

## **ELHS Drama Trip to New York City 2018**

### **Student and Chaperone Responsibilities and Expectations**

East Lake High School Drama Department works hard to represent our school and our community in a positive manner. We are excited that you have chosen to travel with the department to New York City. The trip offers many rewarding experiences both educationally and culturally, but it is important to remember that this opportunity is a privilege that is coupled with great responsibility. In order to provide the best possible travel experience for all our participants, please review the following trip responsibilities and expectations and sign the back page to affirm your agreement to abide with these rules.

- A.** Participation in this trip to New York City is a privilege, not a right. Students and chaperones choosing to participate in this trip will be expected to exemplify high standards.
- B.** All participants must understand that they are doing so under the auspices of Pinellas County Schools. Everyone is expected to follow school board rules and guidelines at all times
- C.** Participants (students and chaperones) will refrain from the use or possession of tobacco, alcohol and the illegal use or possession of drugs during our trip.
- D.** All medications that must be carried on the trip are subject to Pinellas County School policy rules; must be disclosed to Mr. Brady.
- E.** All chaperones must be fingerprinted, background-checked and registered as Level 2 volunteer with Pinellas County Schools prior to purchase of the groups airline tickets.
- F.** All participants, 16 and over, must possess valid photo ID to board the flight.
- G.** In addition to the foregoing rules and regulations, you will need to read the papers entitled NYC Trip.
- H.** Mr. Brady is the theatre director, faculty sponsor and tour leader. Any questions or concerns about school board policy related to this trip and/or the behavior of trip participants should be directed to Mr. Brady.
- I.** For the mutual travel enjoyment of students and chaperones, all tour participants are expected to pack appropriately, arrive promptly for all scheduled gatherings, and properly attired and prepared for the activities of the day.
- J.** Students are expected to travel with sufficient funds to pay for all food and other personal expenses for the duration of the trip. Students are not to expect others to pay for their food and/or incidentals.
- K.** Students must stay with the group at all times.
- L.** Students and chaperones understand that ALL activities will be supervised. Students will be in groups of 8-9 with each group assigned a chaperone. Students will be expected to afford the same courtesy and respect to their chaperone, as they would give their own parent.

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- M.** Chaperones need to understand that this trip is a wonderful experience to share with the students, but this is not a family vacation. All chaperones will be assigned duties and responsibilities each day and will be expected to observe all field trip and volunteer rules as provided by Pinellas County Schools.
- N.** Students must never leave the hotel without a chaperone. Conversely, students must never stay at the hotel without a chaperone. In case of illness, a chaperone will be assigned to stay at the hotel with a student.
- O.** While staying at the hotel, students must be respectful of other guests. No running in the halls, speaking loudly, or playing music that disturbs others. Rooms are to be left tidy each day and garbage is to be placed in proper receptacles. Generally speaking, girls may visit the rooms of other girls and boys may visit the rooms of other boys in our traveling party. Girls and boys are not to socialize in a hotel room together.
- P.** There will be a scheduled curfew each evening. Mr. Brady and a female chaperone will visit each room at curfew to ensure that students are in their assigned rooms. Mr. Brady will then place a piece of tape on each door. Students are expected NOT to open their doors again until after the seals are inspected the following morning.
- Q.** Students will always know the room number of Mr. Brady and their assigned chaperone. If students have any concerns during the night, they are to call one of those rooms.
- R.** While staying in a hotel: no breaking or stealing anything! Remember, we are guests of the establishment and representatives of our drama department, school and community.
- S.** It is your responsibility as students and chaperones to carry sufficient funds to purchase any food and beverages needed while traveling.
- T.** The back page of this document is an acknowledgement that you have read our trip responsibilities and expectations. It states that you understand them and agree to conduct yourself accordingly.
- U.** It is the responsibility of the parent to make sure the clinic card on file with the high school is up to date on or before March 1, 2018.
- V.** Again, we are thrilled to have our students and chaperones travel with us to New York City and look forward to sharing many rewarding experiences together.

Thank you,

Brad Brady  
Drama Department Sponsor

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**Parent, Chaperone and student acknowledgement**

This document has been written so parents, chaperones and students can understand the behavior that is expected during the East Lake High School trip to New York City from March 26 to March 30, 2018.

