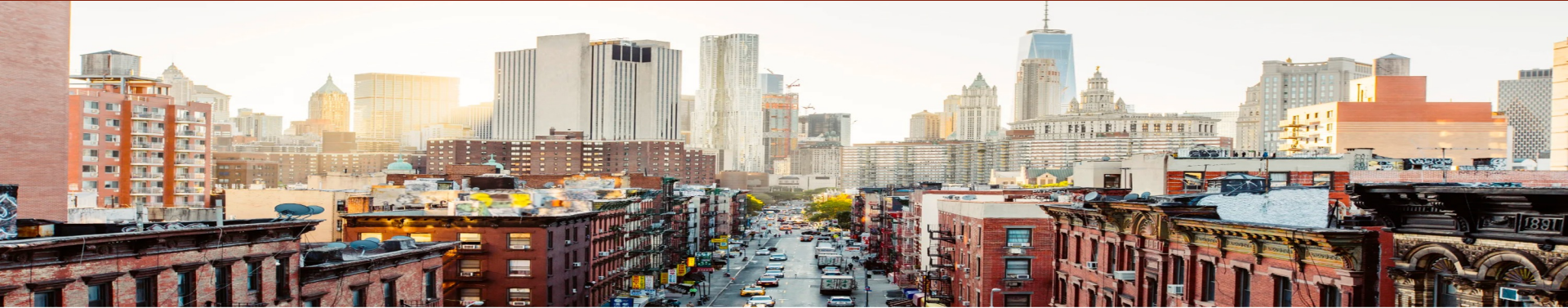


Brookwood Chorus NYC 2024 Trip Meeting



Before we get started:

1. All travelers (student + chaperones) should join our remind: **bwoodnyc24**
 - a. Or text @bwoodnyc24 to 81010
2. Submit emergency contacts digitally to <http://tinyurl.com/BHSNYCcontact>



BROOKWOOD CHURCH



Creative Group Tours
March 21-24, 2024

Contact Information

Remind:

Text @bwoodnyc24 to
81010

Mr. Still's Field Trip Cell:

770-676-1520

Make sure to submit each traveler's
emergency contact information:



Lodging and Transportation



Lodging

Courtyard by Marriott,

1 Polito Ave
Lyndhurst, NJ 07071

201-896-6666

Transportation

Academy Bus Charter

Delta Airlines

Delta



Download the DELTA APP onto your device.

You will need your confirmation number to access your ticket, which was given to students in class.

Recommendation: The next screen will ask for “Update passenger contact information” - Entering that info will allow DELTA to contact you with changes to this reservation. This information will only be used to inform you of flight updates for this trip.

Departure Day

Transportation is NOT provided to or from the airport.

Meet @ Hartsfield-Jackson Airport - ticketing.

Check in using the Delta App up to 24 hours in advance.

Please arrive at least 90 minutes before your scheduled flight. There are two flights.

Flight one leader: Mr. Still - Delta Flight 404 & 812

Flight two leaders: Ms. York & Ms. Saxby

Departing at 7:15am, Delta Flight 323 & 512

On Departure Day...

Early is on time

On time is late

Late is unacceptable... I can't stop the plane.

Packing

Checked luggage fees are not included in the trip price. Recommend you bring carry-on luggage only for ease of transport, won't lose luggage, etc.

<https://www.delta.com/us/en/baggage/carry-on-baggage>

Follow TSA Regulations for what you can bring in carry-on luggage. Check the liquids limit (3oz)

NYC is windy and cooler than the actual temperature - particularly around water.

Ellis island could be quite cool - be prepared!

For shows - nice (non-ripped) jeans/khakis with a nice top/jacket would be fine.

Money

Bring enough money for 3 lunches + souvenirs, items you might need at the airport, etc.

Remember - whatever you purchase must fit in your luggage back.

Recommend credit cards over cash; credit cards can be replaced, cash cannot if lost or stolen.



Brookwood Chorus NYC Shirts

Everyone needs either a t-shirt or hoodie. Or both. We will wear them at the Broadway workshop.

2 color choices & 2 clothing choices.

