



Cold Spring Harbor High School

COLD SPRING HARBOR CENTRAL SCHOOL DISTRICT
82 TURKEY LANE
COLD SPRING HARBOR, NEW YORK 11724-1799
(631) 367-6900 -- FAX (631) 367-6836 -- www.csh.k12.ny.us

November 2007

Jay H. Matuk
Principal
Helen T. Browne, Ph.D.
Assistant Principal
Joseph A. Monastero
Assistant Principal

Dear Parent/Guardian of Eighth Grade Students:

It is my pleasure to announce that the eighth grade annual class trip to Washington, D.C. is scheduled to take place from Monday, May 19, 2008 through Wednesday, May 21, 2008.

In order to continue reserving dates and locations for the eighth grade class to visit, I would ask those students who are interested in attending to please bring in a **\$440.00** check made out to Cold Spring Harbor High School. This money will be used to make reservations and pay for the trip. In the unlikely event this trip was to be canceled, only the remainder of funds not spent will be refunded to students. Again, it is important that we collect this amount early in the school year so that we can continue to plan for the trip in a timely and successful fashion. **Also, please complete and return the Participation Agreement Form and the Medical Form & Healthcare Proxy along with your check to the junior high office.**

As a reminder to both students and parents, it is a privilege to be a part of the class trip and the \$440.00 fee does not guarantee a student's attendance. In the event that a student is on academic probation and/or social probation, and is not allowed to attend the class trip, a full refund of the \$440.00 fee will be granted. This is the only exception that will be made in regard to refunds.

In this delicate time period, we must monitor the levels of safety in the United States and particularly in the major cities such as New York City and Washington, D.C. Although the alert levels in our country and major cities change frequently, the school does reserve the right to cancel the Washington, D.C. trip in the event of an increased alert level. In accordance with the Board of Education's policy regarding field trips off of Long Island and the United States Department of Homeland Security, the district may cancel a field trip up to and including the day the trip is scheduled to take place. In the event that this trip was to be canceled, a partial refund may be made. Dependant upon the cancellation policy associated with a field trip, funds may be forfeited or refunded.

Transportation: The buses are large, fully insured, interstate carriers from Classic Coach. They will be with the group for the duration of the trip.

Lodging: Our quarters will be in the National 4-H Conference Center located at 7100 Connecticut Avenue, Chevy Chase, MD. The 4-H Center is used by both national and international groups.

Meals: Lunch for the first day may be brought from home or purchased at the rest area food court in Delaware. Students will be responsible for purchasing lunch on Wednesday at the Smithsonian Mall. Cafeterias and other such food service establishments will provide the remainder of the meals. Students may bring a limited amount of snacks from home. Fruit will be available for snacks at the 4-H Center during mealtime. Fifty dollars (\$50.00) should be sufficient to cover the cost for the three student purchased meals during the trip.

Cost: Check and permission slip must be sent in the amount of **\$440.00** which covers the cost of the trip (room, meals, except for the lunch on Wednesday, transportation and all tour fees). Checks and permission slips are due no later than **November 27th**. Parental chaperone cost is **\$220.00**.

Clothing: Suitable clothes for the trip will be as follows:

Monday Evening: Jackets/dresses for the evening dinner dance

Monday – Wednesday: While touring or traveling - neat dress, jeans, shorts or regular school clothes.

We also recommend comfortable shoes for walking, bathrobes, toilet articles including soap and towels, rain gear, and outer clothing in case of inclement weather. Luggage is limited to one large suitcase. Also see girls and/or boys packing list.

Supervision and Care: There will be at least one adult chaperone for every six students on the trip including faculty members and volunteer parents.

Parent Chaperones: Any parent who is interested in volunteering as a chaperone on the Washington, D.C. Trip should contact the junior high office at 631-367-6800 by December 1, 2008. The parent chaperone list will not be determined until after this date. In the past there has been a large number of parent chaperones interested in volunteering their services and although it would be nice to accommodate all parent volunteers, there are only a limited number of parent chaperones that we can accommodate. If you are selected to serve as a chaperone, you will be notified well in advance of the trip so you can make your arrangements at work, home, etc.

Order of Operations: In order to make this a successful and organized trip, the following chain of command will be followed: Mr. Monastero, Assistant Principal, will be first in command and will make all final decisions. Mr. Brian Schiffmacher, Washington, D.C. trip assistant will be second in command. All faculty chaperones will be in charge of the students on the busses and parent chaperones may assist the faculty when necessary. All chaperones will be responsible for their student groups at all times and are responsible for their groups while touring Washington, D.C., at the 4H Conference Center, and during any other activity planned to take place during the trip. All chaperones must provide proper and responsible supervision for all students for the entire trip. Any major questions or immediate concerns should be reported to either Mr. Monastero or Mr. Schiffmacher throughout the duration of the trip.

