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# Pittsford Schools

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Melissa Julian, *Principal*  
Laura A. Hefner, *Assistant Principal*  
Kelly A. Zielke, *Assistant Principal*

Pittsford Mendon High School  
472 Mendon Road  
Pittsford, NY 14534  
585.267.1600  
fax: 585.267.1679  
Melissa\_Julian@pittsford.monroe.edu

Dear Mendon Music Students and Parents,

We are pleased to announce that the Superintendent has approved our proposal for a trip to **New York City** from **April 17-19, 2020**. Please review the attached itinerary for more details.

There will be a mandatory meeting for parents and students on **Monday, March 30, 2020**. All chaperones will be in attendance as well. The purpose of this meeting is to answer any questions and clarify details for a successful trip. Please read the information in this packet carefully and submit all of the necessary paperwork as noted in this letter.

1. **RESERVE YOUR SPOT ON THIS TRIP**

Our travel company is 1<sup>st</sup> Choice Educational Tours, Ltd.

The student contract from 1<sup>st</sup> Choice needs to be mailed to the company WITH THE FIRST DEPOSIT for \$331.80. **Please mail the form and payment to:**

1<sup>st</sup> Choice Educational Tours, Ltd.

P. O. Box 950

Batavia, NY 14021

It is important that the company receive all paperwork by **October 18, 2019**.

2. **COMPLETE THE PAPERWORK REQUIRED FOR THE SCHOOL.**

The following forms from this packet must be returned to your director with **parent and student signatures** by **October 18, 2019**.

- a. The two-sided permission form which includes all of the required health information. **Please make sure that all of the health information on the back is complete.** ANY medications that will be administered on the trip require a doctor's signature. This includes over-the-counter medicines such as ibuprofen. If there are any changes to your child's medical information after October 18<sup>th</sup>, please notify the school health office directly and let them know your child is participating in this trip.
- b. The Lost Item(s) Waiver Form
- c. The Student Code of Conduct Form

### 3. FUNDRAISE TO HELP DEFRAY YOUR COSTS!

- a. **“Believe in the Magic” gift catalogue sale will begin on Monday, September 16th!**

There are many wonderful items in this year’s catalogue that you can sell in your neighborhood or online. Details for the sale will be explained in the fund-raising packet you will receive on 9/16. Profit for this sale is 40% and all of the materials are due back to school by **October 10<sup>th</sup>**. **This fundraiser will help you earn money toward your own individual trip.**

- b. **Save Around discount coupon book sale will begin on Monday, September 16<sup>th</sup>!**

This year’s Save Around coupon book is filled with discount coupons for both local and national vendors including everything from food to services and entertainment. Profit for this sale is 50% and all materials are due back to school by **October 10<sup>th</sup>**.

**This fundraiser will help you earn money toward your own individual trip.**

- c. **Chipotle Dinner Night this fall.** We are planning a Chipotle dinner night at the Chipotle in Pittsford Plaza on an evening that they have available still yet to be determined. We will create a flyer for you to share with all of your friends and family to encourage them to attend. A Facebook event will be created and shared as well. **All proceeds from this fundraiser will go toward decreasing the overall cost of the trip for all students.**

### 4. LET US KNOW THAT YOU ARE PLANNING TO PARTICIPATE

In order for us to musically plan for the most productive performance and workshop while in NYC, please let us know that you intend to participate in this trip by completing the statement on the last page of this packet by Monday, September 16<sup>th</sup>.

### **Important Dates:**

**Parent Meeting: Monday, March 30<sup>th</sup>**

**First Payment & Forms: due October 18<sup>th</sup>**

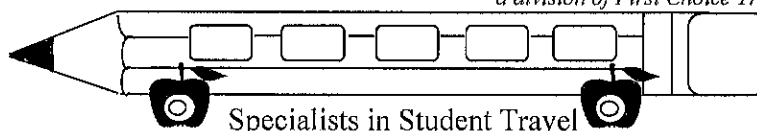
**Final Payment (minus fundraising profits): due February 14<sup>th</sup>**

**Thank you and we are looking forward to a great trip!**

**Mr. Maguda, Mrs. Jordan & Mrs. Rister**

# 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS LTD.

a division of First Choice Travel, Inc



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**PITTSFORD MENDON HIGH SCHOOL  
NEW YORK CITY  
TENTATIVE ITINERARY  
APRIL 17 – 18 – 19, 2020**

**FRIDAY, APRIL 17**

8:30 A.M.

2 – 52 PASSENGER MOTOR COACHES ARRIVE AT:

**PITTSFORD BUS GARAGE  
100 MENDON CENTER ROAD  
PITTSFORD, NY 14534**

PROCEED TO SCHOOL AFTER INSPECTION  
**PITTSFORD MENDON HIGH SCHOOL  
472 MENDON ROAD**

**PITTSFORD, NY 14534**

9:00 A.M.

