

Kenmore-Town of Torawanda UFSD
Long Distance/Overnight Field Trip Requests
School Year 2017-18

KEN-TON UFSD

OCT 18 2017

CURRICULUM OFFICE

* FOR BUILDING USE - SUBMIT 1 FORM PER BUILDING
 PLEASE LIST ALL TRIPS HERE AND ATTACH A FIELD
 TRIP FORM AND ITINERARY FOR EACH TRIP LISTED

KW Choir trip to Toronto

School: *Kenmore West*

May 26

DATES	TEACHER	DESTINATION (FULL ITINERARY MUST BE ATTACHED)	PURPOSE OF TRIP	COST PER STUDENT	FUNDING SOURCES	GRADES AND NUMBER OF STUDENTS	# OF CHAPERONS	INST DAYS MISSED	# OF SUBS	APPROVE	DISAPPROVE
<i>Saturday April 21 2018</i>	<i>Paul LeDuc</i>	<i>Toronto to see a Musical</i>	<i>Choir event</i>	<i>≈ 200\$</i>	<i>No fund raisers</i>	<i>Grade 10-12 15- 20 students</i>	<i>5</i>	<i>0</i>	<i>0</i>		

Principal's Signature: *M. Laine* Date: *9/22/17* / *10/2/17*
 Asst Superintendent for Instruction & Student Services: *[Signature]* Date: *12/29/17*
 Board of Education Signature: _____ Date: _____

Kenmore-Town of Tonawanda Union Free School District
Request for Approval of Long Distance, Out of Country or Overnight Educational Field Trip

(Must be submitted 8 WEEKS in advance)

KEN-TON UFSD

OCT 18 2017

PRINCIPAL'S OFFICE

Charge to Account No. _____

Teacher Requesting: Paul Laduca

School Kenmore West

Date(s) of Trip Saturday, April 21, 2018

Grade, Class 10-12 Choir

Site of Trip Toronto

May 26, 2018

CHAPERONE INFORMATION

Of Students 15-20

of Chaperones 5

Names of Chaperones

Substitute Needed (List time if not full day)

Paul Laduca

*Yes _____ No _____

* collecting chaperone deposits -

*Yes N/A No _____

specific names will follow

*Yes _____ No _____

*If a substitute is needed, the Building Secretary will process the substitute requests after approval of the field trip.

TRAVEL ARRANGEMENTS: Will you be using a travel company/agency with this field trip? YES NO If yes which company/agency. Horizon's Travel: Giorgio's Mini Coach

*All travel contracts must be sent to the Superintendent's office for approval.

Ken-Ton Buses Needed 0

Depart From Kenmore West

at 8:45 Am

Pick up From Eaton Center

at 8:45 pm 7pm

Arrive Back At School At 8:45 pm

Special Needs _____

Other Travel Arrangements - explain fully on itinerary - see attached

Incomplete requests will be returned.

Approved ☒

Principal

Date

10/17/17

Approved ☒

Disapproved ☐

(Reason) _____

Assistant Superintendent for Instruction & Student Services

Date

10/24/17

Long distance, out of country or overnight trip requests must be accompanied with an itinerary including what the students are going to know or do when they return from this field trip that they did not know or do before. Also include lodging arrangements, meal arrangements, and ratio of students to chaperones, insurance, safety precautions, instructional provisions made for any student not participating in the trip and travel provisions.

8/17/17

ITINERARY for ONE DAY TRIP for

KENMORE WEST CHOIR trip to TORONTO

Paul LaDuca

Saturday April 21

One day trip only – This is NOT an overnight trip.

Leaving at 8:45 AM

Transportation arranged through Kristen Mayer Travel Agent (AAA)

11:00 Arrival at Eaton Center, Shopping, light Lunch at student's expense

1:00 Meet up as group - to head towards theatre

2:00 Matinee of the Musical "Come from Away" / nominated for 7 Tony Awards

After the show – Dinner at Restaurant together

7:00 – Board the bus to head home

8:45 PM Approximate arrival back at Kenmore West (same day)

Learning Rationale:

I have taken choir to TORONTO eight times before - and found that it was a major learning opportunity. The Music Standards expect that students observe quality choral repertoire / musical theatre / as well as music and dance of other cultures. In working to form a cohesive vocal ensemble; I am challenged to encourage the personalities (as well as the voices) of my choir to blend together. By taking the students on a major trip - they really "bond" in ways that help us musically. The better we sound as a choir - the better impression we give the community of Kenmore. Also, a trip like this works as a major motivator for instruction for the rest of the year. Students in the Chorus (or training group) work much harder to improve their vocal skills - knowing that if they make the "elite group" through audition - they will have a chance to be a part of Choir trips. The morale of the CHOIR is lifted for the entire year. The trip acts as a reward for months of quality singing for the community. My students are some of the best kids in the school. Participating in our many concerts requires a lot of sacrifice from them - as they balance busy schedules and responsibilities.

