	<b>HANOVER HIGH SCHOOL</b>		
	<b>FIELD TRIP REQUEST FOR APPROVAL FORM</b>		
Today's Date	April 14, 2016		
Teacher(s)	Allison Youngman	Grade(s)/Subject(s)	French 9-12 courses
Classes Participating	available to All French Students		
Date of Field Trip	Feb 2-5 2017		
Time of Departure from School	early Feb 2	Time of Departure from Field Trip Site	Feb 5 after breakfast
Estimated Time of Arrival Back at School	<div style="text-align: center;"> <b>COST OF FIELD TRIP</b> </div>		
Number of Students	<div style="display: flex;"> <div style="flex: 1;"> Feb 5 - afternoon/ evening   minimum of 14  maximum of 21 </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> Cost of Transportation / Cost per Student </div> <div style="flex: 1; padding-left: 5px;"> \$811.00 - includes </div> </div>		
Number of Buses (45 students per bus) or Van (16 students per van)	<div style="display: flex;"> <div style="flex: 1;"> charter bus tour by company </div> <div style="flex: 1; border-left: 1px solid black; padding-left: 5px;"> Cost of Admission of Fees / Per Student Fee </div> <div style="flex: 1; padding-left: 5px;"> all costs - hotel, transport, breakfast + dinner </div> </div>		



Number of Teachers	3	Any additional fees	
Number of Chaperones (1 chaperone per 7 students)		Total Cost Per Student	\$811.00
Will students be eating on the trip?	Y <input checked="" type="checkbox"/> N ____ Where ____	Primarily <u>indoor</u> or <u>outdoor</u> ?	Mixed -
Will there be vigorous physical activity?	Y <input checked="" type="checkbox"/> N ____ but it is not required	Will there be exposure to any animals?	Y <input checked="" type="checkbox"/> N ____ sled dogs



### Field Trip - Relevance to Curriculum

Field Trips should be designed and planned as one of an array of multiple and varied opportunities for students to gain and apply knowledge and understanding of contents, concepts and skills. Field Trips should be educational, academic experiences which:

1. Directly relate to the curriculum standards being taught;
2. Enhance learning;
3. Motivate and engage learners;
4. Enrich the curriculum;
5. Extend the learning;
6. Offer source of facts and new learning materials not immediately available in the classroom/school.

### Field Trips - Safe and Valuable Experiences

In addition to the obligation to plan educationally sound field trips, is the serious obligation to ensure that all field trips are safe, secure, and viable learning experiences. Field trips should be designed and planned to:

7. Begin and end within the limits of the times that the children who are participating would usually be in session in school to ensure safety.
8. Avoid potential risks;
9. Include a well-planned schedule of events;
10. Meet the learning needs, development levels, and learning profiles of students;
11. Include accommodations and/or modifications for those in need.

### Field Trip Proposal:

A long weekend trip to Quebec, Canada where students will experience francophone culture firsthand and also experience Winter Carnival.

### Relevance to Curriculum (reference criteria above):

All (1-6) - This allows students to use their French language skills in a real world setting, while at the same time allowing them to see how people whose first language is French engage in their own culture.

### Plans for Involvement and Safety (reference criteria above):

8-9 - we will have an appointed tour manager through Explorica, who will keep us on a well-planned schedule and for whom our safety is the utmost priority.

Signature of Teacher

*[Signature]*

Signature of Principal

*[Signature]*

Date

4-14-16

Date

5/5/16



Signature of School Nurse	<i>Carol J. Danner</i>		
Date	<i>5/09/16</i>		
<p><b>NOTE:</b> School Committee Approval is needed for all out of state travel. Out of state travel is approved prior to the September of the school year in which the trip will take place. Please submit the request to the Principal by May 15 in the school year before the proposed field trip.</p>			
Date of the June School Committee Agenda			
APPROVED		NOT APPROVED	

## PROPOSAL



## Québec: Carnival

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## Québec: Carnival

### GROUP INFORMATION

Departing From: Hanover,  
MA, USA

**Departing:**  
February 2, 2017

**Returning:**  
February 5, 2017



**RESERVE YOUR TOUR NOW!**

### TOUR ITINERARY (DETAILED)

#### Day 1 Bonjour Québec

Meet your tour director  
Travel to Québec City  
Québec city walk  
Dufferin Terrace, Old Québec & Château Frontenac  
Glissades on the Dufferin Terrace  
Dinner

##### *Details: Québec city walk*

French-speaking patrons enjoying croissants in cafes.  
Ornate church spires peeking out from within the city walls.  
Is this really North America? Explore the Old World grace of  
Quebec City with your Tour Director as you stride along  
17th century cobblestone streets. Historical animation of  
Upper Town conducted by your Tour Director. Stops include  
the beautifully lit National Assembly, Dufferin Terrace,  
Chateau Frontenac, famous architecture such as Aux  
Anciens Canadiens, gates and walls of Vieux Quebec, rue du  
Tresor (artist's street) and the most photographed cannon  
ball in Quebec.

