

Arlington Public Schools
Student Out of State and Travel Abroad Application
Rev. 9/26/16

Today's Date

Trip Leader Name Rebecca Walsh Bradley
School OMS Subject/Grade English, 7th
E-mail address rwalshbradley@arlington.k12.ma.us
Phone 781.996.9231.

Trip Destination: City(s)/Country

London and Environs

Dates of Trip

Departure Date 4/9/20 Return Date 4/17/20
Method of transportation Flight Leaving from (school, airport) Logan Airport

Purpose of Trip (check all that apply)

- Cultural Educational Home Stay
 Sister City Student Exchange
 Other (describe)

Itinerary (attach additional documents as necessary)

Please see attached documents.

Describe the educational purpose and value of the trip?

We will be visiting sites of historical, literary and cultural value, including Shakespeare's birthplace, Oxford University, the Globe theater (where we will see a performance), the Tate Modern museum, Stonehenge, and much more. Both chaperones are English teachers, and we will be tremendously excited to share our passion for literature in the places wherein many of the classics we teach were conceived.

If the trip involves missing school, what are the reasons and what steps will be taken to minimize the impact?

The trip will take place over Spring Break; no school will be missed.

Who may go on the trip? (requirements to participate - grade levels, attendance, behavior, academics - consult the sample Trip Policy Form)

The trip is open to all current AHS students.

Cost of trip per student?

\$3,328.00. Explorica will take \$200 off this price if at least 20 students sign up.

What is included in the trip?

Please see attached itinerary.

What is not included in the trip? What expenses will students incur during the trip?
Spending money is not included.

Other Chaperones

Name Tim Marten School AHS Subject/Grade English, 9th & 12th
E-mail address tmarten@arlington.k12.ma.us Phone 617.642.1040.

Name School Subject/Grade
E-mail address Phone

Name School Subject/Grade
E-mail address Phone

How do students register for the trip? Is there a payment plan? Describe.

Yes. 15 monthly payments of \$211.33, after initial payment of \$158.00

*The travelers will register online directly through the company.
Payments will be made in the same manner.*

Is there a process in place for students who have difficulty paying for the trip? (scholarships?)

Funds available? There is one free spot for every six students signed up. If eighteen students sign up, we can offer one spot on the trip for free.

Fundraising available?

Process for determining need? We are still discussing how we will go about this.

This is a practice under development at the high school.

Please list the name and contact information for the agency you are working with, if applicable.

Explorica. 888.310.7120. Our Tour Center ID is: Marten-8900

Are they insured? Describe the trip insurance plan. (Trip insurance includes coverage for emergency travel home, trip cancellations, etc. This is not just liability.)

EXPLORICA'S TRAVEL PROTECTION PLAN

Our standard travel protection plan covers you for the following events:

- A traveler's injury, sickness, or death of a family member
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects

- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined

The Travel Protection Plan is \$108, included in the cost. If travelers would like to upgrade to Travel Protection PLUS, that will be an additional \$54 fee.

For the details of the Travel Protection PLUS plan, please see the attached insurance information.

Describe the refund policy and dates. (Include this information in the Trip Policy Contract that is signed by students and parents/guardians)

Cancellation requests must be e-mailed to Explorica. See attached sheet for more information about the Travel Protection PLUS coverage.

Describe how you will factor emergency cash into the trip budget.

We are still discussing this contingency, but we will arrive at consensus soon.

Describe how you will communicate with parents before and during the trip.

We will have an informational session soon, and will communicate via e-mail afterwards. We will provide them with the phone numbers of all the hotels we will be using.

Describe how you will communicate with administration during the trip.

By phone and e-mail.

REQUIRED DOCUMENTS (May be combined)

- Trip Application Form
- Trip Policy Contract (including refund policy, behavioral expectations, see below)
- Trip Medical Form (including release, statement confirming that student is clear to go and school will be notified of any change in status)
- Release from liability
- Consent to treat

Before the application is presented to School Committee, please obtain the following signatures in this order.