DEPART FOR NEW YORK CITY

*BRING A BAG LUNCH AND SNACKS FOR THE RIDE*

3:30 P.M. – 4:30 P.M.

TOP OF THE ROCK

4:45 P.M. – 5:45 P.M.

TIME TO EXPLORE TIMES SQUARE

6:00 P.M. – 7:00 P.M.

DINNER AT BUCA DI BEPPO

7:30 P.M.

TAKE SEATS AT SCHOENFELD THEATRE

8:00 P.M. – 9:45 P.M.

PERFORMANCE OF COME FROM AWAY (Pending, ticket value of \$60.00)

10:45 P.M.

CHECK INTO THE HOTEL:

**DOUBLETREE BY HILTON FAIRFIELD HOTEL & SUITES  
690 ROUTE 46 EAST  
FAIRFIELD, NJ 07004  
973-227-9200**

**PRIVATE SECURITY PROVIDED EACH NIGHT**

**SATURDAY, APRIL 18**

7:30 A.M.

BREAKFAST AT THE HOTEL

8:30 A.M.

DEPART THE HOTEL

9:30 A.M. – 11:00 A.M.

BROADWAY CLASSROOM – MUSICAL THEATRE SONG AND MOVEMENT

11:45 A.M. – 1:30 P.M.

VISIT 9/11 MEMORIAL WITH LUNCH AT YOUR OWN EXPENSE

2:00 P.M. – 4:00 P.M.

STATUE OF LIBERTY AND ELLIS ISLAND

4:45 P.M. – 5:15 P.M.

TIME TO EXPLORE TIMES SQUARE

5:30 P.M. – 6:30 P.M.

DINNER AT ELLEN'S STARDUST DINER

7:30 P.M.

TAKE SEATS AT BROADWAY THEATRE

8:00 P.M. – 10:30 P.M.

PERFORMANCE OF WEST SIDE STORY (Pending, ticket value of \$50.00)

11:30 P.M.

RETURN TO THE HOTEL

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**Mailing Address:**

P. O. Box 950  
Batavia, NY 14021-0950

**Location:**

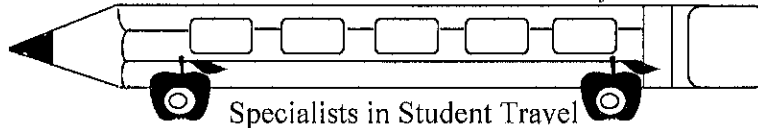
West Main Commons  
3080 West Main Road  
Batavia, NY 14020

**Phone Numbers:**

Phone: (585) 762-6090  
Fax: (585) 762-6081

# 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS LTD.

a division of First Choice Travel, Inc



## SUNDAY, APRIL 19

8:00 A.M. BREAKFAST AT THE HOTEL  
9:00 A.M. CHECK OUT AND DEPART THE HOTEL  
10:00 A.M. – 10:30 A.M. PERFORMANCE AT THE INTREPID MUSEUM (PENDING)  
10:30 A.M. – 11:30 A.M. VISIT THE INTREPID AIR, SEA AND SPACE MUSEUM  
12:00 P.M. – 2:00 P.M. EXPLORE CHINATOWN AND LITTLE ITALY WITH LUNCH AT YOUR OWN EXPENSE  
2:00 P.M. DEPART FOR HOME  
*DINNER STOP WILL BE MADE EN ROUTE HOME AT YOUR OWN EXPENSE*  
8:00 P.M. – 8:30 P.M. ARRIVE BACK AT PITTSFORD MENDON HIGH SCHOOL

**TRIP INCLUDES:** Round trip motor coach transportation, 1<sup>st</sup> Choice Educational Tour Manager, 2 night's hotel accommodations, late night private security, 2 breakfasts, 2 dinners, all admissions and driver gratuity

**TRIP COST:** \$681.80 per person based on a minimum of 90 paying persons in quad occupancy using 2 motor coaches including cancel for any reason insurance at a cost of \$36.80

\$701.80 per person based on a minimum of 80 paying persons in quad occupancy using 2 motor coaches including cancel for any reason insurance at a cost \$36.80

\$731.80 per person based on a minimum of 70 paying persons in quad occupancy using 2 motor coaches including cancel for any reason insurance at a cost of \$36.80

*Please refer to the provided coverage overview*

**PAYMENT SCHEDULE:** Deposit of \$331.80 per paying person is due October 18, 2019  
Final payment is due February 14, 2020