##### *Details: Dufferin Terrace*

Navigate your way through the street performers, vendors  
and tourists on this landscaped promenade for one of the  
best views of the St. Lawrence River, Levis & Lower Town.

##### *Details: Glissades on the Dufferin Terrace*

Enjoy an age-old tradition! Take a seat on a toboggan and  
slide all the way down to the foot of the Château Frontenac  
– an unforgettable experience. Warm up with a steamy cup  
of hot chocolate.

#### Day 2 Québec City carnival

### BEST PRICE guaranteed

**Total Fee: \* \$811.00**

#### Tour Quote Breakdown

The following fees apply to your full-  
paying participants:

Tour Fee*	\$712.00
Private Group Fee	\$80.00
On-Tour Tipping	\$19.00

**Total Fee\* \$811.00**

OR 7 monthly payments of \$108.71

After initial payment of \$50.00

\* Tour Fee increases on June 1, 2016,  
tour fee will never change after sign-up.

#### Additional Adult Fees

The following additional fees apply only  
to full-paying participants 23 and older  
and are not included in the total price  
listed above.

Adult Supplement	\$45.00
Twin Room Upgrade	\$105.00
Additional Adult Fee	\$150.00

Following days have hotel  
level "upgrade"

Day 1 - 3

The following days have upgraded  
dinners:

Day 1

### TOUR FEE INCLUDES:

- Round-trip transportation
- 3 overnight stays in hotels with private bathrooms
- Breakfast daily (except arrival day)
- Dinner daily (except departure day)
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- Overnight security chaperone
- Tour Diary™

Breakfast  
Dog sledding  
Musée du Fort visit  
Winter Carnival  
Village des Sports winter sport amusement park visit  
Dinner

*Details: Dog sledding*

Arrive at the dog sledding site where students will be divided into teams to meet and harness their huskies. Then they are off! ... along the scenic, winding trails. Each group of students will be accompanied by an experienced Musher (husky leader). A once-in-a-lifetime opportunity!

*Details: Musée du Fort visit*

During a sound-and-light diorama at Musée du Fort, students experience the famous sieges that led to the battle of the Plains of Abraham in 1759.

*Details: Winter Carnival*

Join the inhabitants of New France in their rowdy tradition to eat, drink and be merry in celebration and preparation for Lent. Visit the magnificent Ice Palace, see the intricately detailed snow sculptures, cheer on your favorite team in the canoe race, and wave at the amazing floats in the Night Parade

*Details: Village des Sports winter sport amusement park visit*

Who knew winter could be this much fun? Spend the rest of the day at Village Valcartier where students can enjoy more than 30 snow slides including the exclusive "Tornado" which spirals as it descends. To go back to the top, hook inner tubes onto a gently moving ski lift and ride up.

**Day 3 Québec City winter**

Breakfast  
Montmorency Falls visit  
Côte de Beaupré Excursion  
Chemin Royale, Basilica of Ste-Anne de Beaupré, Boulevard Ste Anne, St Lawrence River, Seigneurial Farming System  
Ice Hotel guided tour  
Dinner and traditional entertainment at a sugar shack

*Details: Montmorency Falls visit*

Believe it or not, the lesser-known Montmorency Falls are actually 98 feet higher than the famous Niagara Falls! The falls are located just outside of Old Quebec and originate from the Montmorency River where the water cascades over the cliff shores and into the St. Lawrence River below. Staircases and a suspension bridge over the falls allow you to get an up close look at this amazing natural wonder.

*Details: Côte de Beaupré Excursion*

Explore the parks, wildlife reserves, religious heritage buildings, ancient ancestral houses and famous sugar shacks of Côte de Beaupré. This charming little village is

- Tour Price
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

snacks or Cote-de-Beaupre. This charming little village is the ultimate escape from the big city and provides visitors with a picturesque landscape to explore, breathtaking architecture to see and a rich history to discover.

