

TO: PARENTS OF STUDENTS WHO ARE GOING ON THE CHICAGO TRIP

We are pleased that your child is participating in Columbus Signature Academy's 6th grade class trip to Chicago. We are giving you this information to clarify certain aspects of the trip and to give you information that needs to be discussed with all the students visiting Chicago.

1. Students are to report to school by 6:30 AM, Thursday, May 10, 2012. Students are to report directly to the bus and place luggage in designated area adjacent to the bus. Please take carry on and medication to designated area in the school building and check in with the teacher in charge.
2. The amount that was paid for this trip will cover all necessary expenses; however, your child might want to bring money for other things such as gifts, etc. Have plenty of change for soda, etc.
3. We are scheduled to arrive back at school between 8:00 and 9:00 PM, May 11, 2012 (Friday).
4. If your child has any chronic illness and/or must take medication during the trip, please notify the school nurse in advance. Students **will not be allowed to take any medication unless the school has written authorization.**
5. Your child will be asked not to use the telephones in the hotel rooms at anytime. If there are any serious problems the school will call the parent.
6. If you have friends or relatives in Chicago who wish to visit your child please inform the sponsor. Visitations should be done in a manner as to not interfere with the tour.

STUDENT RULES OF BEHAVIOR

All students participating in the Chicago trip are subject to the Rules of Behavior listed below, including school rules. Remember, you are a visitor in another city. You are a "Goodwill Ambassador" for CSA and Columbus, Indiana. Many of the people with whom you come in contact with will have only you and your group by which to judge us.

1. Students are subject to the authority of the chaperones at all times.
2. The night curfew will be established by the teachers and relayed to the students. Students are expected to be in their own hotel room at the indicated curfew time. Doors are not to be opened after curfew unless requested by a chaperone using a special knock – knock... pause...two knocks...followed by the chaperone's name. In the morning you are not to leave your room until cleared to do so by a chaperone on your floor.
3. Students may not leave their hotel rooms for any reason once the bed check has been made. The security staff has been advised to notify the chaperones if there is any infraction of this rule.
4. Students are not permitted to change assigned hotel rooms.
5. Students must respect hotel property. The student responsible must pay for any damage to or misappropriations of hotel property before the group will be permitted to depart from the hotel.
6. Students are not to use the phone in their rooms.
7. Students must be considerate and respectful of the rights of other guests at the hotel. Unnecessary noise, such as slamming doors, running in the hallways, etc., is strictly forbidden.
8. Students must be on time for all scheduled activities included in the program.
9. Students are not permitted to drink or possess alcoholic beverages, gamble, smoke, or any other prohibited activity. These activities will result in immediate removal from the trip.

10. Students are not allowed to use or attempt to use cell phones, iPods, gameboys, etc. **while we are touring**. If these items are taken on the trip, they are to be secured and turned off during touring. Bring these items **AT YOUR OWN RISK!** Any of these items that are seen while we are touring will be confiscated until a parent picks them up at the end of the trip.
11. Students are expected to participate in all planned group activities.
12. Students are not permitted to go off on their own at any time.
13. Students are warned that carrying or using drugs (including over-the-counter and prescription drugs) is a serious offense. Required medication should be prescribed by a doctor, properly labeled, and given to the designated adult prior to the start of the trip.
14. Students are expected to take care of their personal belongings. Your school or anyone else cannot be held responsible for any lost, misplaced, or stolen articles.
15. Students are expected to show consideration and respect for their fellow students, chaperones, tour leaders, guides, bus drivers, and hotel and restaurant personnel.
16. This is an educational tour **NOT** a shopping trip.
17. Any participant who commits a serious breach of discipline or who continues to disregard any of the above rules may be expelled from the tour at any time. Any student removed from the tour or otherwise disciplined may be subject to additional disciplinary action upon his/her return to school.
18. **SCHOOL RULES APPLY AT ALL TIMES.**

317-412-5284	Mr. Phillips' cell phone. Emergencies only.
812-344-3208	Dr. Clancy's cell phone. Emergencies only.
312-981-6600	Phone number of the hotel.

In the interest of assisting the parents of students taking the trip, we submit the following luggage suggestions:

1. One SMALL(1) piece of luggage. Students may also have a small carry-on case. Suggest sharing some items, i.e. hair dryers.
2. Prepare a list of what you pack in duplicate. Place one in your luggage and leave one at home so you may check what you have upon returning home.
3. All luggage should be clearly identifiable, name tags should be securely attached to all luggage.

SUGGESTED ITEMS TO TAKE

Small Pillow (for bus)	Sweater
Socks & Underwear	Watch!!!
One (1) change of clothing (plus what you wear)	Small umbrella
Leisure clothes (hotel room only)	Toothbrush & Toothpaste
Warm coat/rain jacket	Comb or hair brush
Dirty clothes bag (old pillow case or plastic bag)	Snacks (hotel only)
Pajamas	Camera and batteries
	Any needed personal items

CARRY ON BAG: Pack things that you will need on the first touring day. You will not have access to your suitcase under the bus!