New York City Senior Class Trip

ITINERARY:
(Subject to change)

Day One, Thursday, April 20:
Depart Approximately 3:00 pm
Dinner Enroute (on own at Kenwood Mall – Cincinnati)
Travel Overnight

Day Two, Friday, April 21:
Freshen up at Service Plaza Outside NYC
Breakfast at Ellen’s Stardust Diner
Top of the Rock
Lunch on 5th Avenue (on own)
Metropolitan Museum of Art
Free time on Time Square
Dinner at Hard Rock Café’
Hotel Check-In

Day Three, Saturday, April 22:
Full Buffet Breakfast at the Hotel
Ferry to Statue of Liberty and Ellis Island
Lunch (on own) at Ellis Island
Battery Park and Financial District
9/11 Memorial and Museum
Natural History Museum
Dinner at H & B Restaurant
Broadway Show (to be determined)
Group Photo
Return to Hotel

Day Four, Sunday, April 23:
Full Buffet Breakfast at the Hotel
Checkout Hotel
Guided Tour of NYC (Cathedral of St. John the Divine, Lincoln Center, Harlem, Central Park, Subway, Greenwich Village, High Line, Chinatown)
Lunch while Touring (on own in Greenwich Village)
Shopping in Chinatown
Dinner at Buca di Beppo on Time Square
Depart for Home

Day Five, Monday, April 24:
Fast Food Breakfast Enroute (on own)
“Home Sweet Home”
COSTS:

**Student cost, based on 40 passengers per bus, is approximately $750.** Price may be adjusted based on the total number of people to attend.

The cost includes:

- New York City guide
- Two nights hotel accommodations
- 3 breakfasts and 3 dinners
- Subway Fare
- Group photo on Times Square
- Donations to Metropolitan Museum of Art and Cathedral of St. John the Divine
- Admission to Top of the Rock Observation Deck, Natural History Museum, 9/11 memorial and museum, Ferry to Statue of Liberty and Ellis Island
- Broadway play
- Motorcoach Transportation
- One private security guard at the hotel each night

**Payment Schedule:**
You may pay for the entire trip at once, but you must meet these minimum payments to remain on the trip. The deposit and final payment must be made on time. If you need to work out a different payment plan for the other payments, please contact Mr. Hanson. Anyone who falls behind more than one payment may be removed from the trip if arrangements are not made in advance.

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<th>Notes</th>
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<td>(Nonrefundable after 10/31/16)</td>
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**Cancellation Policy:**
All cancellations must be made in writing. Cancellations of individual trips will be refunded in full if received 60 days or more prior to departure, subject however to the terms and conditions herein set forth. A $65.00 administrative fee will be charged per each individual cancellation if occurring 45 days – 8 days prior to departure plus any unrecoverable fees. No refunds for cancellations 7 days or less prior to departure. Replacements (that is, one or more individuals going in place of a like number of previously registered individuals) may be made without charge.
If any individual or group cancellation occurs at any time and as a result thereof, additional charges are imposed upon Elizabethtown HS, of if Elizabethtown HS is unable to obtain either a full or partial refund from any supplier because of such cancellation, all such matters will be charged to the individual or group canceling. Unused or partially used components of any tour package are non-refundable. Broadway Show Tickets are non-refundable once purchased.

ELIGIBILITY RULES:

- Students must be classified as a current senior to be eligible.
- Students in the alternative center or who have spent any time at the alternative center during their senior year are not eligible.
- Mr. Smallwood has the right to deny participation in the trip to any individual due to disciplinary problems. Be aware that if this occurs, a full refund may not be available.
- Any student that has 10 or more unexcused absences during their senior year will not be eligible to go on the trip. Be aware that if this occurs, a refund may not be available.

The following are rules provided by Taylor Tours:

Elizabethtown High School Rules

All Elizabethtown High School rules are in effect on this trip. Be warned that the use of drugs in any form or the possession of alcohol will result in the student being sent home at the parents’ expense.

WHAT TO TAKE ALONG

1. Take enough money to buy snacks, soft drinks, five meals on your own, and souvenirs.
2. Toiletries and medication (if needed). Do not pack medication in your suitcase. All medications must be placed in clear zip-lock bags and given to Mr. Hanson or Mrs. Henry.
3. Camera and plenty of film. You will pay more on the tour.
4. Alarm clock, hair dryer, curling iron, etc. Check with your roommates; you don’t all need to take one.
5. Travelers checks, not cash. Keep a list of serial numbers in the event of loss. If lost, you must have I.D. (Social Security card, driver’s license, student I.D. with picture) in order to replace the lost or stolen travelers’ checks.
6. Take anything you feel you may need (as long as it fits in your one (1) suitcase).
7. Casual clothing is appropriate for the trip.
8. Be sure to have comfortable shoes because you will be doing a lot of walking and standing. This is not the time to be breaking in a new pair of shoes even if you think they are comfortable. You need shoes already molded to your feet.
9. A raincoat or umbrella may come in handy.
GROUP TRAVEL HINTS

1. Good manners are “IN”………wherever you go.
2. Cooperate with your chaperones and keep them informed as to where you or your group is going. Stay in groups of at least three.
3. If you are ill, tell your chaperone immediately.
4. Review your itinerary and be aware of your responsibilities.
5. Moving a large group takes longer than moving an individual. Keep a smile on your face and be patient. Be on time! If you are late, the entire group is late.
6. Eat properly! Choose nourishing foods; don’t load up on junk foods. PLEASE EAT A GOOD BREAKFAST!
7. Sleep at night. You will enjoy the tour more if you are properly rested.
8. Don’t spread rumors. If you have a question, ask your director or your tour escort.

