**Place:** Washington, DC

**Date:** April 4-5, 2019

**Lead Coordinators**:

Mr. Kowaleski(rkowaleski@wcpss.net)

Ms. Powell (mpowell@wcpss.net)

 Mrs. Cherry (gcherry1@wcpss.net)

This is our first year bringing 8th grade students to Washington, DC. We are super excited about the trip and are looking forward to a phenomenal experience for both students and their chaperones. Our hope is that students have an opportunity to learn about the history of our country on a fun and educational trip.

TRAVEL INFROMATION

Students will need to be at the school by 6:30 am on Thursday, April 4, 2019. We will board the buses at approximately 6:30 and depart shortly thereafter. We will not wait for late arrivals, we will leave, and students who are late will not get a refund. We are on a strict schedule and if we wait for late students, we will be unable to visit some places in DC.

We will leave DC in the late afternoon on Friday, April 5, 2019 and will arrive at Daniels Middle School at approximately 10:00pm. We will stop for dinner on the way. Parents need to be at the school no later than 10:00pm and park in parking spaces NOT in the carpool lane as busses will need to park. Students on the buses will be told to contact their parents about 30 minutes before we arrive at the school.

Students will travel in luxury buses provided by Holbrook trips. These buses are equipped with a restroom, free Wi-Fi, outlets to charge your devices and comfy seats. Students will be supervised by their teachers and chaperones. Students will learn who their chaperones will be the week of the trip.

Chaperones will ride on the same bus as their group. Students who room together will always remain together—the bus, the room, and all exhibits. Chaperones are not allowed to drive in their own vehicles and no parent or any other adult can meet us in DC without being approved by the lead coordinator and WCPSS.

At least 2 teachers will be on each bus. Our 8th grade administrator, Mrs. Levers, and coordinators will be on the trip.

**SITES**

Students will be given a rather extensive tour of the Washington DC area. Our scheduled sites include:

**Arlington National Cemetery:** This cemetery is our nation’s cemetery. It’s the final resting place for over 400,000 people who have served our country. We’ll be participating in the “Changing of the Guard” where four of our students will help lay a DMMS wreath at the “tomb of the unknown soldier”. A tour guide will help us to navigate this massive cemetery and tell us everything we need to know about this important cemetery.

**Memorials and Monuments**- Students will get a guided educational tour as they walk and experience the following: WWII Memorial, Lincoln Memorial, T. Jefferson Memorial, Vietnam Memorial, and the Korean Memorial.

**The White House** --We will stop by the White House to take pictures of this famous house and get a guided tour of the outside of the White House.

**Smithsonian Museums**—the Smithsonian is a collection of over 15 museums and the National Zoo. Groups may explore the Air and Space Museum to view the Wright Brothers flyer, WWII fighter planes, and NASA lunar modules. Or, they can choose to visit the American History Museum or the Museum of Natural History.

**National Museum of African American History**-- The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans.

**FOOD**

All food is pre-paid except the first day’s lunch. Students will bring a bag lunch which should include a drink that has a screw cap to prevent spills. PEANUT BUTTER AND JELLY SANDWICHES and any other PEANUT PRODUCTS ARE NOT ALLOWED. The students eat very well on this trip. They will get an all-you- can –eat breakfast on Friday morning at the hotel which will include a variety of juices, eggs, bacon/sausage, pancakes/waffles, cereal, bakery items and fruit. Thursday night students will eat at Reagan International Trade Center food courts and be given a voucher for their dinner. The food court will offer pizza, burgers, burritos, sandwiches, and salads. All eating establishments offer gluten- free and vegetarian items.

While there is more than enough food for breakfast, lunch, and dinner students may bring extra money to purchase drinks and snacks. Please talk to your child about appropriate drinks and snacks. We will not allow any kind of energy drinks to be purchased or consumed on this trip.

Students with special dietary needs may bring what they need on the trip. While many of the food places provide a wide variety of food options, there is no guarantee of a certain food being available. There are no refrigerators in the hotel rooms.

**HOTEL**

Accommodation will be at one of the best hotels that takes large student groups. Here is information about the accommodation.

