

March 1, 2004

Dear Parent or Guardian,

The French Club will be sponsoring an overnight field trip to **Montreal, Canada**, from Friday-Saturday, **May 21-22, 2004**. The main objective of our trip is for the students to gain enrichment by being immersed in the French-Canadian culture and to improve their oral proficiency by speaking French! Some of the excursions in Montreal will tentatively include a visit to the **Notre-Dame Cathedral, Old Montreal, the Olympic Stadium and BioDome, "La Ronde"** Amusement Park, souvenir and specialty shops, French artists and cafes.

A chartered bus will be arriving at 11:00 a.m. on Friday morning and will be leaving RCS Middle School promptly at 11:30 a.m. We will be returning to Ravena on Saturday, May 21, between 7:30 and 8:00 p.m. All students should make the necessary transportation arrangements. The students and chaperones will be lodging at the **Hotel Auberge Universel, Montreal, 5000, rue Sherbrooke Est, Montreal (Quebec) H1V1A; Telephone: 1 (514) 253-3365 or 1 (800) 567-0223; Fax 1 (514) 253-9958**. This hotel is located across from the Olympic Stadium and offers 231 suites and bedrooms with a telephone, color TV with satellite and in-room movies. The hotel also has a restaurant, sauna and heated indoor/outdoor pools (refer to attached brochure).

The cost of this trip is \$100.00 for French Club members and \$130.00 for non-members. A hot breakfast buffet will be served on Saturday morning in the hotel's restaurant and is included in the price. The French Club will be providing donuts and juice on Friday morning, pizza and refreshments Friday night. Students may pack a lunch for Friday or bring money for lunch on Friday and lunch on Saturday. Admission into **"La Ronde"** Amusement Park and the **BioDome**, transportation/ tips for the chauffeur, and hotel rooms are included in the cost of the trip.

To secure a seat on the bus, **permission slips and \$50.00** are due by **Thursday, April 8th**. The balance of \$50.00 (or \$80.00 by non-members) is due by **Friday, May 7th**. Please make checks payable to the **RCS Middle School French Club**. Any cancellations must be in writing and received 10 days prior to departure will be refunded (with the exception of the \$50.00 **non-refundable** deposit) to the extent that prepayment of fees for transportation, lodging, etc., are recoverable.

Before entering and departing Montreal, Canada, it is required to show positive identification of United States citizenship. Therefore, all students must bring either their original birth certificate or **an original copy with a raised seal issued by the Vital Statistics Department (a xerox copy not issued from this department will not be accepted at customs)**.

Original copies of birth certificates may be obtained by contacting Vital Statistics in the city your son/daughter was born. Below is the address and phone number of Albany County's Vital Statistics Dept.:

Vital Statistics
City Hall, Room 107
Albany, New York 12207
(518) 434-5045

All students must hand-in their birth certificates or original copies at least three days prior to leaving (they will be kept in a safe at school until May 21st).

In the weeks to follow, I will be having several meetings with the students and giving them more information on what to bring, filling out notarized loco-parentis forms, and collecting medical and insurance information in case of an emergency.

To ensure the safety of your child on this field trip, it is important that he/she follow the guidelines and rules given by myself and the chaperones. If your son/daughter is consistently not following the guidelines and directions given on this field-trip, parents will be called and asked to pick up their child at their own expense. All students attending should also be aware that misconducts written by other teachers or myself in the last few weeks prior to the field trip may also be reason for not attending this field trip.

If you have any questions or concerns, please contact me at the RCS Middle School, 756-5200. I look forward to an enjoyable stay in Canada!

Sincerely,

Theresa A. Herman
French Club Adviser

Dear Ms. Herman,

I have read the information regarding the field-trip to **Montreal**, and I give my son/daughter _____ permission to stay overnight from **Friday, May 21-Saturday, May 22, 2004 at the Hotel Auberge in Montreal, Canada**. I understand that misbehavior on this field-trip by my son/daughter may result in being sent home due to inappropriate behavior in the hotel/excursions or directions not being followed by the chaperones. I also understand that my son/daughter is required to attend the mandatory French Club meetings in the next few weeks for important information regarding this field-trip.

I am also asking for your agreement with the following emergency procedures: "In case of an emergency, and in the event of the school's inability to locate a person designated to be notified, school authorities may take such emergency measures as they deem appropriate and shall notify the parents or guardians as soon as possible."
Thank you.

(Parent/Guardian Signature)

(W) _____ (H) _____

(Telephone Numbers)

Please list any medical conditions or allergies that the chaperones and myself should be aware of:
