iguana
1:30 pm	Lunch at Iguana or similar
3:15 pm	United Nations Tour – the UN 2014 reservation schedule does not go public until October 2013. Reservation is based on availability at the time of booking.
5:00 pm	Assemble and start for home. Stop en route for dinner. ETA – 9:00 – 9:30pm

Package includes:

- 1 (56) Passenger motor coach equipped with DVD & lavatory
- 1 Spanish lunch
- Admission to a guided tour of the MET, Salsa lesson and the UN
- Bilingual Tour Guide
- 1 Chaperone compliments every 10 students
- All taxes and gratuities – each the driver and guide will receive \$2 / person / day
- We are members of the National Tour Association (NTA) and carry a \$1,000,000 professional liability, errors and omissions insurance policy

Package price is based on the number paid.

Number Paid	Price Per Person
50	\$149
45 – 49	\$157
40 – 44	\$167
35 – 39	\$180
30 – 34	\$197

Price and itinerary are subject to change based on availability at the time of booking

**NO RESERVATIONS HAVE BEEN MADE AT THIS TIME AND ALL TIMES
ARE SUBJECT TO CHANGE AT ANY TIME**



504 Vine St Liverpool, NY 13088
Phone 315-451-0260 Fax 315-451-0263
Toll Free 800-543-6682

7/24/2013

Registration Form

PLEASE READ THE INFORMATION ON THIS REGISTRATION FORM CAREFULLY.
IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CONTACT NOVA TOURS

Cancellation Insurance: We strongly encourage you to consider purchasing cancellation insurance. The cost is \$30 per person and must be paid with your initial deposit when registering for the trip. You must notify Nova Tours in writing to cancel.

With Cancellation Insurance: If cancellation insurance is purchased, you may cancel at any time up until the date of departure. Nova Tours must be notified in writing prior to the departure date. You will receive a 100% refund of money paid to Nova Tours less the initial deposit and the cost of the cancellation insurance. Refunds could include pre-purchased tickets in lieu of cash when applicable. Pre-purchased tickets include tickets for Airlines, Cruises, Theatre, Sporting Events, Amusement Parks, etc.

Without Cancellation Insurance: If cancellation insurance is not purchased, and you cancel more than 46 days prior to the trip departure date, you will receive a full refund except for the initial deposit and Pre-purchased tickets. (Refunds could include pre-purchased tickets in lieu of cash when applicable. Pre-purchased tickets include tickets for Airlines, Cruises, Theatre, Sporting Events, Amusement Parks, etc.) If you cancel within 45 days of the trip departure date, there is no refund available.

To Receive a Refund: Your cancellation must be in writing. Please use the attached form Refunds are not sent until after the trip return date.

Disclosure Notice on Agent's Limited Liability

Nova Tours and Travel Inc. hereby discloses that in offering any travel arrangements for sale, or accepting reservations for services, which are not directly supplied by Nova Tours and Travel Inc., we act only in the capacity of an intermediary agent on behalf of the various suppliers of travel services in your itinerary. Our role is one of counseling, and the final decision is yours to select the destinations, hotels, mode of transportation and tours. Our aim is to provide you with your requested travel booking as accurately as possible. We accept no responsibility for additional expenses incurred due to illness, weather, strikes, mechanical defects, war, quarantine, riot or other causes. Because of our status as an agent, and because we maintain no control over the personnel, equipment, or operations of any travel service supplier, Nova Tours and Travel Inc. assumes no responsibility for and is not liable for any personal injury, property damage, or loss, accident, delay, inconvenience, or irregularity which may be occasioned either by reason of (1) any wrongful or negligent acts or omissions on the part of any employee of any supplier, (2) any defect in or failure of any vehicle, equipment or instrumentality owned, or operated or otherwise used by any supplier, or (3) any wrongful or negligent acts or omissions on the part of any other party not under the control, direct or otherwise, of Nova Tours and Travel Inc.



Registration Information: To register completely fill out the registration form below, tear off, and send with payment to: Nova Tours and Travel Inc. 504 Vine St Liverpool, NY 13088. Please make checks or money order payable to Nova Tours. On the memo line of your check, print the name of the school you are traveling with and the name of the person who is traveling.

Any check returned by your bank for any reason will result in a \$20 returned check fee.

Student's Name:			M	F	Home Phone		
Street	City		State	Zip			
School/Group Name	Destination						

Parent Name: _____ Parent Signature: _____

Cancellation Insurance: Yes / No (Please Circle one) If yes, be sure to include \$30 along with your deposit and this form.

Form of Payment Check Check # _____ Money Order MO # _____ Visa MC

Visa/MasterCard Information: Card Number _____ Exp Date: _____

Card Issued to: _____ Amount to Charge: _____

Roommate Choice 1. _____ 2. _____ 3. _____

Medical Information: _____ Birth Date: _____

Parent's Work #: _____

Identify Allergies or Special Conditions _____

Medical Insurance Company: _____

ID or Contract #: _____

Family Physician: _____ Physician Phone #: _____





Dear Parent or Guardian

Please read the following in regards to cancellation insurance. Once you have read the following please sign below and return this form with your registration form and deposit.

Deposits are non-refundable.

Cancellation Insurance: We strongly encourage you to consider purchasing cancellation insurance. The cost is \$30 per person and must be paid with your **initial deposit** when registering for the trip. You must notify Nova Tours in writing to cancel your trip.

With Cancellation Insurance: If cancellation insurance is purchased, you may cancel at any time **prior** to trip departure date and will receive all money paid to Nova Tours **except the initial deposit** and the cost of the cancellation insurance (\$30).

(Refunds could include pre-purchased tickets in lieu of cash when applicable. Pre-purchased tickets include tickets for Airlines, Cruises, Theatre, Sporting Events, Amusement Parks, etc.)

Without Cancellation Insurance:

If cancellation insurance is **not purchased**, and you cancel **more than 46 days** prior to the trip departure date, you will receive a full refund **except for the initial deposit**.

(Refunds could include pre-purchased tickets in lieu of cash when applicable. Pre-purchased tickets include tickets for Airlines, Cruises, Theatre, Sporting Events, Amusement Parks, etc.)

If you cancel within 45 days of the trip departure date, there is no refund available.

To Receive a Refund: *Your cancellation must be in writing- Please use the form provided with your registration form. Refunds are not sent until after the trip departure.*

Parent or Guardian: Please Sign Below and return with your registration form:

Trip Participant: _____

School: _____

Parent or Guardian Signature: _____

Date: _____



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