Signature of International Coordinator

Mary Villano 12/5/2018
Name Date

Signature of Department Head

Name Department Date

Signature of Principal

Matthew J. AHS 12/3/18
Name School Date

Signature of Superintendent

Rachel Baker 12/10/18

England Trip 2020 Itinerary

April 9th - April 17th, 2020

Day 1 Start tour

Day 2 Hello London

Meet your tour director and check into hotel

London city walk

Thames River, Trafalgar Square, National Gallery visit, Piccadilly Circus, Covent Garden, Leicester Square, Soho

Classic fish & chips dinner

Day 3 London landmarks

London guided sightseeing tour

Buckingham Palace, Big Ben, See the Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, See St. Paul's Cathedral

Globe Theatre Performance

Hard Rock Cafe dinner

Day 4 Royal London

Tower of London visit

Charles Dickens Museum visit

Jack the Ripper evening guided walking tour

Curry dinner

Day 5 London—Stratford

Travel to Stratford via Oxford

Oxford tour director-led sightseeing

Blenheim Palace visit

Stratford tour director-led sightseeing

Anne Hathaway's Cottage visit, Shakespeare's birthplace visit

Day 6 Stratford—Bath

Travel to Bath

Bath guided sightseeing tour

Pulteney Bridge, Roman Baths visit, Abbey

Day 7 Bath—London

Travel to London

Stonehenge visit

Salisbury Cathedral visit

Day 8 London

Tate Britain visit

Day 9 End tour

Tour includes:

- Round-trip airfare
- 6 overnight stays (8 with extension) in hotels with private bathrooms
- Full European breakfast daily
- Dinner daily
- Full-time services of a professional Tour Director
- Guided sightseeing tours and city walks as per itinerary
- Visits to select attractions as per itinerary
- 3-day London travel card
- High-Speed Eurostar Chunnel crossing on extension
- Tour Diary™
- Travel Protection Plan
- Note: On arrival day only dinner is provided; on departure day, only breakfast is provided
- Note: Tour cost does not include airline-imposed baggage fees, or fees for any required passport or visa. Please visit our Fees FAQ page for a full list of items that may not be included in the cost of your tour.

Total Fee, as of 12/4/18: \$3,328.00; \$200 less if 20 or more students sign up.

England Trip 2020 Insurance:

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travelers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

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EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes our exclusive Cancel For Any Reason Waiver Benefit.

With our Cancel For Any Reason Waiver Benefit, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) You cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver Benefit does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver Benefit is provided by Explorica and is not an insurance benefit underwritten by United States Fire Insurance Company and must be purchased within 14 days of your initial payment for your trip.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality Travel Protection Plans:

TRIP INTERRUPTION

If you have to interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a traveling companion or a family member) or for other covered reasons such as: cancellation of arrangements by an airline due to strike or bad weather; a documented theft of passports or visas; or a terrorist incident which occurs in a city which is listed on the itinerary of your trip and within 30 days prior to your scheduled departure date for your trip, as defined, you will be reimbursed up to the trip cost for the unused, non-refundable land or water arrangements and the additional transport charges paid to return home or to rejoin your trip (limited to economy one-way airfare, or first class if your original tickets were first class).

TRAVEL DELAY

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and traveling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a

common carrier delay; injury, sickness, or death of you or your traveling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

MEDICAL EXPENSE/EMERGENCY ASSISTANCE

Provides reimbursement up to \$25,000 for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip, up to \$750; the costs for emergency transport to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased, up to \$50,000.

BAGGAGE & PERSONAL EFFECTS

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

PRE-EXISTING CONDITIONS WAIVER

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

A "Certificate of Coverage" which provides complete details of the plan, including conditions, exclusions, and limitations, is available to you on our website under the Travel Protection Plan or is available to you at any time by request.

[View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate](#)

The Explorica Travel Protection Plan benefits are administered by: Trip Mate, Inc. (In CA, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

The Explorica Travel Protection Plan is underwritten by Arch Insurance Company, Jersey City, NJ.

The cost for Explorica's Travel Protection Plan is \$12 per day of your tour, maximum \$180. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

The cost for Explorica's Travel Protection Plan Plus is \$18 per day of your tour, maximum \$270. This plan should be purchased at the time of enrollment, and cannot be refunded once selected.

How to Submit a Claim

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: A433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required.

Claims may be reported to Trip Mate by any of the following methods:

- Online - visit <https://www.travelclaimsonline.com>
- Phone - call to 1.800.888.7292 during business hours.
- Fax - 1.816.523.3379
- Mail - Trip Mate, Inc.
- 9225 Ward Parkway
- Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above). Make sure to only fill in the fields marked with asterisks.