

To: Mr. Messia and Averill Park CDS Board of Education
From: Amy Miller, Algonquin French Teacher
Date: 21 August, 2018
Re: Weekend Trip Proposal – Québec City, Québec, Canada (May 24-26, 2019)

1. *Educational Purpose*

This trip has been designed to expose eighth grade French students to a foreign culture, which they will have been exposed to in class for the past two and a half years. 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 24, 25 and 26, 2019. I spoke Mr. Messia and with Mr. Gela, and checked the district and school calendars on line, and was not made aware of any conflicts. This is Memorial Day weekend, and with the updated district calendar, no academic time will be lost.

3. *General Itinerary*

Please see the attached proposed itinerary from the agency.

4. *Number of Students*

The maximum number of travelers will be 50. That leaves 5 spaces on the bus for school personnel. There are 47 students in seventh grade this year going up to eighth grade, so we will open spots to parents of Algonquin students already registered for the trip. The minimum amount of paying participants is 30.

5. *Nature of School Group*

The group consists of 8th 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 25 paying participants, with three teacher chaperones. At that number, the cost per person is \$585.00. This does not include lunches, snacks, gratuities, personal incidentals, spending money or fees for passport. If we have 50 paying participants, the cost goes down to \$470.00 per person. There is an additional fee for adults, as there will be fewer people in a room. There is also an additional fee for Trip Insurance, as provided by the company. Please see attached information from the tour company.

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 City, Québec, Canada. Related information is on attached sheets. We have been affiliated with this company since our first Quebec trip in 2004.
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.
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.
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 after the final payment has been set, due to our numbers, they only get reimbursed if we can find another student to take their place because it affects the price of the trip, unless they have bought the trip insurance.
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 10:00 pm on Sunday, so we are not in complete darkness upon arrival.
16. *Estimated cost to school*
There will be no cost to the district, given the academic calendar. We will be traveling on Memorial Day weekend. Although we are leaving on a Friday, it is a Superintendent's Conference Day, so there is no cost of substitutes this year.
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 8, 2018
Sample Itinerary

ALGONQUIN MIDDLE SCHOOL

Montréal Day Trip

May 10, 2019

Day 1	Friday	May 10
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). (source: <http://www.cbsa.gc.ca/travel-voyage/ivc-rnc-eng.html> Nov. 16, 2016)

When returning to the United States from Canada all U.S. citizens are required to present either a U.S. passport, U.S. 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 19 traveling with an adult-supervised school group who need only present a birth, Consular Report of Birth Abroad, or naturalization certificate. (source: https://help.cbp.gov/app/answers/detail/a_id/3618/kw/entry%20documents Nov. 16, 2016)

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

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	Arrive in Montréal and meet your Immersion Tours guide at the Olympic Stadium <i>At the Olympic Stadium bus drop off located at 3200, RUE VIAU</i>
10:30am	Cable car ride to the top of the Olympic Stadium Tower , the world's tallest inclined tower
11:15am	Enjoy a guided tour of the Olympic Stadium . Built for the 1976 Summer Olympic Games, this unique monument is the international symbol of Montreal
12:45pm	Lunch in Parc du Mont-Royal (<i>Lunch Box Provided</i>)
2:15pm	Take in a guided tour of Montreal including a walking tour of Old Montréal and the Old Harbour historic areas
4:00pm	Free time to explore Place Jacques-Cartier and the area
5:00pm	Dinner at Restaurant Papillon
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 8, 2018

ALGONQUIN MIDDLE SCHOOL

Montréal Day Trip

May 10, 2019

Are included :

- 1 lunch and 1 dinner
- All activities as detailed in this itinerary
- Complimentary chaperone packages according to trip price
- Services of a professional tour guide all day in Montreal
- 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	\$175.00
45	5	\$180.00
40	4	\$185.00

*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 30, 2018** to confirm trip
- Final payment will be due before **March 10, 2019** 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 policies of insurance as herein described have been issued to the Insured named below and are in force at this time.

This document is for information only and confers no rights on the holder and imposes no liability on the insurer. The scope of the insurance protections will be solely determined by the policy issued by the insurer.

NAME OF INSURED :	Voyages Immersion Inc. / Immersion Tours Inc.
ADDRESS :	2400, boul. Louis-XIV, suite 204, Québec, QC G1C 5Y8
BUSINESS OF THE INSURED :	Travel agency.

TYPE OF INSURANCE	INSURER	POLICY #	TERM D-M-Y	LIMIT OF LIABILITY
Commercial General Liability (deductible Bodily Injury and Property Damage 500 \$ CAD)	Intact	335-8614	02-03-2018 to 02-03-2019	3 000 000 \$ CAD, per occurrence 3 000 000 \$ CAD, aggregate, Products and Completed Operations 3 000 000 \$ CAD, Personal and Advertising Injury 50 000 \$ CAD, Medical Expense
Errors and Omissions Liability (deductible 5 000 \$ CAD)	Intact	154-7097	02-03-2018 to 02-03-2019	2 000 000 \$ CAD, each loss 2 000 000 \$ CAD, aggregate

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policies.

Lussier Dale Parizeau inc.



Guillaume Riverin-Taché,
Commercial Lines Damage Insurance Broker
Authorized Representative

January 25, 2018
Date

1175, boulevard Lebourgneuf, bureau 300, Québec (Québec) G2K 0B4

Tel. : (418) 627-1080 or 1 877 587-7437 (toll-free)
Fax : (418) 627-1991 or 1 888 627-1991 (toll-free)