

YHS Wind Ensemble Montreal Festival Trip

Saturday April 18 – Monday April 20, 2009

Student / Parent Handbook

Dear Parents/Guardians and Students:

To ensure a successful trip, I have put together this handbook for your review. This packet includes; the trip itinerary, rules, regulations, and contact information. Please read this handbook thoroughly and go over the information with your student.

Please fill out and return the guidelines, health form, and border crossing form found on the last pages.

Rules and Regulations

This trip is an official school function. Therefore, all school rules and regulations are in effect. Students are expected to maintain the highest degree of personal behavior as representatives of the Yorktown School District.

1. ***Any use or possession of an alcoholic beverage or drugs by any student is forbidden.*** Any such student will be removed from participation on the trip. A parent will be called and arrangements will be made to have the student sent home at the parent's expense. In addition, a referral will be made to the school administration for any further action that may be deemed appropriate according to school policy.
2. Following school policy, SMOKING is prohibited on this trip.
3. Everyone will remain with the group at all times.
4. All students are expected to follow the itinerary and time commitments for the weekend.

Equipment, Luggage, Concert Dress, Etc.

1. Each student is responsible for his or her own equipment and luggage. If any loss or damage occurs to school owned property then the student and parents are responsible for repair or replacement.
2. Be moderate when packing. One medium size suitcase should be enough for the length of our stay. ALL luggage items MUST be tagged with student's name and address.
3. Double check to make sure that you have packed all necessary articles of clothing for the performance (please adhere to the dress code in the band handbook).

Ladies: Long black skirt or pants, long sleeved black shirt, black stockings, black shoes.

Gentlemen: Black pants, black long-sleeved shirt, black socks, black shoes. NO FLIP-FLOPS.

4. You may only bring one small carry-on bag and your lunch on the bus. All other luggage must be stowed below the bus.
5. Headsets are required to listen to music on the bus.
6. If the bus has a VCR/DVD, only G, PG, and PG-13 movies are allowed.

Equipment, Luggage, Concert Dress, (Continued)

7. What you should pack:
- A photo ID** (your school-issued student ID or driver's license)
 - A passport OR your ORIGINAL birth certificate**
 - A working watch.
 - Cell phone and charger.
 - Money for meals and souvenirs.
 - Your band t-shirt to be worn on travel days.
 - Regular school clothing for sight-seeing and travel. Please be sure all wardrobe choices are appropriate for a school setting. Please bring warm clothes for our out-door tours.
 - Bathroom items (shampoo, hair dryer, deodorant, etc...)
 - Concert attire
 - Semi-formal Banquet attire
 - o Ladies: appropriate semi-formal dress, or nice skirt/dress pants and blouse.
 - o Gentlemen: suit and tie, or dress pants, long-sleeved button down shirt and tie.
 - o NO jeans or sneakers.
 - Your instrument, music, mutes (trumpets!), cork grease, valve oil, extra reeds... anything you may need to keep your instrument in prime playing condition.
 - Your smile, terrific attitude and musicianship!!

Rooms

1. TELEPHONES: The hotel rooms come equipped with a phone. This phone is for room-to-room calls only. Phones may not be used for outside phone calls. All outside calls can be made in the lobby.
2. Damage to rooms: Any damage that may occur in the hotel room will be the responsibility of the student that caused the damage. If no one admits to this responsibility, then the cost of the damage will be divided among ALL students in the room. Payment will be made to the hotel management before departure from the hotel.
3. Switching rooms: Room changes are not allowed.
4. Cots: No cots are allowed.
5. Each room will have a student assigned as a "Key Person". They will assure staff, chaperones and hotel management that room conditions will be maintained. In addition these students will be the first off the bus so room keys may be distributed as quickly as possible.
6. Be extra careful with food, soda, etc. in rooms. **YOU WILL BE CHARGED FOR STAINS AND DAMAGE.**
7. If a room has occupants other than those assigned to the room, doors must remain open at all times.
8. No room service is allowed.
9. After curfew, NOTHING goes in or out of your room. This includes people (except chaperones), food or any other items. Please respect others needs for sleep/quiet, and your director's instructions. Additional security has been hired to monitor the hallways and other areas of the hotel during the night to assure our safety and rest.

10. **At the end of our stay we will have a contest for the cleanest room. There will be a worthwhile prize!!**

11. There is a pool at our hotel. If you wish to swim, you MUST be accompanied by a chaperone.

Curfew and Rest

Curfew means students will:

- Be in your assigned room from the time of curfew to breakfast the following morning.
- There will be other guests in the hotel. PLEASE SHOW RESPECT TO THESE INDIVIDUALS AND KEEP THE NOISE LEVEL DOWN.
- Use common sense in regards to rest and sleep. This is imperative if our performance is to be at its best and for you to enjoy your days. DO NOT PLAN TO STAY UP ALL NIGHT.

