

TO: Robert Messia, Cheryl Clark and the Averill Park CDSB Board of Education

FROM: Dawn Lantry, Algonquin Spanish /French Teacher

Date: September 2, 2014

RE: New York City Field Trip, May 8, 2015

- Educational Purpose: This trip has been designed to expose 8<sup>th</sup> 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.
- Date: May 8, 2015 – Mr. Rob Messia feels that this date does not interfere with any other school events.
- General Itinerary: Please see the attached proposed itinerary from the travel agency.
- Number of Students: The maximum number of students will be 50. Mrs. Dawn Lantry will have 20 spots for her students and Mrs. Kim Feliz will have the other 30 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.
- Nature of School Group: The group will consist of 8<sup>th</sup> grade Spanish students participating in a hands-on “cultural” awareness day in NYC!
- 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.

- **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.
- **Travel Agency:** The travel agency is Nova Tours & Travel, located in Liverpool NY. Please see the attached materials.
- **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.
- **Liability Coverage:** The tour company has cancellation insurance (please see attached).
- **Health Insurance:** It is strongly suggested that each participant hand their LOTE teacher their insurance carriers name and number in the event 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.
- **Fundraising Plans:** There are no plans to fundraise!
- **Scholarship Aid:** Not available for this trip.
- **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.

- **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).
- **Estimated Cost to School District:** The cost consists of substitutes for any teachers going on the trip for the one day.
- **Information Concerning World Conditions:** World conditions will be dealt with on an as-needed basis.

Cc: Mr. Robert Messia

Mrs. Cheryl Clark

Mrs. Kim Feliz-Matos



**Algonquin Middle School (518.674.7100)**  
**333 N.Y. Highway 351**  
**Averill Park, NY 12018**  
**To**  
**New York City - *Spanish Trip***

Friday, May 8, 2015

5:30am	Bus reports to school
5:45 am	Students report to school, students are encouraged to pack snacks.
6:00 am	Departure, stop en route at group's discretion. I have allotted 45 minutes for a quick stop and possible traffic when you reach the city. Your guide will be TBD. Please call her when you are approximately 1 hour from the city to meet at the Metropolitan Museum of Art upon arrival. <i>Please leave the seat directly behind the driver open. She needs access to the microphone and to be able to communicate with the driver.</i>
10:15 am	Guided tour of the <b>Metropolitan Museum of Art</b> . 212.570.3711- located on Fifth Ave. between 80 <sup>th</sup> and 84 <sup>th</sup> Streets. Enter at the Uris Center 81 <sup>st</sup> Street entrance ground level. <i>The tour will concentrate on Spanish Art from Spain.</i> Res. # TBD
12:30 pm	<b>Salsa Lesson</b> with TBD at <b>Iguana</b> - 212.765.5454- 240 West 54 <sup>th</sup> Street NYC 10019
1:30 pm	Lunch at <b>Iguana</b>
2:30pm	Assemble to arrive at United Nations prior to 3:30pm (free time between lunch and UN)
3:30 pm	<b>United Nations Tour</b> -212.963.7539- Entrance for the United Nations Guided Tours is at <b>47th Street and 1st Avenue</b> , New York, NY 10017. <i>Group will be divided into 4 student blocks of 15, ( 2 blocks or 30 visitors per tour)</i> 4:00 pm tour (3:30 pm check in) 4:15 pm tour (3:45 pm check in)
5:45 pm	Assemble and start for home. Stop en route for dinner. ETA – 9:00 – 9:30pm



Paying Participants	Price per Participant
50 Vine St Liverpool, NY 13088	\$148
Phone 315-451-0260	\$157
40 Toll Free	800-543-6882
35	\$182

8/29/2014



Priced based on rate at time of booking.



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

8/29/2014