### Mailing Address:

P. O. Box 950  
Batavia, NY 14021-0950

### Location:

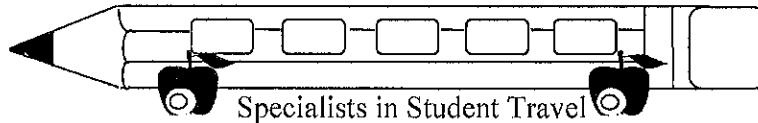
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PITTSFORD MENDON HIGH SCHOOL  
TRIP REGISTRATION FORM  
NEW YORK CITY  
APRIL 17 – 19, 2020

STUDENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOME PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ MALE: \_\_\_\_\_ FEMALE: \_\_\_\_\_

PRINT PARENT'S NAME \_\_\_\_\_

VEGETARIAN: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ DIETARY RESTRICTIONS: \_\_\_\_\_

### First Choice Educational Tours Policies & Procedures

**RATE INFORMATION:** All trips are priced based on your estimated number of participants. If the group size falls below the guaranteed number, prices will be adjusted accordingly. Prices reflect current fuel prices. The motor coach company, train and/or airline company reserves the right to add a fuel surcharge to the final price if over the applicable service date fuel prices have increased significantly from the date of contract agreement.

**PAYMENT TERMS:** A booking fee is required per student and calculated into the deposit to ensure space on a contracted trip. One day trip - \$25.00 / Two day trip - \$50.00 / Three day trip & over - \$75.00. The booking fee is non-refundable and non-transferable. Final payment is due 45 days prior to the trip departure date. If a trip is booked within 60 days of the departure date, one lump sum payment will be required upon booking.

**REFUNDS:** The \$75.00 booking fee is non-refundable and non-transferable. A person unable to attend the trip is encouraged to find a school approved replacement to avoid the loss of monies paid. Participants who cancel and do not arrange for a replacement will be sent a refund after the return of the trip equal to the value of the refundable unused meals and admissions. Transportation, lodging, prepaid admissions, and all administrative booking fees are not refundable. If it is necessary for 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS to cancel a trip, a full refund will be issued to all participants. Optional cancellation insurance is available and suggested.

**RESPONSIBILITY:** 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS, a division of FIRST CHOICE TRAVEL, INC. acts as an agent for educational and travel related suppliers in all matters relevant to transportation, entertainment, attractions, sightseeing, and other tour-related features. As an agent, 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS has no control over the personnel, actions, facilities, or equipment of such suppliers and accepts no responsibility or liability for loss, damage, personal injury, accident, inconvenience, delay or irregularity, regardless of the cause, related to or during a trip. 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS recommends cancellation insurance. 1<sup>ST</sup> CHOICE EDUCATIONAL TOURS retains the right to substitute any tour component with another of comparable or better value and to cancel any trip at any time and provide all participants with a full refund.

Any check returned by the bank must be replaced with a certified check or money order and will result in a \$20.00 service charge.

I have read and fully understand these terms and conditions.

PARENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**NO STUDENT WILL BE REGISTERED FOR A TRIP WITHOUT THE COMPLETED AND SIGNED REGISTRATION FORM.**

**Mailing Address:**  
P. O. Box 950  
Batavia, NY 14021-0950

**Location:**  
West Main Commons  
3080 West Main Road  
Batavia, NY 14020

**Phone Numbers:**  
Phone: (585) 762-6090  
Fax: (585) 762-6081

**PITTSFORD CENTRAL SCHOOL DISTRICT**  
**Student Overnight and Extended Field Trip**  
**Permission Form – Grades 9-12**

Student Name: \_\_\_\_\_ Date of Trip: April 17-19, 2020

Teacher: Paul Maguda, Kelly Jordan, Lauren Rister Course/Grade: 9-12 Music

Destination: New York City

Other Itinerary: Intrepid performance, Broadway clinic, Broadway shows & other NYC sight seeing

Transportation: Charter Bus

Other Information: \_\_\_\_\_

Departure Date/Time: 4/17 @ 9:00 am From: Mendon High School  
(location)

Return Date/Time: 4/19 @ 8:30 pm At: Mendon High School  
(location)

This field trip will be chaperoned and transportation will be provided by District- approved vehicles. Students are expected to abide by the District Code of Conduct, school rules and all instructions from the chaperones while participating on this field trip, and to obtain assignments from teachers for the classes that will be missed.

My child has permission to attend the above-mentioned field trip. In the event of an emergency I give my permission for medical treatment. When a trip involves ground or air transportation, I understand that family medical and vehicle insurances are utilized should any emergency situations occur that require medical attention for your child.

\_\_\_\_\_  
*Parent Signature* \_\_\_\_\_  
*Date*

I understand that all school rules are in effect for this trip and will abide by them.