* The administration and team coordinators have the right to change any rooming arrangements.
* Part of the cost of the trip includes private security guards. These guards will walk the hotels hallways when we are there and will immediately contact the administration and coordinators if the need arises.
* Approximately 6 weeks before the trip, students will choose their roommates. Each room will have 4 students/room. Once selected, students will not be able to switch roommates for any reason. All the rooms will have 2 beds.
* If students only submit 2 or 3 students on their room request, coordinator teachers have the authority to place up to 2 children in the room as it is required that 4 students are in one room.
* Parents who do not wish certain students rooming with their child must inform their child that they must not choose that person in their room. Parents, please do not ask the teacher to make the change without your child knowing. Discuss your wishes with your child before the rooming list is made by your child. Please do this when rooming is requested and NOT within 3 weeks of the trip as it might not be possible to make room changes.
* Chaperones may room with their child but will have to set their own alarms to get up. They will be told the night before when they need to report to breakfast.
* Students cannot go to any other rooms, roam, or run down the halls, or disturb other hotel guests.
* Students cannot use the pool per WCPSS policy.
* Teachers check each room and “seal” them by taping the door and the door frame every night. Any breaks, the security guards will immediately notify the teacher/ administrator in charge.
* Students will be allowed to use the vending machines once we arrive at the hotel at night and in the morning before we board the bus. Please send only coins or dollar bills for the machines. The front desk will not change bills.

**Best Western Springfield**

**6721 Commerce Street
Springfield, Virginia 22150**

**1-703-922-6100**

**PACKING**

Parents should look at the weekly forecast of DC a few days before the trip, so they know if their child will require rain gear or heavier jackets. Though we will try to make plans to be inside if there is inclement weather it is always a good idea to be prepared as we cannot guarantee we will be dry.

Good walking shoes are a must. Open- backed shoes are not appropriate for this trip as we will be doing a lot of walking.

Students are allowed one suitcase of basic clothing and toiletry items and one small carry-on bag such as a string bag. The carry-on should only have what they need for the day such as spending money, phone charger, medicines and snacks. The suitcases will be placed under the buses and will not be retrieved until late Thursday night. We will not go under the bus to locate any items that has been forgotten to be taken on the bus.

Students may bring electronics but are responsible for them. No chaperone will carry these items for them. If they get broken or stolen, we are not liable. We encourage students to bring their cell phones, so they can easily be reached if they are separated from the group. However, it is not mandatory nor necessary to have a cellphone on this trip.

**MEDICATION**

Teachers or chaperones cannot hold nor administer any type of medicine. If a parent is a chaperone, he/she will be responsible for their child’s medical needs. If your child has extensive medical needs, it is strongly suggested that you attend as a chaperone. Staff members will carry basic first aid supplies.

Students who must carry food or medicine with them, will need to inform their lead teachers before they board the bus. It would also be a good idea for a parent to contact the lead teachers before the trip.

**STUDENT ELIGIBILITY**

Daniel’s teacher and administrators have explained to the students our expectations of behavior during the trip including being respectful, responsible, and appreciative.

The trip will be a fantastic learning opportunity for our students who will have the opportunity to visit historical places (Smithsonian, Monuments, and Arlington Cemetery) that expect visitors to demonstrate appropriate behaviors. We want everyone who would like to come to have a wonderful trip. For those students who choose not to attend will be given academic work to complete during the days of the trip.

**BEHAVIOR EXPECTATIONS**

This trip can only be enjoyable if everyone is on their best behavior. Any misbehavior may result in a parent picking up his/her child in DC and/or school consequences when the child returns to school. Students will read over the behavior expectations contract with their parent, sign the contract, and return the contract with their first payment.

**TRIP COST**

The cost of the trip $225 covers the hotel, buses, hotel security guards, educational tour guides, the entrance into all the venues that charge a fee, and all meals except for lunch on the first day (students bring a bag lunch). Students can bring additional money for souvenirs, extra food, vending machine food/drinks, etc.

**PAYMENTS**

The payment dates cover a one- week period. Please follow the payment dates. To avoid being removed from the trip, make your payments online and/or before the due dates. PLEASE DO NOT ASK FOR AN EXTENSION—We have given plenty of notice for this field trip (late September 2018) so you can prepare of it. You can always pay online before the due dates. There is a 4% fee for every online payment made.