Lodging - this is a one day trip with no lodging needed

Meal arrangements - Lunch will be the student's responsibility (mall food court). Dinner will be included in the cost of the trip - we will dine together with reservations at a restaurant all pre-planned.

Ratio of Students to Chaperones - about 5 to 1

Insurance - we will be on a professional bus, insured through it's company, arranged by a travel agent.

Safety Precautions - the itinerary limits the student's "freedom" in Toronto. We will be enjoying the Eaton Center, and then traveling together to the next two events. All students will be traveling in groups of at least 2 - with chaperones close at hand, and easy communication through cell phones.

Instructional provisions for students not participating - this trip will be on the weekend so that it will not affect students that are unable to go, no substitute will be needed.

Travel provisions - arranged through Kristen Mayer (AAA)

Thanks for your support of this learning opportunity.

Please feel free to contact me with any further specific questions -

Mr. Paul LaDuca (c/o Kenmore West)

pladuca@ktufsd.org

H HORIZON CLUB TOURS

A Division of AAA

To: Paul LaDuca
Kenmore West High School

From: Kristen Mayer
Group Travel Consultant

RE: Choir trip to Toronto
Saturday, May 26, 2018

Date: October 2, 2017

Your package includes:

- Roundtrip transportation aboard 1 (34) passenger Giorgio's mini coach.
- Admission to see **Come From Away** at the Royal Alexandra Theatre.
- Dinner at the **Hot House Cafe**.
- Gratuity for your motorcoach driver.
- All applicable taxes and gratuities for your meals and admissions.

NOTE: If your count is different than the ranges given or the motorcoach company imposes a fuel surcharge, or the US to Canadian Dollar exchange rate of 20% changes by more than 5% in either direction by the time of final payment, your price will be adjusted accordingly.

<u>Per person pricing based on:</u>	<u>Front Mezz Seat</u>
15-19 full paying travelers	\$225 USD
20-24 full paying travelers	\$195 USD
25-29 full paying travelers	\$179 USD
30-31 full paying travelers	\$169 USD

Payment Schedule:

- **Friday, October 27** – non-refundable deposit of \$75 per paying traveler, your current traveler count, and Initialed and dated proposal and terms and conditions.
- **Friday, February 2** – final traveler count, from which your balance due bill will be generated.
- **Friday, February 9** – your balance along with any dietary restrictions. **Customer's Initial and Date.** _____

Please send your paperwork and payments to Horizon Club Tours, Attn: Kristen Mayer, 100 International Drive, Williamsville, NY 14221.



A Division of AAA

Kenmore West High School Choir to Toronto

Saturday, May 26, 2018

First Revision (10/2/17)

NOTE: Travel time is dependent on weather, traffic, and border conditions.

Saturday, May 26

8:45 AM - Boarding begins behind **Kenmore West High School** (716) 874-8401 (33 Highland Parkway) in Kenmore, New York with 1 (34) passenger **Giorgio's** mini coach.

- **NOTE:** Boarding will take place in the parking lot directly behind the school, off of Delaware Road.

9:00 AM - Depart for **Toronto, Ontario**.

NOTE: Proper identification is required when crossing the borders between the United States and Canada and include the following for:

Passengers 19 years of age and older need a valid passport, passport card or enhanced driver license. **U.S. and Canadian Citizen Children under age 19 arriving by motorcoach and traveling with a school group** may also present an original or copy of his or her birth certificate. The group leader must also be prepared to present a letter on organizational letterhead with the following information:

- The name of the group and supervising adult,
- A list of the children on the trip, and the primary address, phone number, date of birth, place of birth, and name of at least one parent or legal guardian for each child,
- A written and signed statement of the supervising adult certifying that he or she has obtained parental or legal guardian consent for each participating child.

11:30 AM - Approximate arrival time for lunch in the **Eaton Centre** (416) 598-8560 (220 Yonge Street between Dundas and Queen Streets West) at **your own expense**.

NOTE: Please use the Albert and James Streets Entrance.