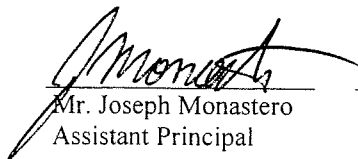
New to the trip this year are: two tour directors, laying of the wreath at Arlington National Cemetery and visiting the Newseum museum. Also, please be advised that there will be an informational parent/student meeting on Monday, May 5th at 7:00 p.m. in the Performing Arts Center. **We highly suggest that all parents and students attend this meeting.**

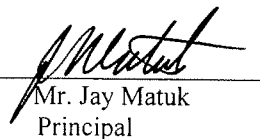
If special medicine must be taken or administered, please notify Mr. Monastero in writing by **May 14th**.

Cold Spring Harbor Jr./Sr. High School is committed to safety and to a positive educational experience for each and every Cold Spring Harbor student. I am looking forward to all those who will make this trip a success. If you have any questions please call me at 631-367-6833

Please bring all checks to the junior high office by **November 27, 2007**. Thank you.

Sincerely,


Mr. Joseph Monastero
Assistant Principal


Mr. Jay Matuk
Principal


Mr. Brian Schiffmacher
Trip Assistant



PARTICIPATION AGREEMENT

Fantastic Tours & Travel is pleased to be arranging COLD SPRING HARBOR JUNIOR/SENIOR HIGH SCHOOL trip to Washington D C. Below is pertinent information about the trip. Please review all the information. If you have any questions please call our office at 1-800-552-6262 and speak with your trip representative. Please sign the participation agreement and return it to the Junior High Office.

Cancellation Penalties

Deposits are refundable until 30 days prior to departure UNLESS specified below by vendors with more rigid policies.

Payments are subject to a 50% cancellation fee PLUS non-refundable deposits 30 days prior to departure. There are no refunds 7 days prior to departure or for "no shows" on the day of departure.

Cancellation penalties apply for any personal reason and but not limited to, cancellation by the school, Board of Education, Superintendent, Parish, district or any other official expulsion, suspension or any reason that a student is unable or not allowed to participate in the tour.

Trip Cancellation Insurance:

Trip Cancellation Insurance is an available option and one all participants should consider. In the past our clients have successfully used Travelex, which has an extensive insurance program with excellent coverage at cost effective rates. The policy covers trip interruption, trip delays, missed airline connections, provisional terrorism and medical cancellation, as well as medical coverage while traveling.

For cost, information and registration, please visit their website www.travelexinsurance.com or call 1-800-228-2792. If you should decide to purchase insurance, simply fill in your trip information and enter the following **Location Number 32-0191**. If you'd like our office to assist you with this purchase, please feel free to call 1-800-552-6262.

Liability & Responsibility Clause

Fantastic Tours & Travel, Inc. utilizes the services of hotels, transportation and other travel related services in our tour product. The hotels, transportation companies and other service providers are independent contractors and are not agents of Fantastic Tours & Travel, Inc. Fantastic Tours & Travel, Inc. is not responsible for any failure to deliver service or any act committed by these suppliers. Fantastic Tours & Travel is not responsible for any personal injury, loss or damage of property, or expense resulting from matters beyond our control such as acts of God, terrorism, strikes, government actions or changes in schedules or itinerary. Fantastic Tours & Travel, Inc. assumes no liability whatsoever in connection with any tour services.

Arbitration Clause:

Any dispute concerning this contract, the brochure or any other advertising material concerning the trip or the trip itself must be resolved exclusively by binding arbitration in or near Commack, New York pursuant to the commercial rules of the American Arbitration Association then existent. In any such arbitration, substantive New York law will apply to all issues.

Student Agreement

The Washington, D.C. trip is meant to be an age appropriate educational experience. In addition, it is designed to promote greater personal growth and social development. The trip is a school sponsored event and it is important to emphasize certain rules and regulations to help insure a worthwhile and successful experience for all students.

Fundamentally, students are to demonstrate common courtesy, respectful manners, respect for the rights, values and property of others, proper adherence to the rules and regulations, and respect for adult authority at all times. More specifically, all students will be expected to abide by the following;

1. Possession or use of alcohol, drugs, or tobacco is prohibited at all times.
2. Possession, purchase, or use of fireworks, cap pistols
3. Fighting, boisterous behavior or use of abusive language will not be tolerated (continued on page 2)



PARTICIPATION AGREEMENT

4. Laptops and portable radios are not allowed (Walkman, Disc Players and iPods are allowed).
5. Additional rules for the 4H Center will be explained and discussed with students before the trip.
6. Any student who does not adhere to the rules and regulations during the Washington, D.C. trip will be held accountable and will result in consequences punishable by the administration.
7. If special medicine must be taken or administered, please notify Mr. Monastero in writing by May 14th.

Parents of Student / Youth Participants please fill out the following:

I have read the above information regarding COLD SPRING HARBOR JUNIOR HIGH SCHOOL trip to Washington, D.C. and would like my child/ward to participate.

Students/Participants Name - Please Print

I, _____, realize there are inherent risks in travel and hereby release and discharge Fantastic Tours & Travel, and its agents and employees from and against any and all liability arising from my child/ward (insert participants name) _____, participation in the trip/tour of Washington D.C. I agree that this release will be legally binding upon myself, my heirs, successors, assigns and legal representatives; it being intention to fully assume all risk of travel and to release Fantastic Tours & Travel Inc. from any and all liabilities to the maximum permitted by law.

Parent/Guardian's Signature

Date

Parent/Guardian Name Printed

Date

Chaperone / Adult (over 18) Participants please fill out the following:

I have read the above information regarding COLD SPRING HARBOR JUNIOR/SENIOR HIGH SCHOOL trip to Washington, D.C. and would like to participate.

I, _____, realize there are inherent risks in travel and hereby release and discharge Fantastic Tours & Travel, and its agents and employees from and against any and all liability arising from my participation in the trip/tour of Washington, D.C. I agree that this release will be legally binding upon myself, my heirs, successors, assigns and legal representatives; it being intention to fully assume all risk of travel and to release Fantastic Tours & Travel Inc from any and all liabilities to the maximum permitted by law.

Signature

Date



Medical Form & Healthcare Proxy
for Student / Youth Tour Participants

COLD SPRING HARBOR JUNIOR/SENIOR HIGH SCHOOL
82 TURKEY LANE, COLD SPRING HARBOR, NY 11724, 631-367-6833
Washington D C - 5/19/2008

Participant Name _____

Date of Birth _____ Participant Cell Phone # _____

Address _____

Town _____ Zip _____

Home Phone with area code _____

Father's Name _____ Cell Phone # _____

Mother's Name _____ Cell Phone # _____

Medical Insurance Company _____ AND Policy Number _____

Family Doctor _____ Phone Number _____

State any allergic reactions to medications or serious food/environmental issues: _____

State any medications being brought on the trip, including dosage and schedule: _____

State any pertinent medical history needed in the event of a medical emergency: _____

Other Emergency Contacts and Phone Numbers:

1) Name _____ Phone Number _____

Relationship _____

2) Name _____ Phone Number _____

Relationship _____

In the event emergency medical treatment is needed for my child, I _____ (parent/guardian) of _____ (insert student name) hereby give permission to the physician selected by the directors or their authorized representatives, to hospitalize, secure treatment for, and to order injection, anesthesia, or surgery for my child as named above, at my sole cost and expense. I waive any and all recourse against COLD SPRING HARBOR JUNIOR/SENIOR HIGH SCHOOL and Fantastic Tours & Travel or it's authorized representatives; the whole in accordance with the general conditions stipulated in the application for enrollment. I also agree to the release of any records necessary for treatment, referral, billing or insurance purposes.

Parent's Signature _____ Parent's Name (print) _____

Tour member's signature required if 18 years or older _____

GIRLS PACKING LIST
2008 WASHINGTON D.C. TRIP

Clothing

- Bathrobe and slippers
- Pajamas/nightgown
- Underwear for three days
- Three comfortable outfits
- One dressy outfit for dinner and dance
- Socks/stockings
- Shoes: one pair of dress shoes and one pair of comfortable walking shoes or sneakers
- One jacket, windbreaker or raincoat
- Jewelry: not expensive

Miscellaneous

- Toothbrush and toothpaste
- Hairbrush and or comb
- Shampoo and conditioner
- Soap/soap dish
- Two washcloths and two towels
- Curling iron, hair dryer
- Deodorant
- Alarm Clock (one per room)
- Tissues/handkerchief, allergy medication
- Eyeglasses, contact lens and solution
- Camera and film (three rolls should be enough)
- Watch
- Make up and remover, cotton balls, Q-tips
- Personal hygiene materials
- Change for game room and vending machines at 4H Center

For The Bus

- Pencils, pens, paper
- Reading material
- Playing cards and games
- IPod, Disc player, Game Boy or other hand held game system
- Folding umbrella or raincoat
- Band Aids, etc.
- Money for souvenirs, postcards, snacks (don't bring too much). Fifty dollars (\$50.00) should be sufficient to cover the cost of the three student purchased meals during the trip.