I have read and agree to the New York City 2018 trip Responsibilities and Expectations as well as the NYC Trip papers.

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Signature of student

Date

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(PRINT) Name of Student

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Signature of Parent/Guardian and/or Chaperone

Date

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(PRINT) Name of Parent, Guardian and/or Chaperone

**For Flight purposes, please provide the following for EACH traveler:**

Travelers Legal Name \_\_\_\_\_

Travelers Date of Birth \_\_\_\_\_

Travelers gender as stated on birth certificate \_\_\_\_\_

Does traveler have a photo ID \_\_\_\_\_

**Detach this page and return it with the permission slip to Mr.  
Brady on or before December 15, 2017**

# **NYC Trip**

## *Details*

Please note that some of the fine print details still need to be worked out, but will be finalized soon.

### **Travel Dates**

- March 26<sup>th</sup>     Depart TIA @ 6:00am - Flight 1573  
                     Arrive at LaGuardia @ 8:40am
- March 30<sup>th</sup>     Depart LaGuardia @ 6:25pm – Flight 5733  
                     Arrive TIA @ 9:40pm
- Flights are both direct Southwest Airlines flights

### **Hotel**

- Row Hotel – 700 8<sup>th</sup> Ave, NYC. – 888-352-3650
- Row is literally located in the middle of the theatre district. Every show is within a ½ mile of the hotel.
  - There will be a total of 14 rooms – 1 teacher, 2 chaperone, 11 student rooms
  - Students will sleep 4 to a room.

### **Transportation**

- A charter bus will pick us up from the airport and bring us back to the airport
- Everything else will be within walking distance. The subway or taxis' should not be needed.

### **Shows**

- We will see a total of 4 Broadway shows (3 evening and 1 matinee).
- When students turn in their deposit money, they will be given a list of shows to choose from. The top three shows picked will be the shows we will see.
- We have one picked out for already so students will pick the other three.

### **Workshops**

Tuesday and Thursday afternoon will be filled with workshops given by Broadway actors. We are still working on the exact workshops.

### **Food**

- Food is not included in the price.
- Each student will need to bring money for 2 to 3 meals per day. Please keep in mind that NY prices are not Tampa prices, so make sure your child has enough money. How much is enough? Best guess...take what it would cost here in Tampa and double it.
- We will attempt to eat at some of NY's famous places. For example, Ellen's Stardust is within walking distance from the hotel so we will try to eat there one evening.

### **Cost**

Total cost BEFORE any fundraising will be \$1,350.00

## **NYC Trip** *Itinerary*

### **Monday, March 26<sup>th</sup>**

4:00am Meet at TIA – Southwest Departure terminal  
6:00am Flight departs for LaGuardia  
8:40am Flight lands at LaGuardia  
Charter bus will pick us up. Luggage will stay on the bus.  
12:40pm Backstage tour of NBC Studios  
2:15pm Bus will take us to the hotel for check in

### **Tuesday, March 27<sup>th</sup>**

9:00am Breakfast  
11:00pm Making Music (1½ hours)  
1:00pm Lunch  
2:30pm Back to hotel get ready for show  
7:00pm Come From Away (Gerald Schoenfeld Theatre – 236 W 45<sup>th</sup> Street)  
9:00pm Talk back with CFA – about 20 minutes (tentative)

### **Wednesday, March 28<sup>th</sup>**

9:00am Breakfast  
2:00pm Anastasia (Broadhurst Theatre – 235 W. 44<sup>th</sup> Street)  
3:30pm Lunch  
5:00pm Back to Hotel  
8:00pm Mean Girls (August Wilson Theatre – 245 52<sup>nd</sup> Street)  
10:00pm Late Dinner

### **Thursday, March 29<sup>th</sup>**

9:00am Breakfast  
11:00pm Open Call Workshop (2 hours)  
1:30pm Lunch  
3:30pm Back to hotel get ready for show  
7:00pm Waitress (Brooks Atkinson Theatre – 256 W. 47<sup>th</sup> Street)  
9:00pm Late Dinner

### **Friday, March 30<sup>th</sup>**

9:00am Breakfast and checkout  
10:30am Load luggage on the bus  
12:00pm Bus will bring us to 911 Memorial  
3:00pm Leave memorial for LaGuardia  
6:25pm Flight leaves LaGuardia for TIA  
9:40pm Flight lands at TIA. Pick your child up at the Southwest Arrival Terminal

## **NYC Trip**

### *General Info*

Thank you for your interest in our first ever NYC trip. Here is some further information you'll need to know.

