

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

FROM: Susannah Graziano, Algonquin Middle School

Date: September 18, 2019

RE: New York City Field Trip, May 1, 2020

- Educational Purpose: This trip has been designed to expose 8<sup>th</sup> grade Spanish students to various Spanish cultures 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 1, 2020 – This date has been reviewed and accepted by AMS administration. It 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 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 per person. If we have 50 paying participants, the cost is. (See attached for price base per number in group)
- IF: 80-84 participants \$190, if 85-89 \$185, 90-94 \$179, 95-99 \$174 and 100 \$169
- The cost includes lunch and entrance tickets to each venue. The cost 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:** Susannah Graziano 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 material from the tour company. The buses and drivers are from Yankee Trails Company.
- **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. All students are required to provide an emergency number(s). These numbers will be kept confidential. The AMS school nurse will review each student for medical concerns. Each chaperone will have a medical note next to their particular student's names. Any students with Epipens or other inhalers would be asked to have their chaperone carry 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 fund raise.
- **Scholarship Aide:** Not available for this trip.
- **Financial Support Where Needed:** Anne Lanoue at AMS has referred us to a local agency who can possibly 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 tour 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 important to note 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 (10:30 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





## TOUR AGREEMENT

**Group:**  
**Algonquin**

**Date:** 8/28/2019

Tour Deposits

Gateway Student Tours requires a non-refundable deposit of \$50.00 per person received October 3, 20019  
2<sup>nd</sup> payment of \$50.00 per person is due on or before February 19, 2020

Final Payment

Final payment due no later than March 18, 2020

Theater Tickets & Sporting Events

Gateway Student Tours requires full payment for all theatre tickets 2 weeks from date tickets are ordered through Gateway Student Tours. Tickets ordered within 8 weeks of trip travel date require immediate payment in full.

Cancellations & Refunds: Deposits are non-refundable.

Cancellation Insurance: We strongly encourage you to consider purchasing cancellation insurance. The cost is \$20per person and must be paid with your initial deposit when registering for the trip. You must notify Gateway Student 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 money paid to Gateway Student Tours except the initial deposit and the cost of the cancellation insurance (\$20). (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 31* days prior to the trip departure date, you will receive a refund except for the initial deposit. If you cancel *within 31 days* of the trip departure date, there is no refund available. (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.)

To Receive a Refund: *Your cancellation must be in writing.* This letter should include the name of the person canceling, the school they attend, the dates and destination of their trip, the name refund check should be issued to, a mailing address and a phone number. Refunds are not sent until after the trip departure.

Disclosure Notice on Agent's Limited Liability

Gateway Student Tours hereby discloses that in offering any travel arrangements for sale, or accepting reservations for services, which are not directly supplied by Gateway Student Tours., we act only in the capacity of an intermediary agent on behalf of the various suppliers of travel services in you 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, Gateway Student Tours 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 Gateway Student Tours.

Complete Agreement:

This contract contains and embraces the entire agreement between the parties hereto, and it or any part of it may not be changed, altered, modified, limited, terminated, or extended orally or by any agreement between the parties unless such agreement is in writing, signed and acknowledged by the parties hereto.

By: **Theresa Michelle**

Gateway Student  
Tours

Date: 08/28/2019



Gateway Student Tours

## TOUR AGREEMENT

By: \_\_\_\_\_

Group Leader

Date: \_\_\_\_\_

**Today's Date:** August 28, 2019  
**Contact:** Susannah Grazianos  
**Group:** Algonquin Middle School  
**Destination:** New York City  
**Date:** May 1, 2020

### Package includes:

- 1 Deluxe Motor coach transportation equipped with DVD and lavatory (55 passenger coach)
- Metropolitan Museum of Art with audio tour
- 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
1 Bus	
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.



## TOUR AGREEMENT

### ALGONQUIN MIDDLE SCHOOL -NEW YORK CITY – MAY 1, 2020

**Package includes:**

- 2 Deluxe Motor coach transportation equipped with DVD and lavatory (55 passenger coach)
- Metropolitan Museum of art with audio tour
- Lunch and Salsa Lesson at Iguana
- Guided tour of the United Nations
- Tour Guides
- 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
2 BUSES	
100	\$169
95 – 99	\$174
90 – 94	\$179
85 – 89	\$185
80 – 84	\$190

**NOTES:**

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

By: Theresa Michelle Gateway Student Tours Date: 12/18/2017

By: \_\_\_\_\_ Group Leader Date: \_\_\_\_\_



Gateway Student Tours

## **TOUR AGREEMENT**

200 Salina Street -Suite 101, Liverpool, NY 13088  
Phone 315-299-7022 Fax 315-299-8410