HOTEL INSTRUCTIONS

1. Read the instructions in your room concerning escape in case of emergency.
2. At curfew, you must be in your room. No one is to enter your room after this time except chaperones.
3. Keep the noise level down. It is important that chaperones and escorts are not called by the manager because of unnecessary noise from your room.
4. Elevators are used to transport all hotel guests from floor to floor. When using them, respect the fact that other people are staying in the hotel.
5. Telephones are available for proper use and must not be used after curfew. You cannot make outside calls from your room (not even local calls). There are pay phones in the lobby for you to call home. All incoming calls will be referred to your chaperone’s room.
6. Do not take items from your room. You will have to pay for them.
7. If the room has a balcony, please do not throw anything from it.
8. Keep your room locked at all times. Know who has the keys. Each room should receive two keys upon check-in. The hotel has a safe for personal belongings; however, we suggest you leave your valuables at home.
9. No student is allowed in the room of a person of the opposite sex!

MOTORCOACH INSTRUCTIONS

1. Blankets and pillows may be taken inside the coach. Music devices may be carried, but earphones MUST be used. Remember, it is your responsibility to keep track of personal items on the motorcoach.
2. Food may be consumed as long as the coach is kept clean.
3. Do not leave personal items on the coach overnight.
4. Please treat the driver with respect.
5. Each coach has a “necessary”. It is equipped with a chemical toilet and once it is full, it is unusable until it can be emptied. It also has a very unpleasant odor. Do not use the “necessary” unnecessarily. Do not put foreign objects down the “necessary”.
6. When the coach makes a stop, do not disembark until the tour escort or your chaperone releases you.
7. Do not move about the coach when you are in heavy traffic.
8. Keep the noise at an appropriate level.
9. Please, no flash photography on the coach.

ABOUT BIG CITIES

Walking around New York City is different than strolling around your hometown. The streets are very crowded with people rushing around at a fast pace. This clearly calls for you to use good “street sense”.

1. Keep with your group………don’t stray. No one should wander around alone. Be in groups of at least three at all times.
2. Keep a firm grip on your purse or camera; wallets in front pockets, etc.
3. Pay attention to traffic signals and don’t walk too close to the curb. Be mindful of the traffic, both vehicular and pedestrian.
4. Be extremely cautious about striking up a conversation with strangers. If someone repeatedly annoys you, approach your chaperone or tour escort. What some construe as harmless flirting is often interpreted differently in the big city.
5. You will hear many foreign languages. Remember that even though you do not understand them, they probably will understand you. Be careful with your comments.
6. Keep an open mind and enjoy all the wonderful things the city of New York has to offer.

CHAPERONE RESPONSIBILITIES

Chaperones will be needed at a minimum ratio of 1 chaperone per 10 students. If interested, contact Mr. Hanson or Mr. Smallwood who will make the final determination of chaperones. Any parent who pays a deposit in which a seat is not available on the bus for them will have their deposit transferred to their child’s account.

Rates for chaperones at a minimum will be $750 but may be different based on room arrangements. All chaperones that participate on the trip that are not employees of Elizabethtown Independent Schools must have a criminal background check. Contact Mr. Hanson to get the form. Any adults with felony charges on the criminal background check will not be allowed to go and the deposit is nonrefundable after 10/31/16.
I, ___________________, parent/guardian of __________________, have read and understood the items contained in this New York Trip information packet. I understand that payments must be made on time for my child to remain on the trip. I understand that the account must be paid in full by March 31, 2017. I have read the cancellation policy and understand that the deposit is nonrefundable after October 31, 2016, and if I cancel the trip after payments have been made, a full refund may not be available. I also understand that if my child has 10 or more unexcused absences, he or she will not be allowed to participate on the senior class trip and a refund may not be available.

X_________________________   __________
Parent/Guardian’s Signature     Date

Please provide contact information in case you need to be called regarding your account:

Home Phone: ____________________________

Work Phone: ____________________________

Cell Phone: ____________________________
School-Related Student Trip Permission Slip and Medical Release Form

Date _______________

Dear Parent/Guardian:

The ___Senior________ (organization/class) is planning a field trip for your child. Pursuant to Board policy, we are requesting written permission for your child to participate in this field trip:

Date of Trip ___4/20/17 – 4/24/17_______
Destination ___New York City________
Approximate Time of Departure ___3:00 PM________
Approximate Time of Return ___1:00 PM________
Mode of Transportation ___Charter Bus________

I have read and agree to give my permission for _____________________________________
to participate in this school planned field trip.

________________________________________________________________________
Signature of Parent/Guardian Date

In addition, in the event of accident or sudden illness while on the school-related student trip, I authorize school personnel to contact the physician(s) listed on my child’s school enrollment data forms and authorize those physician(s) to render such treatment as may be deemed necessary in an emergency for the health of said child. In the event physician(s), parent(s), or other persons designated by the parent cannot be contacted, school personnel are hereby authorized to take whatever action is deemed necessary in their judgment for the health of said child.

________________________________________________________________________
Signature of Parent/Guardian Date

Please return this form to your child’s teacher.

Review/Revised:5/21/2001