Nonrefundable deposit of $25 was due by October 5, 2018

Deposit Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Payment ( $70 ) or Full Payment (\_\_$200\_\_) due **November 9, 2018**

2nd Payment (\_\_$70\_\_ ) due **January 11, 2019**

3rd Payment (\_\_$60\_\_\_) due **March 8, 2019**

 **Important Payment Notes:**

There are a few payment options such as pay by check (payable to Daniels Magnet Middle School), exact cash, or use the online payment system that can be found on the school’s website.

Payment by check or exact cash must be paid by the assigned payment due dates as listed above to the child’s homeroom teacher or team leader.

The online payment link is found on our website under the Parents link. Team leaders will receive notification of payment immediately after you make a payment. If you are unsure that you did make a payment contact your team leaders. Make sure to return any forms or documentations and indicate online payment.

The $25.00 deposit is non-refundable as we must pay for deposits and have a reasonable count of interested students and parent chaperones to accurately forecast the cost of the trip.

If a chaperone is attending, he/she needs to also pay his/her part on the assigned due dates.

If a parent decides that his/her child will not be attending the trip after paying any amount, the deposit of $25.00 is non-refundable. Any additional payments will be refunded for requests in writing before March 15, 2019.

Payment of the entire amount can be paid on the first payment date.

**REFUNDS**

To request a refund less the $25.00 deposit, a copy of your online receipt or the white receipt must be submitted to the team leaders and a written request made by the following date: **March 15, 2019**.

These dates are non-negotiable.

Any payment, check or cash, made at school will be receipted and students will be given a copy of the receipt. Remind your child to bring that home to you because if a refund is needed or you want the verification that you paid, you will need this receipt.

**STUDENT SCHOLARSHIPS**

Daniels Magnet Middle School has a special opportunity for 8th Grade students! We have planned an over night trip to Washington, DC. All students who wish to participate in the field trip will be given the opportunity to participate regardless of payment. Additional funds have been set aside to provide assistance to those who may need it. These funds are not unlimited but if your child needs assistance it will be provided.

In order to obtain assistance, you must have completed and returned the Interest Letter sent home on September 17, 2018 before October 26, 2018. You must also have completed the Scholarship Form and returned it by the *November 9, 2018* deadline. Please adhere to the deadlines as they help us to organize the trip for all students.

**CHAPERONES**

The chaperone fee is $225 including the $25.00 non-refundable deposit. Chaperones need to be in good health as we plan on walking 8 miles/day. And take the responsibility of watching up to 8 students including their child. Chaperones are two to a room. You may also request a single room or a room with just you and your child for an additional charge.

All volunteers must register by January 1, 2019 and be approved by WCPSS before they can help in any capacity. The volunteer registration system is currently open every day at any WCPSS media center.

If you are interested in chaperoning, please contact your child’s team leader before the first payment date.

**\*\*\*\*\*\*IMPORTANT ACTION STEPS**

The following is due by the first payment of November 9, 2018 to your homeroom teacher:

* + Completed WCPSS field trip form (attached)
	+ Signed Student and Parent Contract Agreement form ( attached)
	+ Strict adherence to the payment schedule above.
	+ If a parent is chaperoning, his/her fee is also required.
	+ Scholarship Form completed and returned if necessary.

ADDITIONAL QUESTIONS

A parent meeting was arranged to answer all your questions. This document also provides all the details of the trip. If there’s any additional information to be added, students will receive this from their homeroom teacher. Please contact Team Leaders if there are any questions.

Student Rooming Form

* All roommates must be the same gender.
* Students will be required to room with a total of 4 persons in the room.
* All room requests without 4 students will have students added to the room so a total of 4 persons are in a room.
* All roommates should record each other’s names on their own Rooming form.
* Students of a chaperoning parent can NOT room with another student with a chaperoning parent.
* All efforts will be made to have students requests honored.
* Parents of the student approve the student rooming form by signing below.
* Teachers and administrators reserve the right to change a rooming assignment.

Students Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students I would like to room with:

Student 1 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student 2 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student 3 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Homeroom Teacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approve the students above are allowed to room with my child during their stay on the DC field trip.

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Parents Signature Date

