

# Washington D.C. Trip 2017

October, 2016

Dear Parent/Guardian of Eighth Grade Students:

It is our pleasure to announce that the eighth grade annual class trip to Washington, D.C. is scheduled to take place **Monday, May 22, 2017 through Thursday, May 25, 2017.**

In order to continue reserving dates and locations for the eighth grade class to visit, we ask those students who are interested in attending to please bring in a **\$661.00** check made out to Cold Spring Harbor Jr. High School. This money will be used to make reservations and pay for the trip. These funds may also be used for other Jr. High activities. In the unlikely event this trip was cancelled, only the remainder of funds not spent will be refunded to students. See below for trip cancellation insurance. 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 Permission Slip, 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 \$661.00 fee does not guarantee a student's attendance. In the event that a student is on academic and/or social probation, and is not allowed to attend the class trip, a full refund of the \$661.00 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 security concerns. 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.

**Transportation:** The buses are large, fully insured, interstate carriers. They will be with the group for the duration of the trip. The buses are equipped with lavatories and video display systems.

**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 route to Washington, D.C. Students will be responsible for purchasing of two additional lunches during the trip. 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. Ninety dollars (\$90.00) should be sufficient to cover the cost for the meals students purchase during the trip.

**Cost:** Check and permission slip must be sent in the amount of **\$661.00** which covers the cost of the trip (room, meals (except for 3 lunches), transportation and all tour fees). Checks and permission slips are due no later than **November 30<sup>th</sup>**. Parental chaperone cost is **\$520.00.**

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

Monday Evening:                      Jackets, tie/dresses for the evening dinner dance

Monday – Thursday:                While touring or traveling - neat dress, jeans, shorts with pockets 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 suitcase. For further information and/or packing suggestions, please see the girls' and/or boys' packing list.

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

**Medications:** All medication must be received by School Nurse, Ms. Pendel by Friday, May 12, 2017. Doctors' orders are required for all medications (Over the counter and prescribed).

**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 16, 2016**. 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 we would like to accommodate all parent volunteers, there are only a limited number of parent chaperones that we can take on the trip. 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 will be first in command and will make all final decisions. Ms. Jessica Raniere and Ms. Kristen Wilkens, Washington, D.C. trip assistants will be second in command. All faculty chaperones will be in charge of the students on the buses 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 Mr. Monastero, Ms. Raniere or Ms. Wilkens throughout the duration of the trip.

**Trip Cancellation Insurance:** Trip Cancellation Insurance is an available option and one all participants should consider. Travelex is an insurance option, which has an extensive insurance program with coverage at cost effective rates. The policy covers trip interruption, trip delays, provisional terrorism and medical cancellation, as well as medical coverage while traveling. For cost, information and registration please call 1-800-228-2792. If you'd like our travel company, Fantastic Tours, to assist you with this purchase, please feel free to call 1-800-552-6262. Use location #32-0191 when referencing the trip.

**Trip Highlights:** security guards in hallways at night, extended time at the National Mall Museums, dinner at the Ronald Reagan Center, the Newseum museum, and visiting the Udvar Hazy Center. Also, please be advised that there will be an informational parent/student meeting on **Tuesday, May 16<sup>th</sup> 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 Ms. Pendel in writing by **May 12th**.

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 30, 2016**. Thank you.

Sincerely,

Mr. Jay Matuk  
Principal

Mr. Joseph Monastero  
Assistant Principal

Ms. Jessica Raniere  
Trip Assistant

Ms. Kristen Wilkens  
Trip Assistant