\_\_\_\_\_  
*Student Signature* \_\_\_\_\_  
*Date*

*Please complete reverse side*

**Medical Information Form**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Special Health Concerns: (e.g. asthma, diabetes, etc) \_\_\_\_\_

Allergies (food, medication, latex, environmental, etc)  
\_\_\_\_\_

Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Insurance Carrier (optional): \_\_\_\_\_ Ins. Number: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

**MEDICATION PROTOCOL FOR FIELD TRIPS – GRADES 9-12**

Please complete this section if it is necessary for your son/daughter to take prescription and/or non-prescription medication on this field trip. Your child's physician must sign this completed medication form unless signed medication orders are already on file in the school nurse's office for all medications listed on the form. Students are not permitted to self-carry medications, neither prescription or non-prescription, on extended field trips except for an Epi-Pen, antihistamines, asthma inhalers, diabetic medication, motion sickness pills, lactose products, acetaminophen, ibuprofen and acne medications. All other medications will be kept with the school chaperone.

All prescription medication must be in a properly labeled pharmacy container. All non-prescription medication must be in the original bottle or packaging with the student's name on it.

MEDICATION NAME	DOSE	TIME(S) of ADMINISTRATION	SIDE EFFECTS	CAN SELF-CARRY and SELF-ADMINISTER

The student has been instructed and understands the purpose, appropriate method and frequency of use of the above medications and I give my permission to self-carry and self-administer the indicated medications, if allowed by PCSD Field Trip Guidelines.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pittsford Central School District (PCSD)

## Pittsford Mendon High School

### Lost Item(s) Hold Harmless Disclaimer Form

Field Trip: New York City

Course name: Polyphonic Choir, Concert Choir, Concert Band, Wind Ensemble, Chamber Orchestra,  
Symphony Orchestra

Date: 4/17/20 - 4/19/20

The Pittsford Central School District and its employees thereof are not responsible for any item(s) lost by participating dependent/guardianship student while attending said field trip.

I, the undersigned, agree that if my son/daughter/child of my responsibility loses any personal item(s), the loss and any subsequent efforts to replace such items rests solely with me.

Student participant's name (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

PCSD Employee Witness Signature: \_\_\_\_\_

Date Signed : \_\_\_\_\_



## Student Code of Conduct for the New York City Trip

Students attending the **Mendon Music Department trip to New York City** shall read and abide by the School Conduct and Discipline Policy outlined in the Pittsford Mendon High School Parent-Student Reference Book.

In addition to following the provisions of the School Conduct and Discipline Policy, students agree to the following regulations while on the school trip.

- No student shall use, possess or sell any illegal or controlled substance, including tobacco and alcohol, or be in a room when they know an illegal or controlled substance is present.
- No student shall violate any local, state or federal law.
- All students will spend the night in their assigned hotel room. They will be quiet at curfew, which will be set by the chaperons after arriving at the hotel for the evening. No guest shall be allowed in the room during curfew hours. No unsupervised student delegate of the opposite sex may be in any room with the door closed at any time for any reason. Student rooms that are noisy (talking, music, or other sounds that can be heard from outside the room) will be given a warning. If the noise continues, the advisor(s) will assign appropriate disciplinary action. **CURFEW WILL BE STRICTLY ENFORCED.**
- Students are expected to act and dress in a responsible and proper manner. The school dress code is still enforced on our trips, as students are representing the school district at all times. Students shall refrain from verbal, physical or sexual harassment, hazing or name-calling. Acts such as throwing objects from windows, loud and abusive language, and failure to comply with reasonable request from any advisor will result in disciplinary action being taken.
- All students shall respect the rights and safety of other hotel guests at all times.
- There will be no defacing of public property. The individual, or their parent or guardian, responsible must pay for damages to any property or furnishings in the hotel rooms or other facilities.

I have read and fully understand the Mendon School Conduct and Discipline Policy and the above rules that apply while on the field trip to **New York City** and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

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Signature of Student

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Signature of Parent/Guardian

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Date

Dear Mendon Music Parents,

Knowing the instrumentation of the ensembles traveling to New York City is crucial to planning the performance repertoire for our clinic and concert. Please let us know if you intend to send your child on this trip by checking one of the options below.

\_\_\_\_\_ YES, I intend to send my child, \_\_\_\_\_,  
on the Mendon Music trip to New York City. I understand that no money  
is due now, however my first payment of \$331.80 is due to 1<sup>st</sup> Choice  
Educational Tours by October 18<sup>th</sup>.

\_\_\_\_\_ No thank you. We are choosing not to participate in this year's travel  
opportunity.

Parent Signature: \_\_\_\_\_

Please return to your ensemble director by Monday, September 16, 2019