1:00 PM - Meet the coach to depart for **Royal Alexandra Theatre** (260 King St West) for today's **2:00 PM** matinee performance of **Come From Away** from your **Front Mezzanine Seats**.

Come From Away is based on the true story of when the isolated community of Gander, Newfoundland played host to the world. What started as an average day in a small town turned in to an international sleep-over when 38 planes, carrying thousands of people from across the globe, were diverted to Gander's air strip on September 11, 2001. Undaunted by culture clashes and language barriers, the people of Gander cheered the stranded travelers with music, an open bar and the recognition that we're all part of a global family. Run time 1 hour, 40 minutes (including intermission).

4:00 PM - After the performance, board the coach and depart for your **4:30 PM dinner** at the **Hot House Café** (35 Church Street). Your dinner consists of your choice of soft drinks, coffee, or tea, a loaf of warm Calabrese bread, dessert, your choice of seasonal greens or Caesar Salad, and your choice of entrée: **1) Chicken Parmesan** - Tender, lightly breaded Chicken Breast topped with Rich Tomato Basil Sauce and melted Mozzarella Cheese, served with a medley of Steamed Garden Vegetables, and Rice Pilaf. **OR 2) Hot House Primavera** - Fresh Garden Vegetables simmered in a delicious Parmesan Cream Sauce and tossed with fresh tagliatelle noodles. **OR 3) Pork Tenderloin** - Grilled Pork Tenderloin served with steamed vegetables, leek, chive, and marscapone mashed potatoes, finished with cremini mushroom and Marsala wine sauce. **OR 4) Americana PizzeHe** - Gourmet Thin Crust Pizza topped with Tomato Basil Sauce, Mozzarella, Mushrooms, Pepperoni, and Green Pepper.

NOTE: If there are any dietary restrictions, please advise by final payment so accommodations can be made.

Availability has been requested for the restaurant at time of revision and waiting on a response.

6:00 PM - After dinner, board the coach and depart for home.

8:45 PM - Approximate arrival time at **Kenmore West**.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Key Insurance & Benefits Services 777 Canal View Blvd, Suite 100 Rochester NY 14623		CONTACT NAME: Ken Starks PHONE (A/C, No, Ext): (716) 342-3233 E-MAIL: kenneth.starks@key.insurance ADDRESS: FAX (A/C, No): (716) 819-5140	
INSURED AAA Western and Central New York, Inc. 100 International Drive Buffalo NY 14221		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Co INSURER B: American Zurich Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 16535 17965	

COVERAGES CERTIFICATE NUMBER: 17-18 LAW REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blkt CONTRACTUAL <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		GLO 0380702 02	7/1/2017	7/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> \$500 Coll Dad <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$250 Comp Ded		BAP 0380703 02	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	WC 0380701 02	7/1/2017	7/1/2018	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Group Travel

Kenmore-Town of Tonawanda UFSD is Additional Insured on a primary and non-contributory basis in regard to the above General Liability and Automobile Liability and a waiver of subrogation applies to the General Liability, Automobile Liability and Workers Compensation to the extent covered by endorsement form(s) U-GL-1175-F CW Edition date 04/13, U-CA-424-E NY Edition date 04/11, U-GL-1345-B CW Edition date 04/13, WC000313 Edition date 04/84.

CERTIFICATE HOLDER

Kenmore-Town of Tonawanda UFSD
1500 Colvin Boulevard
Buffalo, NY 14223

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

M Bonetto/CGEIGE

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COMMENTS/REMARKS

Named Insured:

Personal Transportation Services of NY, LLC dba Horizon Club Tours

AAA Members Insurance Agency of Western and Central New York, Inc.

6601 Towpath Properties, LLC

Automobile Club of Western and Central New York Foundation for Traffic Safety, Inc.

Blue Orbit, LLC

Orbit Capital Group

Orbit Group LLC



Linda Brigante <lbrigante@ktufsd.org>

April Toronto Trip

Paul LaDuca <pladuca@ktufsd.org>

Tue, Sep 26, 2017 at 4:09 PM

To: Linda Brigante <lbrigante@ktufsd.org>

We tried Entertainment books in the past -- but it never really worked. One year we had so few kids step up and sell / that we had to cancel our order. I prefer to put the focus of the program on singing rather than selling. If Dean requires me to do a fundraiser -- I can try and get a Panera night together. That will earn about 3\$ a kid towards the cost of the trip. -- Paul LaDuca

[Quoted text hidden]

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Paul LaDuca
Music Teacher
Kenmore West/Edison Elementary
716-874-8401 ex21335
pladuca@ktufsd.org