

To: Mr. Messia and Averill Park CDS Board of Education  
From: Amy Miller, Algonquin French Teacher  
Date: 15 June, 2016  
Re: Day Trip Proposal – Montréal, Québec, Canada (May 5,2017)

1. *Educational Purpose*

This trip has been designed to expose seventh grade French students to a foreign culture, which they will have been exposed to in class for the past year and a half. It will give them a better understanding of the people and of the language. It is affording them the opportunity to use their linguistic ability and perhaps this trip will inspire a new love of meeting new people, experiencing other cultures. It might even spark a new enthusiasm for travel.

2. *Date*

May 5, 2017. I spoke Mr. Messia and with Mr. Gela, as well as checked the district and school calendars on line, and was not made aware of any conflicts.

3. *General Itinerary*

Please see the attached proposed itinerary from the agency.

4. *Number of Students*

The maximum number of students/parents will be 50. That leaves 5 spaces on the bus for school personnel. We need at least 40 paying participants in order to have the trip.

5. *Nature of School Group*

The group consists of 7<sup>th</sup> grade French students participating in the French Club.

6. *Cost to students*

The cost depends on the number of travelers. The company's minimum is 40 paying participants. At that number, the cost per person is \$187.00. If we fill the bus with 50 paying participants, the cost goes down to \$173.00 per person. This does *not* include snack, gratuities, personal incidentals, spending money or *fees for passport*.

7. *Teachers in charge*

Amy Miller is the head teacher on this trip. The other school personnel spots will be filled by teachers or other staff in Algonquin.

8. *Travel agency*

The travel agency is Immersion Tours, located in Québec, Canada. This is the same tour company we have used for the Québec trip. We have been affiliated with them since the first Quebec trip in the spring of 2004. Related information is on attached sheets.

9. *Number of chaperones*

We receive one chaperone per 10 paying participants. Therefore, if we have the 40 students, we will have 4 school personnel traveling with the group, as well as any parents involved with the trip. If we have all 50 spots, we will have 5 teacher chaperones.

10. *Liability coverage*  
Please see the attached information from the tour company.
11. *Health Insurance*  
It is strongly suggested that each participant hold their own personal health/medical insurance. They should also check with their company about coverage while traveling abroad. If insurance is needed, the travel agency can be contacted.
12. *Fundraising plans*  
There is no plan at this time to fundraise as a French club.
13. *Scholarship aid*  
Available on an as-needed basis, through donations. We have had students receive scholarship through "Concerns-U" at Catholic Charities, as well as with donations from individuals.
14. *Trip cancellation*  
The company has a pre-set cancellation policy. (please see attached document from the company) Our policy with the club has been that if students opt out of the trip when the final payment has been set, they only get reimbursed if we can find another student to take their place because it effects the price of the trip.
15. *Use of school equipment and facilities*  
The only use will be of the parking lot at departure and final arrival, where we would ask that the lights outside be left on until 12 midnight or even an hour later, so we are not in complete darkness upon arrival.
16. *Estimated cost to school*  
The cost consists of substitutes for any teachers going on the trip, for one day.
17. *Information concerning world conditions*  
World conditions will be dealt with on an as-needed basis. The company has been very agreeable in the past, and very easy with which to work.



# Voyages Immersion Tours

June 9, 2016  
Sample Itinerary

## ALGONQUIN MIDDLE SCHOOL Montréal Day Trip May 5, 2017

<b>Day 1</b>	<b>Friday</b>	<b>May 5</b>
5:30am	Motor coach arrives at your school (333 NY 351, Averill Park, NY 12018)	
6:00am	Board the deluxe motor coach and depart for Montréal	

Immersion Tours recommends that all travelers have a valid passport when crossing the border to and from Canada. To enter Canada, travelers need to present proof of citizenship (such as an original birth certificate) and a picture I.D. (original documents). When returning to the United States from Canada all U.S. citizens are required to present either a U.S. passport, passport card, NEXUS card, Enhanced Drivers License or other Western Hemisphere Travel Initiative (WHTI)-compliant document. The only exception to this requirement is for U.S. citizens under the age of 16 (or under 19, if traveling with a school, religious, or other youth group) who need only present a birth, Consular Report of Birth Abroad, or naturalization certificate. (U.S. Department of State, [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1082.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1082.html) , Dec. 8, 2009)

Taking both countries' requirements into consideration, ID requirements are as follows:

Students 18 years and younger:	Passport OR passport card OR Enhanced Driver's Licence OR Birth certificate (original) + Picture ID
Adults 19 years and older:	Passport OR passport card OR Enhanced Driver's Licence

Obtaining proper identification papers is the sole responsibility of the traveler. Fees related to obtaining proper documents are to be paid by the traveler.