[Brookwoodchorus.com](https://brookwoodchorus.com) > NYC Trip





03.21.24

03.22.24

03.23.24

03.24.24



Day 1 - Thursday, March 21, 2024

Please arrive 90 minutes prior to departure

- 6:30 a.m.** Flight 1 departs Atlanta Carrier: Delta Flight # 365 Departure: 630A with arrival at LGA 848A
 - 7:30 a.m.** Flight 2 departs Atlanta Carrier: Delta Flight # 970 Departure: 730A with arrival at LGA947A
 - 8:48 a.m.** Flight 1 lands at LaGuardia
 - 9:47 a.m.** Flight 2 lands at LaGuardia
 - 10:00 a.m.** Gather all carry on items and head to baggage claim area to get on Academy Charter Buses
 - 10:30 a.m.** Board buses and depart the airport for Battery Park in NYC
 - 11:00 a.m.** Arrive at Battery Park and prepare to board ferry for Liberty Island - *State St & Battery Pl*
 - 11:25 a.m.** Depart for Liberty Island
 - 12:30 p.m.** Lunch on Liberty Island - **lunch on your own**
 - 1:30 p.m.** Board ferry and depart Liberty Island for Ellis Island
 - 2:45 p.m.** Board ferry and depart Ellis Island to head back to Battery Park
 - 3:15 p.m.** Pickup at Battery Park
 - 3:45 p.m.** Visit FAO Schwarz *30 Rockefeller Plaza*
-

4:45 p.m. 10 minute walk down 5th Avenue to Annie Moore's
5:00 p.m. Dinner at Annie Moore's Irish Restaurant 22 E 41st St
7:00 p.m. Time's Square time to shop
9:30 p.m. Board buses and head to hotel to check in
10:00 p.m. Arrive at Hotel
10:30 p.m. Room check by chaperones/Lights out

Day 2 - Friday, March 22, 2024

7:30 a.m. Wake-up call by chaperones
8:15 a.m. Breakfast in hotel
9:15 a.m. Board buses and travel into NYC
10:00 a.m. Visit One World Observatory
11:30 a.m. Lunch at Hudson Eats - lunch on your own
12:30 p.m. Lower Manhattan tour begins
4:30 p.m. Tour concludes - change of attire before dinner
5:15 p.m. Dinner at Ellen's Stardust Diner
6:15 p.m. Dinner concludes
7:30 p.m. Broadway show #1 - Hadestown begins
10:00 p.m. Show ends. Head to buses and return to hotel
10:45 p.m. Arrive at hotel
11:15 p.m. Room Check by chaperones/Lights out

Day 3 - Saturday, March 23, 2024 - Workshop Day

7:30 a.m. Wake-up call by chaperones
8:15 a.m. Breakfast at the hotel
9:00 a.m. Board buses and travel into NYC
9:30 a.m. Midtown Manhattan Tour to end at Grand Central Station
12:30 p.m. Lunch at Grand Central Station - lunch on your own
1:30 p.m. Board buses to head to workshop
2:00 p.m. Choral Workshop - Ripley-Grier Studios - 520 8th Ave NY, NY 10018
4:00 p.m. Workshop concludes
4:30 p.m. Shopping and Dinner around Times Square - dinner allowance provided
6:30 p.m. Meet buses to change attire for the Broadway Show
7:30 p.m. Broadway Show #2 - Wicked begins
9:30 p.m. Show ends. Head to buses and return to hotel
10:00 p.m. Arrive at hotel
10:30 p.m. Room Check by chaperones/Lights out

Day 4 - Sunday, March 24, 2024

- 5:45 a.m.** Wake-up call by chaperones
- 6:15 a.m.** Breakfast at the hotel Flight 1 - Wake up call for Flight 2
- 7:00 a.m.** Breakfast at the hotel Flight 2
- 7:00 a.m.** Board Buses to head to airport Flight 1
- 7:45 a.m.** Board buses to head to airport Flight 2
- 9:00 a.m.** Flight 1 departs from LaGuardia **Carrier: DELTA Flight #: 491 Departure: 900A**
- 10:00 a.m.** Flight 2 departs from LaGuardia **Carrier: DELTA Flight #: 507 Departure: 1000A**
- 11:40 a.m.** Flight 1 lands in Atlanta - gather all belongings and head to baggage claim to be picked up
- 12:43 p.m.** Flight 2 lands in Atlanta - gather all belongings and head to baggage claim to be picked up

Arriving Home

All students will be picked up from ATL / Hartsfield-Jackson.