Do Not Bring: video games, TV systems (Nintendo 64, Sega, Play Station, Xbox, etc.), DVD/VCR systems, laptop computers

If special medicine must be taken or administered, please notify Mr. Monastero in writing by May 14th.

All movies to be watched on the bus MUST be approved by Mr. Monastero first.

BOYS PACKING LIST
2008 WASHINGTON D.C. TRIP

Clothing

- Bathrobe and slippers
- Pajamas/night garments
- Underwear for three days
- Three comfortable outfits
- One suit or sports jacket (optional)
- One dress shirt and tie for dinner and dance
- Belt
- Three pairs socks
- Shoes: one pair of dress shoes and one pair of comfortable walking shoes or sneakers
- One jacket, windbreaker or raincoat
- One sweat shirt or sweater

Miscellaneous

- Toothbrush and toothpaste
- Hairbrush and or comb
- Shampoo
- Soap/soap dish
- Two washcloths and two towels
- Hair dryer
- Deodorant
- Alarm Clock (one per room)
- Tissues/handkerchief, allergy medication
- Eyeglasses, contact lens and solution
- Camera and film (three rolls should be enough)
- Watch
- Change for game room and vending machines at 4H Center

For The Bus

- Pencils, pens, paper
- Reading material
- Playing cards and games
- iPod Disc player, Game Boy or other hand held game system
- Folding umbrella or raincoat
- Band Aids, etc.
- Money for souvenirs, postcards, snacks (don't bring too much). Fifty dollars (\$50.00) should be sufficient to cover the cost of the three student purchased meals during the trip.

Do Not Bring: video games, TV systems (Nintendo 64, Sega,Play Station, Xbox, etc.), DVD/VCR systems, laptop computers

If special medicine must be taken or administered, please notify Mr. Monastero in writing by May 14th.

All movies to be watched on the bus MUST be approved by Mr. Monastero first.



ITINERARY

Cold Spring Harbor Junior/Senior High School Washington D C

Monday – May 19th

- 6:30am The motorcoaches, students, faculty and Fantastic Tour Directors arrive at Cold Spring Harbor Junior/Senior High School Field House
Depart from Cold Spring Harbor Junior/Senior High School
82 Turkey Lane, Cold Spring Harbor, NY
1-631-367-6900
Lunch stop enroute along the Delaware Turnpike (group expense)
- 1:30pm Visit the National Zoo, 3001 Connecticut Avenue NW
- 3:45pm Check into the National 4-H Youth Conference Center
7100 Connecticut Avenue, Chevy chase, MD
1-800368-7432
- 5:30pm Depart for the dinner dance
- 6:00pm Enjoy the dinner and dancing at the Marriott Bethesda
5151 Pooks Hill Road, 1-301-897-9400
- 9:00pm Depart for the Youth conference Center
- 10:30pm Curfew – lights out

Tuesday – May 20th

- 7:00am Breakfast at the Youth Conference Center cafeteria
- 8:00am Depart for Washington D C
- 9:00am Buses 1 and 2 – International Spy Museum
The motorcoach unloading area is at the intersection of 9th and F Streets NW in front of the Spy Cafe
Buses 3 and 4 – Jefferson and George Mason Monuments
- 10:30am Buses 1 and 2 – Jefferson and George Mason Monuments
Buses 3 and 4 – International Spy Museum
- 12 noon The Holocaust Memorial Museum
Boxed lunches provided by the National 4-H Youth Conference Center
- 2:30pm The Newseum, 6th Street and Pennsylvania Avenue
- 5:30pm Dinner at the Ronald Reagan Building food court (coupon)
1300 Pennsylvania Avenue NW
- 7:00pm Evening Tour – sites include the White House, Capitol Building, FDR, Lincoln and Korean Monuments and additional as the time permits

9:00pm Depart for the hotel
10:30pm Curfew – lights out

Wednesday – May 21st

7:00am Breakfast at the Youth Conference Center cafeteria
Check out
8:00am Depart for Arlington
8:30am Arrive at Arlington National Cemetery and board the trams
Tour Arlington National Cemetery
10:45am Depart for Washington D C
Visit the National Air & Space Museum
Lunch in the cafeteria of the Museum (group expense)
12:55pm IMAX presentation – pending spring schedule
2:00pm Depart for home
Fast food stop en route (group expense)

BRING THIS ITINERARY ON THE TRIP