Meals

1. Please bring a bagged lunch for the bus on Saturday.
2. Breakfast each morning will be provided at the hotel.
3. Dinner will be provided each evening, but lunches will be on your own.
4. Students may want to bring snacks for the bus ride or to have in their rooms during the trip.

Guidelines, Expectations and Consequences

As a member of our YHS Wind Ensemble Montreal Festival Trip, the student shall:

1. Adhere to and abide by the rules and regulations as set forth in the YHS Student Handbook.
2. Accept all the lodging and travel arrangements in accordance with our tour agency.
3. Comply with the daily itinerary. Be prompt for all scheduled events, rehearsals and concerts.
4. Observe and adhere to evening curfews.
5. Always be in the company of another student or adult and never travel alone.
6. Comply with the instructions of the chaperones.
7. Be dressed appropriately for all activities.
8. Wear their YHS Band t-shirt on each travel day.
9. Not imbibe or purchase alcoholic beverages of any kind.
10. Not smoke or take drugs of any kind, except for prescription drugs, which must be registered with Ms. Kluga.
11. Not participate in any unauthorized activity. All students must adhere to the laws, rules and regulations of the Yorktown School District and Canada.

Should it become necessary for a student to be removed from the trip, either the student will be assigned to stay with a chaperone at all times for the remainder of the trip, or the parents will be contacted and the student is sent home at their parent's expense.

Student Signature _____

Date _____

Parent Signature _____

Date _____

These guidelines are for your benefit and well-being.

The countless hours of rehearsal, fund raising, community and parent support cannot be tarnished by an individual's moment of poor choice and/or judgment.

YHS WIND ENSEMBLE ITINERARY

**Music Festival in Montreal Canada
Saturday April 18 through Monday April 20, 2009**

Saturday, April 18

7:00 AM	Load bus and depart from YHS
2:00 PM	Arrive in Montreal, Canada
	Check in to Hotel Delta
4:00	Rehearsal
5:30	Dinner is served at Essense, a local bistro
6:40	Depart for Place D'Armes Ghost Tour
9:00	Return to hotel
11:00	Lights Out

Sunday, April 19

6:00 AM	Rise and shine!
6:30	Breakfast at hotel
7:15	Depart for Festival Site (Concordia University)
7:40	Warm-up for performance
8:30 – 9:30	Festival Performance and Adjudication
9:45	Depart for shopping and lunch in downtown Montreal
2:00	Tour of 1976 Olympic Park and Montreal Biodome
5:00	Return to Hotel
5:30-6:45	Get ready for the Awards Banquet
7:30 – 11:00	Semi-Formal Awards Banquet, Presentations, Live Jazz Concert, and Dance
12:00 AM	Lights Out (Senior Late-Night pizza party)

Monday, April 20

6:30 AM	Rise and shine!
7:00	Breakfast in Hotel / Hotel Check-out
8:30	Depart for a visit of Notre Dame Basilica and St. Joseph's Oratory
11:00	Lunch
12:00	Depart Montreal for Home
6:00	Arrive at YHS

HOTEL & BANQUET INFORMATION:

Delta Montreal
475 Avenue Du President-Kennedy
Montreal, Quebec, Canada
H3A 1J7
Phone: 514-286-1986 / 1-877-286-1986
Fax: 514-284-4306
www.deltahotels.com/hotels/hotels.php?hotelId=19

FESTIVAL SITE INFORMATION:

Oscar Peterson Hall
Concordia University

7141 Sherbrooke St. West
Montreal, Quebec, Canada
H4B 1R6

**YHS MUSIC DEPARTMENT
FIELD TRIP MEDICAL FORM /INSTRUMENT INFORMATION
MONTREAL FESTIVAL TRIP April 18 – 20, 2009**

Student Name _____ Birthday _____

Student Cell Phone #: _____

Parent Name _____

Address _____

Phone #'s: H _____ W _____ Cell _____

Emergency Contact if parent not able to be reached:

Name _____ Phone #: _____

Relationship _____

Dr.'s Name _____ Phone #: _____

Medication Used/Dosage: _____

**All medications must be carried in their designated prescription containers.
It is suggested that a duplicate prescription be carried.**

Medical Conditions/Allergies:

Insurance Co. _____ ID #: _____

All students must carry a copy of their Medical Insurance ID card. Please also provide a copy for your director.

In the event of a medical emergency the parent or guardian listed will be notified by the district chaperone. Should the chaperone be unable to reach the student's parent or guardian at the telephone numbers designated above, the district chaperone is hereby authorized to engage the services of a licensed medical doctor to provide such medical care as may be necessary.

Parent Signature _____

Date _____

Instrument _____

| Make _____ Model _____ Serial No. _____