*Details: Ice Hotel guided tour*

Explore the unbelievable rooms, restaurants, and discos hidden inside North America's only hotel that is constructed entirely out of ice!

*Details: Dinner and traditional entertainment at a sugar shack*

Students enjoy a hearty authentic Québécois meal complete with traditional music and entertainment. After dinner there is a presentation on the production of maple syrup including a taffy pull.

**Day 4 Au revoir Québec**

Breakfast

Travel home





145 Tremont Street, 6<sup>th</sup> Floor  
Boston, MA 02111

Welcome to Explorica and thank you for your interest in student travel!

When your school travels with Explorica you'll bring your classroom lessons to life and offer your students valuable exposure to a city outside of their home town. It's the educational adventure of a lifetime for both you and your students. Get ready for an amazing trip.

Along with our comprehensive website, if you have any questions along the way, your Program Consultant, Amanda Cather, will be happy to help. After all, the more prepared you are the better trip you'll have.

Bon voyage!

Sincerely,

Matt Wertz  
*President & CEO*

## Hotel Information

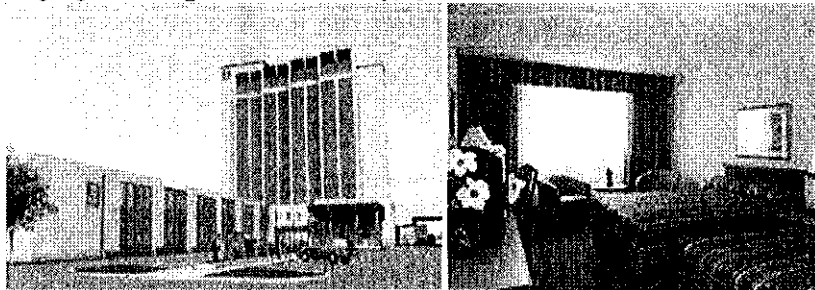
Even though you'll be far from home, your comfort won't be compromised. Because when you travel with Explorica, you'll stay in clean, safe, attractive hotels that provide modern amenities and easy access to major attractions.

It is Explorica's North American policy to accommodate students in safe and clean hotels. We follow the three "C"s for our hotels – clean, comfortable, and convenient to the city. Upgraded hotels are available upon request.

The selection of our hotels is based on proximity to tour sights, comfort, quality, and safety. Students are roomed in quad accommodations. Paying adults (23 or older) are roomed in twin/double accommodations and charged the \$35 per night double/twin rooming supplement.

Here is an example of a Quebec hotel that we commonly use:

Clarion Hotel 3125 Hochelaga Blvd. Sainte-Foy, Quebec



Located at the doorstep of Quebec City, the Hotel Clarion in Quebec, Canada, offers the well-appointed accommodations and generous amenities that make a stay cozy and enjoyable. Our ideal location allows for quick and easy access to the region's highway network and puts you steps from the area's most celebrated attractions and the best shopping and dining destinations—just another reason why we are preferred among Quebec City hotels. This hotel also features an indoor pool, sauna and exercise room.

## Meal Information

Most Explorica breakfasts within Quebec are at local restaurants. Dinner in Quebec City boasts many meal options that are unique in their theme or history. Common restaurants that we use are **Au Petit Coin Breton** (crepe dinner), **Spag&Tini**, **Bistro l' Accant** and **Erabliere Lac Beauport** (a local Sugar Shack)

## Tour Director

Your Tour Director is responsible for organizing the overall logistics of the trip. He or she will be with you from the beginning of the tour until the end to oversee the arrangements for all transportation, meals, accommodations, and sightseeing. The Tour Director can also provide very general information and suggestions for your free time. Local guides are your resource for detailed destination information.



## Communication on Tour

Explorica provides a Tour Diary for each group that travels. We were the first company to develop the diary and have been providing this service for 10 successful years. Our online Tour Diary lets parents and friends see pictures of the group as they travel, so they know their children are safe, happy, learning and having fun. Here is an example of a posting for a group that recently traveled to Quebec:



"We started our day with a hearty breakfast buffet called, oddly, Maison du Spaghetti, in a suburb of Quebec called St Foy. From there we drove along the Beaupre Coast to St Anne's Basilica. After this visit we drove to the bottom of Montmorency Falls and then travelled up the hill and walked across a bridge that crosses the falls. They are the tallest in Canada! After lunch, we took a short drive to the Wendake reserve. It's a Native community that is home to the Huron tribe. We were given detailed stories about Huron customs, culture and history and also had a chance to visit their wonderful gift shop. We then came back to the hotel to freshen up before dinner at Spag & Tini; an Italian Restaurant in Lowertown. Following dinner we took a boat ride on a Ferry across the St. Lawrence River to Levis and then back again. The view of Quebec at night is spectacular and the kids had a great time being on the boat, laughing joking and hanging out together."