1. The total cost for the trip will be \$1,350.00. This includes everything, but food.
  - a. This amount is after both the drama department and the booster organization have both contributed to help lower the per student cost.
  - b. Payment due dates are: 11/29 - \$200, 1/17 - \$575, 2/14 - \$575
  - c. The first payment of \$200 will be due by Wednesday November 29<sup>th</sup>. We realize this is a quick turn around and we apologize for that.
  - d. For this trip deadlines are deadlines and we really can't budge on them. We have to write checks for a lot of things, so your promptness will be needed.
2. We are taking a total of 49 people. This includes Mr. Brady, 4 chaperones and 43 students.
  - a. We need 1 chaperone per 10 students, hence 4 chaperones
  - b. Students will be in groups of 8 or 9 with a chaperone assigned to each group. Students will report to that chaperone and will never be left alone for any reason.
3. We are NOT using a tour company.
  - a. This has allowed us to save over \$1,000 PER student.
  - b. Payments will be made to the Drama program so cash or checks will be turned in to Mr. Brady.
4. We understand that you have probably been on a trip like this with other groups. Please understand that this is not that group. We are doing things a little different and we hope that you can understand. That said...
  - a. If you want your family to join, that is fine, however, you will have to make your own flight, hotel and show arrangements. If a student is going on this trip, they will be with our group on our schedule.
  - b. If your child is attending this trip with us...they are with us. We can't let them go and have dinner with Aunt Sally in Queens. If you decide to have your family fly to NYC too, that's fine, but again, your child that is signed up with us will follow our schedule every day.
5. This trip is non-refundable. We will have several deadlines that we have to meet in order to secure our flights, the bus, the show tickets and our hotel. Once we have sent that money out, we can't even get it back. If we can't get it back, we can't return it to you.
6. This trip will open your child's eyes and enlighten them in ways we just can't do from here in our cozy little theatre. Thank you for your time and trust.

PINELLAS COUNTY SCHOOLS  
FIELD TRIP/ACTIVITIES PERMISSION FORM



School East Lake High School

I (We) hereby grant permission for \_\_\_\_\_ to participate  
Student Name  
in a field trip/activity to New York City, New York (flying via Southwest Airlines) on March 26-30, 2018  
Location Date  
and to make authorized or emergency stops as necessary.

Students will be traveling in the following manner:

Walking     School Bus     Commercial Carrier Bus     Rental Vehicle (Auto, Mini Van)  
 Private Passenger Vehicle with     District Employee Driver     Volunteer Driver     Student Driver\*  
Time of Departure (Approximate) 6:00am    Time of Return (Approximate) 9:00pm

- 1) I authorize school representatives to obtain medical treatment for my child, which includes required emergency transportation, in case of serious illness or injury and agree to pay for such treatment.
- 2) I understand that the trained school employee who usually dispenses medications may or may not be present during this trip. Medications will be dispensed by a responsible staff member.
- 3) I have documented below all precautions/instructions regarding my child's medication. I have noted any special health-related conditions or allergies regarding my child.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) All provisions of the student code of conduct apply to field trips and activities. To ensure student safety and compliance with the student code, I agree that my child's luggage, belongings, and rooms (where applicable) may be randomly searched for contraband.

**If the Field Trip is to a District or non-District site where students will have the opportunity to touch and hold animals, please complete the following:**

Your child will have the opportunity to touch and hold captive animals during this field trip. Please check one space below to indicate your approval or denial

**YES**, my child may touch and hold the animals.     **NO**, my child may NOT touch and hold the animals.

\* From time to time students may be allowed to drive other students to and from field trips or activities on a case-by-case basis, and only with administrative approval.

**I agree** /  **I do not agree** (check one) to allow my child to ride with another student.

\_\_\_\_\_  
Signature of Parent/Guardian    Phone (Home)    Phone (Work)    Phone (Cell)

\_\_\_\_\_  
Alternate Emergency Contact    Phone (Home)    Phone (Work)    Phone (Cell)

\_\_\_\_\_  
Date