

Semiahmoo Music Department Cuba Tour
September 7, 2017

Dear Parents,

Firstly, it is wonderful to see all of your children back at school for another promising year. I am sure you are being inundated with information letters so I apologize for having to send this to you right now, but we have a number of deadlines that must be met in preparation for the Cuba tour.

Please arrange to have the following items (stapled together) submitted to the music department forms box by Friday, September 15th, 2017:

1. 2 Payment Cheques made out to the **Semiahmoo Music Society**
 - a. 1 dated **September 15th 2017** for **\$500**
 - b. 1 dated **November 15th 2017** for **\$500**

Cheques must have the student's first and last name on the Memo line along with their student number.
2. Official Guardianship Form (signed by all guardians)
3. Informed Consent and Release of Liability Form (signed by the student and all guardians)
4. Trip Rules and Standards Form (signed by the student and all guardians)

Final Tour Payment:

Based on the quote from our tour company, the final payment amount will be \$1365. (*This amount could fluctuate a bit based on student numbers, but is expected to remain the same*). Final payments will need to be deposited in early January. We will be collecting post-dated cheque sometime in late November.

Using Funds from Travel Accounts:

Students wanting to access funds from their travel accounts can do so by:

1. Going to <http://semiahmoomusic.ca/student-travel-funds.html> to check your account balance. Students will be given the password in class.
2. Fill out and print the account transfer form located at <http://semiahmoomusic.ca/assets/cubatravelwithdrawal.pdf>
3. Submit this form with all of the other documents and cheques listed above.

Important Travel Information:

American Citizens: We are extremely disappointed to share that due to new American legislation, students with any form of American Citizenship will no longer be able to go on tour. We will be in contact with these families in the coming weeks.

Students from Kazakhstan, Ukraine, Malaysia, Israel, Korea, China Singapore and Philippines:

As long as students from these countries are all permanent residents in Canada, then they won't need a special Cuban visa. However, anybody that is a foreign student with a study visa needs to check with the Cuban embassy for any special visa requirements based on their specific situation.

Uniforms for this Tour:

Due to the hot climate in Cuba and the locations we will be performing, we will not be wearing formal uniforms. We are in the process of looking at getting tour t-shirts made for a small amount per students. Stay tuned for more details on this.

Cuba Tour Chaperone Team:

Attached to this letter is our "Call for Chaperones" form. There is a very limited number of Chaperones that we will be able to bring on this tour. If you are interested in applying to be chaperone, read the attached form and follow the instructions for the application process. After receiving the chaperone **applications** the music directors will work with our music society president and school administration to select the chaperone team.

Best regards,

Dagan Lowe
Semiahmoo Music Department Head

Semiahmoo Secondary Music Department Cuba Tour

Official Guardianship Form

Destination: Cuba
Purpose of trip: Educational/Music Tour
Dates: March 3-11, 2018
Teacher Sponsors: Dagan Lowe, Kevin Lee, Sarah Kennedy
Means of transportation:

- Professional Highway coach Bus (Transfers to and from Airport)
- Flying out of Vancouver to Cuba and then returning Flights:
 - March 03 – Depart Vancouver on Sunwing flight # 676 at 17:30 hrs. Arrive in Varadero at 02:25 hrs. (next day)
 - March 11 – Depart Varadero on Sunwing flight # 677 at 04:35 hrs. Arrive in Vancouver at 08:30 hrs.

Accommodation:
Hotel Atlantico
Avenida de las Terrazas
Santa Maria del Mar, La Habana
Cuba Tel: 011-537-797-1085

(This form must be turned in as a full page. Do not cut)

I/we hereby give permission and guardianship of my/our child

(full legal and preferred name)

to the teacher sponsors listed above to travel to Cuba for the Semiahmoo Secondary Music Program's department tour between and including the dates of March 3 and March 11, 2017.

| | | |
|-------------|------------------|-------|
| <hr/> | <hr/> | <hr/> |
| Parent Name | Parent Signature | Date: |
| <hr/> | <hr/> | <hr/> |
| Parent Name | Parent Signature | Date: |

SEMIAHMOO MUSIC DEPARTMENT

TRIP RULES AND STANDARDS

1. Members should understand that all normal school rules apply to this field trip.
2. Directors and chaperones will be given immediate and friendly cooperation.
3. Illness must be reported immediately to director or a chaperone.
4. It is the responsibility of all members to know the tour itinerary and to be able to follow it accurately.
5. Three Rule: during unsupervised periods students will always be in groups of three or more.
6. Respect must be shown to hotel staff, other guests and hotel property. Hotel protocol for all guests is for quiet after 11pm even if we arrive after that.
7. Room check: There will be a room check each night, times TBA. Expect the chaperone to have access to your room and to see all room-mates. Students are expected to remain in their room after the conclusion of room check.
8. Members will not accept invitations to visit rooms of people other than our group. We will not accept visitors from other schools in our rooms either. Visit and socialize at the festival and in public areas of the hotel.
9. "Mixed rooms" within our group is permitted if the door is left "ajar". Mixed company behind locked doors will result in disciplinary action. (Mixed rooms must not be fewer than 3 students at any time)
10. At any time during an offsite tour, students will not engage in behavior that reflects poorly (including displays of affection) upon our peers, school, district, or that makes others uncomfortable.
11. Members will not accept transportation by other than our own vehicles.
12. While on tour, students are to remain with members of the tour only. Any visitation with people such as family members or friends must not separate the student from the group.
13. Use or possession of drugs or alcoholic beverages will result in serious disciplinary action and may include being sent home at parents' expense.

I understand that as a participant of this Semiahmoo Secondary Band trip I am representing our Music Department, our school, and our community. Our groups receive financial support from members of our community and hope to continue doing so for many years to come.

I also understand that I have a responsibility to the group as a whole. My attitude and behavior have a direct effect on both the tone of the group and the success of this trip and those that will follow.

I have read the rules pertaining to this trip and understand that there are consequences for failing to live up to this agreement. The listed rules and consequences have been discussed and fully understood.

STUDENT NAME (print)

STUDENT SIGNATURE

PARENT NAME

PARENT SIGNATURE

Please keep one copy at home and return the other copy signed with parent and student signature to the forms box in the large band room.

A CALL FOR CHAPERONES

In order to run a tour of this magnitude, we need to have an energetic and dedicated chaperone team. Parents who are interested in being chaperones can email us at the following address semiahmoochaperone@gmail.com. We have created this email address specifically for the chaperone application process. Being a chaperone is not a holiday. Our chaperone teams work long hours and there is a lot expected of them. They do however have a wonderful experience and get to see firsthand what great students we have in the Semiahmoo Music Program. It is always a difficult decision choosing our chaperone team after the application process. There are some key features however, that we look for in our chaperones. We would ask that parents applying to be on the Cuba Tour chaperone team address the following points in their application and share what kind of experience they have. *(We are aware that not all parents will meet all the following criteria, and will consider all applications)*

Key aspects of being a Semiahmoo Music Department Chaperone:

1. First Aid/Medical Experience *(We need at least 2 chaperones with first aid certificates preferable a male and a female)*
2. Experience in working with young people
3. Involvement with the Semiahmoo Music Program *(Though chaperones are not just chosen based on this point, we like to have chaperones that we have seen interact with our students. Thus parent involvement is where we are able to see this interaction take place)*
4. Excellent people and communication skills.
5. The ability to follow and take direction from the directors.
6. Knowledge of the destinations that we are going to on tour.
7. We hope to have at least one chaperone that can speak Spanish
8. Being available for pre tour chaperone meetings.
9. Being available in the weeks before the tour to contact all of the students that you will be responsible

All chaperone applications must be submitted by the evening of September 18th, 2017. We hope to have our chaperone team selected by the end of September.



**INFORMED CONSENT AND RELEASE OF LIABILITY
To Be Completed For High Risk Activities**

_____ (the "Activity")
(Describe Activity)

To: The Board of Education of School District No. 36 (Surrey) and its officials, employees, teachers and agents (collectively and individually, the "Board")

STUDENT:

In consideration of the Board permitting me to participate in the Activity,

I _____ (the "Student") state as follows:

1. I have discussed with my parent(s)/guardian their expectations, and the Board's expectations, of my behaviour during the Activity.
2. I understand and agree to abide by the School's Code of Conduct and any other rules that are set out for this Activity.
3. I agree to cooperate with, and follow the directions given to me by, any of the Activity's supervisors for the entire duration of the Activity.
4. I have discussed with my parent(s)/guardian the significance of the declaration I am making by signing below.

Student

Date

PARENT(S)/GUARDIAN:

I _____ (the "Parent(s)/Guardian") am the parent(s)/guardian of the Student. In consideration of the Board permitting the Student to participate in the Activity, I agree as follows:

1. I have read and understand the materials provided to me by the Board outlining the Activity and agree the Activity is appropriate for the Student. I hereby give my consent for the Student to participate in the Activity.
2. I represent to the Board that the Student is medically fit to participate in the Activity. I have informed the Student not to participate further if he/she feels anything to be unsafe.
3. I hereby agree that I shall pay any and all financial obligations, loss or claims for compensation that the Board may suffer or incur in any way as a result of the Student's participation in the Activity.
4. I hereby waive any and all legal rights that I may have now or in the future and release from liability and agree not to sue the Board for any loss or damage that I may suffer as a result of the Student's participation in the Activity.
5. I recognize releasing the Board from liability prevents me from claiming for money from the Board.
6. I represent that I have discussed with the Student my expectations, the Board's expectations, and the risks and consequences of injury. I accept and assume all these risks and the consequences and freely choose to permit the Student to participate in the Activity regardless.
7. I hereby agree that it is my responsibility to arrange insurance to cover any loss or damage the Student may suffer, or liability I may incur, as a result of the Student's participation in the Activity.

Parent(s)/Guardian

Parent(s)/Guardian

Date