## Company Information and Safety

- › All Tour Directors come highly recommended with at least 5 years work experience in the industry.
- › We also provide overnight security for all of our tours. A full background check has been performed on each guard. Explorica prides itself on the safety measures we take.
- › Explorica has a \$50 million Liability Insurance Policy (see below). We can have the school information printed on the certificate before traveling.
- › All of our buses are found through the American Bus Association (ABA), which requires rigorous background checks for membership. All coach buses are checked for safety prior to departure.
- › Explorica offers each traveler the option to purchase traveler's insurance.
- › We are a member of USTOA:
- › United States Tour Operators Association \$1 Million Travelers Assistance Program
- › Explorica, Inc., as an Active Member of USTOA, is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA Travelers Assistance Program, the advance payments of Explorica, Inc. customers in the unlikely event of Explorica, Inc. bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by Explorica, Inc. may be sufficient to provide only a partial recovery of the advance payments received by Explorica, Inc. Complete details of the USTOA Travelers Assistance Program may be obtained by writing to USTOA at 275 Madison Avenue, Suite 2014, New York, New York 10016, or by email to [information@ustoa.com](mailto:information@ustoa.com) or by visiting their website at [www.USTOA.com](http://www.USTOA.com).





## Liability Policy

To Whom It May Concern,

We understand that many school officials have expressed concern about allowing their students to travel. We want to assure you that the safety of the tour participants is Explorica's number-one priority and that we have policies and procedures in place to protect the school, school district, teachers, and participants involved with this tour.

Explorica has a \$50 million liability policy that protects 3rd parties and tour participants (students, teachers, chaperones) for injuries and damages resulting from Explorica's negligence. We know that school officials should not have to assume responsibility for the safety of their students while on tour, and with Explorica, they don't. Explorica has taken all precautions to best protect the students and other tour participants. For additional information on our liability insurance, or to receive evidence of our insurance coverage, please contact your Program Consultant.

We of course share your concern for the students' safety and peace of mind. Our optional Cancel for Any Reason travel protection plan provides medical, baggage, and cancellation insurance coverage for our travelers. We also have a network of support staff in the United States as well as a 24-hour emergency service for groups and their families. We offer additional peace of mind for parents and friends of our travelers by providing an online "Tour Diary" that is updated with pictures and journal entries by the Tour Director throughout the trip.

If you would like to discuss this matter further, we would be happy to speak with you at any time. Please call us at 1.888.310.7120.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Kellard".

Dan Kellard  
*Executive VP Operations*

## **Payment Options**

### **FULL PAYMENT**

Pay in full at time of enrollment.

### **MONTHLY AUTOMATED PLAN**

Pay your \$50 nonrefundable deposit plus any travel protection plan fees with credit card or checking account upon enrollment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly installments until 35 days prior to your departure date. Please note that you must make all payments by credit card, debit card, or checking account. If two consecutive payments are returned or declined by your bank or credit company, we will change your account to the 3-Step Manual Plan.

### **3-STEP MANUAL PLAN (flight only)**

Pay your \$99 nonrefundable deposit, plus any travel protection plan fees, at enrollment; and then pay \$300 toward your Tour Fee 30 days later. The total remaining balance is due 95 days prior to departure and can be paid by check, credit or debit card, or checking account. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

### **2-STEP MANUAL PLAN (bus only)**

The 2 step manual plan is solely for our bus travelers. Here, participants pay their \$99 deposit, plus any travel protection plan fees, at enrollment. The remaining balance is due no later than 60 days prior to departure.

### **GENERAL PAYMENT INFORMATION**

We accept MasterCard, Visa, American Express, ACH checking account payments (and require a credit card or ACH payment for our monthly payment plan), money orders, and personal checks. Please note personal checks are only accepted until 95 days prior to departure (60 days for bus groups), and ACH payments until 65 days prior to departure. Any participant who has previously traveled with Explorica as a full-paying participant will receive a \$50 credit on his or her Explorica account.

Each month we will automatically charge the credit cards or debit the checking accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$25 late fee. The date of payments is determined by the date of receipt at Explorica. If you are not paid in full by 95 days prior to your departure (60 days for groups on bus groups), or do not meet the conditions of your payment plan, then your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$30 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.



## **Explorica Travel Protection Plan**

Three out of four Explorica travelers protect their tours with our travel protection plan. Explorica offers one of the finest travel protection plans in the industry. With this high-quality plan, you can cover your vacation investment, your belongings, and most importantly, you. Our travel protection plan covers you for the following events:

- › A traveler's injury, sickness, or death of an immediate family member
- › Theft of passport or visas
- › Flight cancellations due to strike or bad weather
- › Loss of luggage and personal effects
- › Trip Cancellation or Trip Interruption due to covered reasons such as a covered sickness, injury or death
- › Trip Cancellation or Trip Interruption due to Terrorist Acts, as defined.

## **Explorica Travel Protection Plan Plus**

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of Your initial deposit/payment for Your Trip; and
- 2) You cancel Your Trip thirty (30) days or more before Your Scheduled Trip Departure Date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for Travel Arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of Your initial payment for Your Trip.

## Explorica Travel Protection Plan Benefits

**Post-departure trip interruption.** If you have to interrupt your trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or an immediate family member) or for other covered events such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist act which occurs in your departure city or in a city which is a scheduled destination of your trip provided the terrorist act occurs within 30 days of the scheduled departure date and your premium is received within 14 days of the initial deposit/payment for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

**Travel delay.** Provides up to \$100 per day to a (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for more than 12 hours due to a covered reason such as air carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

**Medical expense/emergency assistance.** Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred within 365 days of a covered sickness which occurs while on your trip; emergency dental treatment received during your trip; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased.

**Baggage & personal effects.** Coverage up to \$ 2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$500 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$250 per article limit applies to all other items. If, while on your trip, your baggage is delayed for 24 hours or more, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

This Travel Protection Plan covers you even if you must interrupt your trip after departure due to a pre-existing medical condition if you purchase the plan within 14 days of your initial deposit/payment for your trip and you are not disabled from travel at the time your plan payment is received.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under Travel Protection Plans.

## Positive Feedback

After every tour Explorica asks our Group Leaders to create an evaluation to judge our overall pre tour, during tour, and post tour performance as a company. Everything is judged and it is a great way to provide feedback for us to improve as a company. Often times we are given such positive feedback that we want to share it with potential Explorica group leaders.

### **From Nancy B. –Tower City, PA**

"I have been travelling with Explorica for several years and have been on a variety of tours with this company. I would not travel with anyone else. I feel they work hard to give the students the best experiences for the best value."

### **From Bradley E. – Lansing, KS**

"I thought the whole process was terrific! The best way I think that one can judge how successful the trip was is by how the students felt about the trip. Every one of our students enjoyed the experience. We all felt the experience had a positive impact on us and something that we will remember forever. Our Tour Director was beyond great. He attended to all our needs and wanted nothing more than for our experience to be a positive one. The students and adults all felt comfortable with him and he was always available to answer our questions and take care of our needs. I believe Explorica hit a home run."

"I've used Explorica for the last 4 years and have found it to be very rewarding and professional. I plan to continue to use Explorica in the future because I believe they are the best out there for the price."

### **From Jennifer B. – Chicago, IL**

"The tour director and bus driver were fantastic!! The tour guide was extremely knowledgeable of the sites and understanding of teenage quirks. Additionally, both he and the bus driver were very accommodating to our needs and requests. The bus driver was great navigating the busy streets of the cities and also a wealth of information! We hope to travel with Explorica again!"

### **From Patty S. – Elk Point, SD**

"I feel Explorica provided us with an excellent trip at an affordable price. It was very easy to organize with the people at Explorica so accommodating and friendly. Explorica is still the best 'bang' for the buck. We had great accommodations, guides, food and sightseeing."

"Explorica did it again! Every trip is better than the last. We cover a lot of territory in a week. The success to a good trip besides Explorica's organization and support is excellent tour guides. We had two of the best. This is a super adventure at an affordable price."

### **From Heidi M. – Caldwell, ID**

"Explorica took care of all of our needs. Our Program Consultant was always available to answer questions and solve problems. Our Tour Director was fabulous, he was the most knowledgeable tour guide that I have experienced when travelling with students. He made sure we got to places on time and safely and he accommodated all of our needs."