- 9:00 a.m.** Flight 1 departs from LaGuardia **Carrier: DELTA Flight #: 491 Departure: 900A**
- 10:00 a.m.** Flight 2 departs from LaGuardia **Carrier: DELTA Flight #: 507 Departure: 1000A**
- 11:40 a.m.** Flight 1 lands in Atlanta - gather all belongings and head to baggage claim to be picked up
- 12:43 p.m.** Flight 2 lands in Atlanta - gather all belongings and head to baggage claim to be picked up

Please be prompt in picking your child up from the airport.

Additional Information

- Bus Groups will be the same as the plane groups
 - We will walk in groups of 4+ with chaperones while in NYC. Walking groups coming after LGPE performance week.
 - Carry purse cross body; use a pocket that can be zipped or buttoned. Same with phones.
 - Credit Cards can be replaced if lost or stolen, cash cannot.
-

Important Documents

- Field Trip Packet / Permission form available in class.
 - Digital version on brookwoodchorus.com
 - Due March 1, 2024. That's 11 days.
 - Don't make me beg for forms.
 - **No forms will be accepted the day before, or at the airport.**
-

Expectations

My initials:		Description of the expectations and guidelines:
	1.	I will have fun on the trip and will keep a positive attitude even when I am tired, hungry, thirsty, and my feet are killing me!
	2.	I understand that I am an ambassador of Brookwood High School.
	3.	I will expect things to be different. That is why I travel.
	4.	I will <u>listen</u> when the tour director and/or teachers are speaking. Cellphones/devices will be off and ear buds will be put away as a sign of respect.
	5.	I will be flexible and patient. Changes may be necessary.
	6.	I understand that we should watch out for one another. We are a family and we should take good care of each other.
	7.	I will be tolerant, kind, and respectful to each person in the group and recognize his/her individuality. I will try to get to know all the people in my group.
	8.	I will be on time for everything. I understand that if I am late, the entire group may miss an event. I WILL NEVER KEEP THE GROUP WAITING!
	9.	I will always keep my travel itinerary and hotel address with me.
	10.	I will be considerate of the other hotel guests. I will limit talking in the halls and common areas. I understand that slamming the heavy hotel doors will disturb other hotel guests. I will remember that a hotel is not a college dormitory.
	11.	I will keep my hotel room neat and tidy.
	12.	I <u>will</u> stay in my room after room check.
	13.	I will learn all that I can about everything I see, hear, and do. I know that this trip is a learning experience and that I will want to have good memories of the trip for many, many years.
	14.	I will always tell the truth. I know that my teachers care about me and will always help and guide me.
	15.	I understand that prescribed medications must be in the original containers.
	16.	I understand that taking any items from the hotel property is considered stealing.
	17.	I will <u>sleep</u> when it is time to sleep.
	18.	I will be present every morning at <u>breakfast</u> .
	19.	I will budget my money wisely and keep track of it.
	20.	I will always stay in groups of four or more.
	21.	I will ask questions if I do not understand or I am confused about something.
	22.	I will not smoke. I will not take illegal drugs. This includes marijuana. I understand that I will be sent home at my own expense.

Emergency Contacts

Chorus Emergency Contact Information Student

Name: _____

Parent Name: _____

Student Cell: _____

Parent Phone/Cell: _____

Emergency Contact Name 1: _____

Emergency Contact Phone 1: _____

Emergency Contact Name 2: _____

Emergency Contact Phone 2: _____





**BROOKWOOD HIGH SCHOOL
OVERNIGHT FIELD TRIP
STUDENT CODE OF CONDUCT**



Code of Conduct

Brookwood Chorus NYC Trip

Field Trip/Event

March 21-24, 2024

Date of Field Trip/Event

Teacher/Sponsor: Mr. Still

As a representative of Brookwood High School, I will comply with the following guidelines for the overnight field trip:

- Rules regarding student conduct, as stated in school board policy, student handbooks, activity code book, and state and federal law, apply to the extent applicable while on any field trip. A student is subject to the district's student disciplinary procedures if he/she violates any of the policies, behavior guidelines or state and federal law while on a field trip.
- Students will attend all scheduled functions including meetings, meals, etc., unless otherwise excused or instructed by the teacher in charge.
- Students will refrain from any illegal or inappropriate behavior that would detract from a positive image of the Brookwood High School or be detrimental to its objectives.
- Students will display proper respect toward all teachers, administrators, fellow students, chaperones and the public.
- All scheduled activities in the program are obligatory. A student who is ill and, therefore, unable to attend must inform his or her teacher/chaperone.
- If there are serious infractions of rules of conduct or violations of state or federal law, a student may be sent home at the expense of the family. Prompt notice of such action will be given to the principal, the student and parents/guardians. Law enforcement agencies may be notified of and involved in situations required by law.
- To insure a reasonable state of alertness for the following day's activities, evening curfew hours will be established and strictly observed.
- The nightly curfew changes each day (see itinerary). Students are expected to be in their own room at this time. Room checks will be made. Student may not leave their hotel room for any reason once room checks have been made by teachers/chaperones.
- Students are not permitted to have members of the opposite sex in their room at any time.
- Students are not permitted to change assigned rooms.
- Students must respect hotel property. The student is responsible for any damage or misappropriation of hotel property. The student is responsible for restitution should any damage or loss of property occurs. The student must reimburse the hotel before the group leaves the premises.
- Students must be considerate and respectful of the rights of other hotel guests. Unnecessary and loud noises, such as slamming doors, running hallways and loud music, are strictly forbidden.
- Any additional guidelines for the students will be established as needed by the teacher in charge.

1. Your signature on this document constitutes unconditional agreement to comply with the Brookwood High School's Student Code of Conduct for field trips.
2. Failure to comply with the Code of Conduct as set forth in this document will result in disciplinary action.

Such disciplinary actions may include, but are not limited to:

- A. Dismissal from further participation in the trip and immediate return home (at the expense of the parent/guardian)
- B. Disqualification from participation in further trips/events
- C. Consequences as established in school Discipline Handbook

The undersigned has read, understands and agrees to the terms of this Student Code of Conduct as outlined above.

Student Name (please print)

Student ID

Date of Birth

Student Signature

Student Cell Phone #

Date

As the parent/guardian of the above named student, I have discussed the Code of Student Conduct with my son/daughter. I agree that the rules shall be followed. I have provided the necessary emergency medical information and give permission for my son/daughter to participate in this field trip.

Liability Form



Gwinnett Public Schools Alternative Transportation Liability Form

Gwinnett County Public Schools / Brookwood High School is not always able to provide transportation for students to off-campus extracurricular school activities. In cases when transportation is not provided by Gwinnett County Public Schools / Brookwood High School as in the use of a school bus or charter bus, it is the responsibility of the student's parents or guardian to secure their student's attendance at such activities. Gwinnett County Public Schools, its local schools, officers, employees or agents shall not be responsible for any injury or loss arising out of a student's transportation to or from the off-campus activity when such transportation is provided by parents, students, school staff or any other party. Your signature acknowledges your receipt of and understanding of this policy.

Medical Form

Medical Information

Name _____
(last name) (First Name) (Preferred Name)

Parents names: _____
(First Parent) (Second Parent)

Parent Cell _____
(First Parent's cell) (Second Parent's cell)

Home Phone _____ Email address _____

Medical Concerns (Please indicate "none" if not applicable. Use reverse side id additional space needed.)

Medication: (please include all medication including over the counter medication taken on a regular basis)

Inhalers? _____ yes _____ no _____ type _____

Allergies: (Please list medication, food and environmental allergies or indicate "none" if not applicable)

Carries Epi Pen? _____

Wears contacts? _____ Wears glasses? _____ Date of last Tetanus Shot _____

Emergency

Contact: _____
(name) (phone number) (relationship)

Insurance Info: Company _____ Policy holder name _____ Policy number _____
ID number _____ (Please make copy of both front and back of insurance card and paperclip to this page)

Authorization and Permission Agreement

I give permission for my child in case of illness or injury to receive medical care from a Doctor or hospital and to receive non-prescription medication (Tylenol, aspirin, antacid, etc.) and minor first aid care from Brookwood Chorus. I understand that Brookwood Chorus chaperones are not responsible for administering medical care, but I grant them permission to provide minor first aid and transportation as needed. I also understand my child will be responsible for their own medication.

(Parent Signature)

Chaperones

- Additional details coming in March via email
 - Chaperones will be assigned student rooms & groups to lead
-

Summary / Extras

Breakfast provided at hotel each morning

Dinner provided each evening in NYC

Bus transportation provided while in NYC

Each day at the students may need extra money for one of their lunch meals and souvenirs. Additionally, students money for any charges for luggage fees depending on Airline.

Transportation to and from ATL airport is NOT provided.

Questions
