

TO: Dr. James Franchini, Robert Messia, Josh Gela and the Averill Park CDSB Board of Education

FROM: Kimberly Feliz, Algonquin Spanish Teacher

Date: October 4, 2018

RE: New York City Field Trip, May 17, 2019

- 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.
- Date: May 17, 2019 – 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.
- Participation on this trip will be optional and voluntary. The number of buses will be based on the number of students that sign up. All students who want to attend the trip will have a spot on the bus.
- Nature of School Group: The group will consist of 8th 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 per person. If we have 50 paying participants, the cost is. (See attached for price base per number in group)
- IF: 80-84 participants \$235, if 85-89 213 \$, 90-94 \$197, 95-99 \$185 and 100 \$174
- 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:** Kimberly Feliz is the head teacher on this trip. The other 4 AMS personnel will be there as chaperones (if traveling with 50 AMS students) and 8-10 AMS teachers if traveling with 80-100 students.
- **Travel Agency:** The travel agency is Gateway Student Tours (aka: 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 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.
- **Fundraising Plans:** There are no plans to fundraise!
- **Scholarship Aide:** Not available for this trip.
- **Financial Support Where Needed:** Anne Lanoue at AMS has referred us to a local agency who can help a few students with some monetary support for this trip. (Catholic Charities – the Wojeski Funds)

- **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

Mr. Josh Gela



Gateway Student Tours

**Algonquin Middle School
To
New York City - Spanish Trip**

Friday, May 17, 2019

5:30 AM	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>I have allowed 1 ½ hours for a stop and possible traffic when you reach the city.</i> Please call your tour guide – TBA, when you are approximately 1 hour from the city to meet at the Metropolitan Museum of Art upon arrival.
10:00 AM	Estimated arrival time in New York City
10:30 AM	Guided Tour of the Metropolitan Museum of Art.
12:30 PM	Lunch at Iguana.
1:30 PM	Salsa Lesson at Iguana
3:00 PM	Arrive at United Nations for check in and security – <i>DO NOT BE LATE</i>
4:00/4:30/4:45 PM	United Nations Tour (20 people for each tour block)
6:00 PM	Depart for home with a stop en route

Package includes:

- Deluxe Motor coach transportation equipped with DVD and lavatory (57 passenger coach)
- Guided tour of the Metropolitan Museum of Art
- Lunch and Salsa Lesson at Iguana
- Guided tour of the United Nations
- Tour Guide
- 1 Chaperone compliments every 10 students
- All taxes and gratuities
- We carry a \$1,000,000 professional liability, errors and omissions insurance policy

Price is based on the number of paid participants:

Paying Participants	Price per Participant
50	\$174
45 – 49	\$185
40 – 44	\$197
35 – 39	\$213
30 – 34	\$235

NOTES:

The United Nations will not be able to confirm a date or time until at least December.

**AVERILL PARK CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST**

**This request must be received in the Superintendent's office
at least seven days prior to field trip.**

TO: SCHOOL SUPERINTENDENT

Date of Field Trip: <u>May 17, 2019</u>			
Transportation provided by: Check one	School Transportation	Private Carrier	✓
If Private Carrier give name and Carrier's Insurance Name: (APCSD Personnel must attach photocopy of valid insurance card)			
Will a substitute be needed? No <u>(Yes)</u> Check if <input checked="" type="checkbox"/> All Day <input type="checkbox"/> 1/2 Day <input type="checkbox"/> am <input type="checkbox"/> pm			
Name of class or activity group: <u>Spanish 8</u>			
Number going including chaperones:			
Address of destination: <u>NYC</u>			
Estimated one-way mileage:			
Purpose: <u>To expose 8th grade students to various cultures in NYC</u>			
Teacher in charge: <u>kimberly Feliz</u>			
Place of Pick-up: <u>Algonquin Middle School</u>		Place of Return: <u>Algonquin Middle School</u>	
Time of departure: <u>6:00 AM</u>		*Time of return: <u>8:30 pm</u>	
*All trips must return to school by 1:45 p.m.			
Route of travel desired:			
Plan for refreshment stop en route: <u>on the return trip</u>			

I hereby certify that I have read and agreed to abide by the district's Rules and Regulations for Field Trips.

9/27
Date

Kimberly Feliz
Signature of teacher in charge

9/27/18
Date

[Signature]
Building Principal's Approval*

Field trip is to be paid by Building Field Trip Allocation, grant funds, or (PTO) etc.	
Budget Code: <u>N/A</u>	Other Payer:
<small>*Budget transfer will automatically be generated with appropriate signature</small>	
Approved by Superintendent:	Date:
Driver Expenses:	
(Please call Transportation if there is a question on the number of buses needed)	
Recorded by Business Office:	Date: