

**Tomlinson Middle School
Eighth Grade 2014 Philadelphia Trip
Information and Itinerary**

Dear Eighth Grade Student and Parents:

We are looking forward to a great field trip in two weeks. This packet contains extremely important information regarding many aspects of the Philadelphia trip including the itinerary, medical information, travel information, and most importantly, the guidelines students must follow to ensure a safe trip.

We are asking that all students and parents read this packet. Then, please sign the signature sheet and return it to the student's homeroom teacher by Thursday, October 9, 2014. Any student who does not return the signature sheet cannot board the bus to depart.

If a student does not feel well the night before or morning of the trip, we ask that parents keep their child at home for his/her own wellbeing as well as in consideration for all people traveling.

Thank you for your support and cooperation. If you have any questions after reading this packet carefully, please email Joshua Marko at:

jmarko@fairfieldschools.org

Sincerely,
TMS staff

Departure and Arrival Information

Thursday, October 16th

Please arrive at Tomlinson no later than **6:45 AM**. Departure will be no later than 7:00 AM. If a student is not present at 7:00 AM, busses must nonetheless leave to stay on schedule.

Each student must have his/her signed boarding pass otherwise he/she will not be permitted to board the bus.

Friday, October 17th

We will depart Philadelphia around 1:00PM and should arrive to Tomlinson around 7:00PM. Students can use cell phones to call from the road with the most accurate time of arrivals. Please be prompt in picking up students.

General Rules and Information

Medications (very important)

- Students cannot take any medication whatsoever, not even aspirin, without a written prescription from the doctor and a school medical form obtained from our nurse. **Please see the enclosed letter from the nurse and additional forms.** Give all medication and paperwork to the school nurse **no later than Friday, October 10, 2014.**
- Chaperones will be trained in administering the medication and carry it with them during the trip.
- Chaperones are not allowed by state law to give any child any type of medication without the above prescriptions and form first provided to the nurse.
- Please be advised that students spend a lot of time on the bus, even once in Philadelphia. If your child gets motion sickness, please plan accordingly.

Bus Guidelines

We will be spending a considerable amount of time on busses. In order to keep this experience as safe and pleasant as possible, we ask students to please follow these rules:

- Travel on the bus to which you are assigned, unless otherwise directed by a chaperone.
- If at any time you do not feel well, immediately see a chaperone on the bus.
- Remain seated while busses are in motion.
- Use the trash receptacles to dispose of garbage.
- Use the bus lavatory sparingly; it travels with us.
- IPODS are allowed. All busses have DVD players. No portable DVD players please.
- Students may bring G and PG, movies only.
- Turn off all electronic devices when our tour guide or chaperone is speaking.

Student and Chaperone Communication

- Stay with the chaperones at all times, unless directed otherwise. Be on time at all meeting places.
- All students will be given Tomlinson's main office phone number. This is the number to call in the event of an emergency if he/she cannot immediately locate a chaperone. The office will immediately contact chaperones via cell phone.
- If, in the unlikely event, a student becomes separated from the group, the student should stay in the place he/she was last with the group. He/she may call the Tomlinson main office. Chaperones will come to the student.
- Students must travel with at least one other group member while in museums and food courts.

School Behavior Is Expected

We represent Tomlinson everywhere we go. We will be visiting museums and historic landmarks. *Student conduct in these situations must be beyond reproach.* Additionally, when we are in restaurants and our hotel, behavior cannot disturb other visitors whatsoever. *Finally, when our tour guide is on the bus, students should listen to him/her. Our guides are knowledgeable and tremendously important to this learning experience.*

Dress Comfortably and in Good Taste

The Tomlinson dress code applies. However, students may wear hats outside and remove them when we enter a building. If a student is unsure if a shirt is appropriate, do not bring it. Check the weather report before leaving; layered clothing and rain gear are encouraged. A few basic reminders include:

- No ripped pants or shorts.
- No T-Shirts with inappropriate language or innuendo; no alcohol advertisements.
- No short dresses, skirts, or "short shorts." This applies to the dinner dance as well.

Cigarettes and Alcohol Are Prohibited

The Board of Education and Tomlinson policy will be followed in terms of rules and consequences. In addition, the possession, use, or distribution of any illicit drugs will require notification of the school administration as well as local police.

Purchasing Fireworks Is Prohibited.

Cameras, IPODS, etc.: Students should keep these items in their carry-on bag. Please remember that *students* are responsible for the safe keeping of all personal items. **Teaching staff, tour guides, and bus drivers are not responsible for lost or stolen items. No video game systems or laptops allowed.**

Packing Information

Luggage:

- Each student will be allowed one suitcase and one carry-on bag. We will be gone for only 1 night, so pack accordingly. Students must carry what they bring in their carry on.

Food:

- **This is a completely nut-free trip – please check that any food brought on the bus does not contain any nut products at all.**
- We will stop for lunch on the way home Friday. Students will be provided with money to buy lunch at the rest stop.
- Students may bring money for souvenirs or to purchase extra food at the rest stop.
- It is good to have snacks for in between meals due to the amount of walking our trip entails. Healthy snacks are preferred over candy.
- Beverages must have re-sealable tops to prevent leaking and spilling.

Spending Money:

- All meals are included.
- Families should decide a reasonable amount of spending money as we will visit museum gift shops.

The Hotel: *(There will be no swimming in the hotel pool.)*

**Crown Plaza Philadelphia
West
4010 City Ave
Philadelphia, PA 19131
215-477-0200**

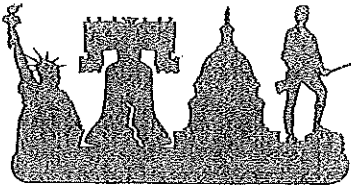
All students selected a rooming partner and have been informed that there will be two queen beds in each room. *There is not room on the bus for students to bring sleeping bags or air mattresses.*

- Students are responsible for their hotel rooms, including any damages.
- Rooms will be inspected throughout the trip, including inspection upon arrival to ensure there is no pre-existing damage.
- Noise complaints from the hotel management and/or security guard will result in disciplinary action taken by the chaperones.
- Windows and blinds should remain closed in the hotel rooms. The heating and cooling system regulate the room temperature. Student should not tamper with these controls without contacting a chaperone.

There will be a security guard on duty all night, each night, monitoring our hallways and keeping in touch with chaperones whenever necessary.

Curfew and Basic Guidelines:

- Chaperones will tape the doors of all student rooms each night upon immediate return to hotel. Students should not leave their rooms unless there is an emergency.
- “Free time” for room-to-room visiting is not permitted.
- Students will know the room number of their chaperone as well as their hotel room phone number.



Capital City Student Tours

Final
Itinerary: 9-29-14 Two Day Historic Philadelphia, PA Tour

Prepared for: Tomlinson Middle School

FIRST DAY

October 16, 2014

Thursday

7:00 a.m.

Approximate departure from school with boxed lunch...

11:30 a.m.

Approximate arrival in Philadelphia. Visit the new National Constitution Center and see "Freedom Rising" in the Kimmel Theater (multimedia theater-in-the-round) and explore the many hands-on exhibits with time for the gift shop.

1:30 p.m.

Begin your walking tour of America's Most Historic Mile! See Independence Hall, Christ Church, Congress Hall, the Betsy Ross House, Liberty Bell, Carpenters' Hall, Franklin Court and much, much more!

5:00 p.m.

Check into your hotel with time to freshen up..

7:00 p.m.

Buffet dinner and dance at Philadelphia's Hard Rock Cafe..

10:00 p.m.

Return to your hotel for the evening with security on duty.

SECOND DAY

October 17, 2014

Friday

6:30 a.m.

Wake up calls.

7:30 a.m.

Buffet breakfast and check out of your hotel.

9:30 a.m.

Visit the Franklin Science Museum with the Imax movie "Great White Sharks" at 12:15 p.m.

1:30 p.m.

Approximate departure for home with lunch at the Cherry Hill Mall (everyone will receive \$8.00 for lunch).

7:00 p.m.

Approximate arrival back at school.

Tomlinson Middle School

200 Unquowa Road
Fairfield, CT 06824-5010
Phone (203) 255-8336
Fax (203) 255-8211



Sally Bonina, Principal

Amanda Kirik, Assistant Principal

Joshua Marko, Dean of Students

September 2014

Dear Parents/Guardian,

In anticipation of the upcoming 8th Grade trip to Philadelphia, please be advised of the following information regarding medication administration on school field trips.

- Connecticut State Law requires the written and signed medication order of a physician as well as the parent's written authorization for all medications to be administered on school trips. This includes prescription and non-prescription drugs such as Tylenol, cough drops, etc.
- All medication forms must be sent to the Health Office for review. All medications must be in their original container.
- All medications and medication orders must be in the Health Office by Friday, October 10, 2014. Forms and medications received after this date will not be accepted.
- Please complete one form per medication. Please provide all information requested on the form.
- One medication order form is included with this letter. Please copy this form if you need more than one medication.
- Self-administration of medication means that the student will carry and administer his/her medication without assistance. Self-administration must be authorized by the student's physician and parent and reviewed by the school nurse.
- Please note that if a student already has a medication form and medication in school, no other action is necessary. Those orders and medications will be sent on the field trip automatically.

If you have any questions regarding medication policy, please do not hesitate to call me at 255-8430.

Jill Mitchell RN MSN
Tomlinson Middle School Nurse

FAIRFIELD SCHOOL HEALTH PROGRAM

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

Connecticut State Law requires a physician's or dentist's written and signed medication order and parent's or guardian's written authorization for all medications to be administered in school and on school trips. All medications, prescription and non-prescription, shall be stored in their original container.

All medications, except those approved for transporting by students for self-medication, shall be delivered to the school by the parent, or guardian or other responsible adult. Self-administration of medications by student is permitted at the high school level and, in special cases, at the middle school level. Inhalant medications may be self-administered at all grade levels. Self-administration must be authorized by the student's physician and parent and reviewed by the school nurse.

PHYSICIAN'S OR DENTIST'S ORDER

Name of Student: _____ Date of Birth: _____

School: Tomlinson Middle School Grade: 8

Condition for which drug is administered: _____

Medication is to be administered by: _____ Trained School Personnel OR
_____ Student may self-administer

BRAND and GENERIC Name of Drug: _____

Dosage: _____ Route of Administration: _____

Frequency: _____ Time to be given in school: _____

Side Effects and Plan for Management: _____

Dates of Administration: Philadelphia Trip October 16 -17, 2014

Physician's Signature: _____ Date: _____

Address: _____ Phone Number: _____

AUTHORIZATION OF PARENT OR GUARDIAN

I hereby give my permission for my child to receive the medication ordered by his/her physician or dentist.

Medication is to be administered by:

_____ Trained School Personnel OR _____ Student may self-administer

I understand that this medication will be destroyed if not picked up by October 31, 2014.

Date Signature of Parent or Guardian Telephone

Please sign and return these two permission slips:

- ✓ The bottom portion is to be returned by **October 9th**
- ✓ The top portion is to be handed to a chaperone the morning of the trip.



Boarding Pass

To be brought to school by student on Thursday, October 16th.
Student must present Boarding Pass to chaperone immediately
upon arriving at school *in order to board* the bus.

I have helped my child pack his/her baggage for the eighth grade overnight Philadelphia Trip and can verify that there are no items prohibited by the Fairfield Board of Education in his/her possession.

Student: _____ Chaperone: _____ Bus#: _____

Parent's Signature: _____

Student's Signature: _____

Date: _____



Please sign and return to your homeroom teacher by October 9th.

Signature Sheets Required For All Participants

Please sign below to indicate that both parent and student have read and discussed the information in this packet carefully. Your signatures confirm you understand and accept the information provided in this packet as well as all deadlines and guidelines presented. Thank you.

Student Name: _____

Student's Signature: _____

Parent's Signature: _____