10:15am	Approximate time of arrival in Montréal Meet your Immersion Tours guide at the Biodome <i>At the Biodome drop off located in front of 4777, AV. PIERRE-DE COUBERTIN</i>
10:30am	Cable car ride to the top of the <b>Olympic Stadium Tower</b> , the world's tallest inclined tower
11:30am	See the Montreal skyline from the top of <b>Mount Royal</b> Lunch in <b>Parc du Mont-Royal</b> ( <i>Lunch Box Provided</i> )
1:30pm	All aboard!
2:00pm	Relive history during a 90 minute <b>cruise on the St. Lawrence River</b>
3:30pm	Orientation tour of the <b>Old Montréal</b> and <b>Old Harbour</b> historic areas
4:00pm	Free time to explore Place Jacques-Cartier and the area
5:00pm	Dinner in Old Montreal
6:15pm	Depart Montréal for your school
10:30pm	Approximate time of arrival at your school

Please note : - Travel time is approximate and this sample itinerary may change depending on availability



# Voyages Immersion Tours

## Group Trip Proposal

June 9, 2016  
Ms. Amy Miller

### ALGONQUIN MIDDLE SCHOOL Montréal Day Trip May 5, 2017

#### Are included :

- 1 lunch and 1 dinner
- All activities as detailed in this itinerary
- Complimentary chaperone packages according to trip price
- Full tour guide service
- Deluxe round trip motor coach transportation
- All applicable taxes and gratuities on meals and activities

#### Are not included :

- Gratuities for the tour guide (\$3 per person)
- Gratuities for the bus driver (\$1.50 per person)
- Personal fees associated with obtaining proper ID papers\*
- Personal incidentals such as snacks, meals taken en route, etc.
- Medical and Cancellation insurance

Number of full-paying participants per bus	Number of free chaperones per bus	Price per person in US funds
50	5	\$173
45	5	\$180
40	4	\$187

\*See the Terms and Conditions form for details on entry and exit requirements

#### **Conditions:**

- Prices are approximate and subject to suppliers' availability at the time of trip confirmation with a deposit.
- Valid for a maximum of 55 total travelers
- Deposit of \$50 per participant due is by November 1, 2016 to confirm trip
- Final payment will be due before March 5, 2017 along with a list of participants
- Refer to our Trip Organizer Planner for all the forms and the terms and conditions.

#### **Cancellation Policy**

Immersion Tours must receive a written notice of cancellation in order for the cancellation to be valid. Applicants under 21 years of age must have their cancellation notice signed by a parent or legal guardian. A fax, email or letter confirming cancellation must be received at the Immersion Tours offices before the beginning of the trip for a refund to be issued. Trip cancellation or interruption after the scheduled beginning of the trip does not entitle participants to any refunds. All fees are per person, in US dollars.

##### **INDIVIDUAL PARTICIPANT CANCELLATION**

###### Tours without flights

Cancellation Date*	Cancellation Fee
45 days or more prior to departure	\$50
44 days or less prior to departure	100% of trip cost

##### **COMPLETE GROUP TRIP CANCELLATION**

###### Tours with and without flights

Cancellation Date*	Cancellation Fee
61 days or more prior to departure	\$50
60 days or less prior to departure	80% of trip cost

\*Date Immersion Tours receives written notification of the cancellation.

**INSURANCE CERTIFICATE**

This is to certify that the following insurer (s):

**INTACT COMPAGNIE D'ASSURANCES :      GENERAL LIABILITY INSURANCE**  
**INTACT COMPAGNIE D'ASSURANCES :      ERROR & OMISSIONS LIABILITY INSURANCE**

Insure (s) according to all conditions and stipulations of the insurance policy (ies) described hereunder:

No. :      **335-8614 (GENERAL LIABILITY INSURANCE)**  
              **154-7097 (ERROR & OMISSION INSURANCE)**

Term:      **March 2, 2016/ March 2, 2017**

Insured: Voyages Immersion inc. (Immersion Tours Inc.)  
            1001, Route de L'Église bureau 205  
            Québec, Québec  
            G1V 3V7

**General Liability Insurance:**

<b>Limit:</b>	\$ 3,000,000.00	Each occurrence
	\$ 3,000,000.00	Products/completed work
	\$ 3,000,000.00	Personal & adv. Injury
	\$ 50 000.00	Medical expenses
	\$ 500.00	Deductible: Bodily injure and Property Damage per occurrence

**Error & Omissions liability Insurance:**

<b>Limit:</b>	\$ 2,000,000.00	Each occurrence
	\$ 2,000,000.00	Aggregate
	\$ 5,000.00	Deductible

Insured activities: Travel agency

Date: February 23, 2016

By: 

Riverin-Taché Guillaume  
Commercial Lines Damage Insurance Broker