



Rockheights MIDDLE SCHOOL music

1250 Highrock Ave. Esquimalt, BC V9A 4V7 Ph: (250) 384-7125 www.rockheightsmusic.com

Gr 7 & 8 Music Trip to Vancouver
Wednesday April 10 and Thursday, April 11th, 2024
**Re: Receipt or Invoice, Roommates' Names, Itinerary, Packing List,
Health and Consent Forms**

Friday, March 15, 2024

Dear **Student, Div**

We are all getting excited about our trip to Vancouver and plans are firmly in shape! I am very grateful to parents Leslie Daigle and Melissa Burton for volunteering their time to accompany us as chaperones on this trip. Additionally, Mr. Maxwell will be in Vancouver during our stay, and on call to support us, while teacher Marty Malinowski will be the male chaperone. This final letter is to provide and collect some important information before we travel.

Included in this package are:

1. **A list of your roommates;**
2. **A receipt for payments you have made and/or invoice for payments owing;**
3. **A Certificate of Parental Authority Form;**
4. **A Student Overnight Accommodation Form (medical and diet info');**
5. **A Code of Conduct agreement;**
6. **A final itinerary; and**
7. **A suggested packing list.**

Please complete these documents, make any outstanding payments, and return them to the school by **Friday, April 5th**. Please get in touch with me, or Aaron Maxwell, if you have any questions or concerns.

Warmly,

Risa McDonell, Music Teacher

Roommate List

Student's Name: Student

Your roommates are: Roommate 1; Roommate 2; Roommate 3



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Receipt / Invoice

Student's Name: Student

PAYMENT DUE	DUE DATE	PAYMENT MADE	TENDER
\$25	January 29, 2024	\$25	online
\$175	February 16, 2024	\$175	online
\$150	March 8, 2024	\$150	online
	TOTAL PAYMENTS:	\$350	
	BALANCE OWING:	\$0	

Thank you for your payments. If you have a balance owing, please either:

- **Pay online using School Cash Online. This is the preferred method of payment;** or
- **Pay by cheque** made payable to Rockheights Middle School; or
- **Pay in cash** by putting your child's name on the outside of the envelope and have an adult bring this to the school's main office. Please do not send your child to school with cash.

If you have any other questions or concerns, please get in touch with Aaron Maxwell or Ms. McDonell.



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REGULATION 3545.2 (Attachment 8)
September 2021

SCHOOL DISTRICT NO. 61 (GREATER VICTORIA)
CERTIFICATE OF PARENTAL AUTHORITY
FOR SPECIAL SCHOOL JOURNEYS

Vancouver, BC

DESTINATION OF JOURNEY

Wed Apr. 10, Thu. Apr. 11, 2024

DATE(S) OF JOURNEY

Rockheights Middle School

NAME OF SCHOOL

Risa McDonnell

NAME OF TEACHER IN CHARGE

A special school journey is planned for the date(s) specified above. Although the journey will be supervised, the individual discretion of the student will be relied upon to a certain extent to maintain discipline and safety.

Details regarding the planned journey are attached to this form.

I give permission for my child/
student under my care, to participate in
the special school journey identified above.

NAME OF STUDENT

SIGNATURE OF PARENT OR GUARDIAN

Home Phone _____

Bus. Phone _____

Please provide the names of two people who may be contacted in the absence of the student's parents/guardians.

NAME OF ALTERNATE

ADDRESS

TELEPHONE



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REGULATION 3545.2 (attachment 11)
September 2021

STUDENT OVERNIGHT ACCOMMODATION FORM

To be completed by parent/guardian:

School: Rockheights Middle School

Student's Last Name: _____ First Name: _____

Parent's/Guardian's Name: _____

Telephone: _____ (H) _____ (W)

Emergency Contact:

Name (1): _____

Name (2): _____

Telephone (1): _____ Fax: _____ Email _____

Telephone (2): _____

Medical Information

CARE Card Number: _____

Travel Insurance: _____ Coverage No. _____

Passport/I.D. Number: _____

Medical Alert Information (allergies, dietary restrictions, medication, existing medical conditions) that you want the supervisors and/or billeting family to know about:

Permission is given to seek medical attention. Parent /guardian will be notified.

Signature of Parent/Guardian _____

- 1 copy to office
- 1 copy to teacher

Please note that chaperones are NOT allowed to give students any medications that are not declared on the Overnight Accommodation Form and brought with the students. This includes normal over-the-counter medications such as allergy, diarrhea, nausea, and pain medications.

Please do not pack NUTS OR SHELLFISH PRODUCTS. Check snack packaging carefully.



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REGULATION 3545.2 (attachment 12)
September 2021

CODE OF CONDUCT

Trip Rockheights Music Cir 788 Trip to Vancouver, BC
Date Wed Apr 10, Thu Apr 11, 2024

The following rules of conduct shall apply to all:

1. Act as good ambassadors, hence following Rules of Conduct
2. When not with the group, each student must be in the company of at least two other students
3. Students are expected to observe any curfew initiated during the trip
4. Intoxicants in any form are not permitted at any time
5. Host families will be notified of any change of schedules
6. Courtesy and respect will be afforded all persons encountered on trip including hosts and supervisors
7. Any student who feels ill or encounters any problems must inform one of the chaperones immediately
8. Any pre-existing medical conditions must be reported to the supervisor or one of the chaperones prior to trip departure
9. Any accommodations used during the trip are to be kept clean and free from damage
10. Students will not go into sleeping quarters that they are not assigned to without the specific approval of the supervising teacher.

We, the undersigned, understand that our child/student under my care, _____ is subject to the above mentioned regulations governing the field trip and that any violation of the regulations will result in some form of disciplinary action upon return to School District #61.

Dated at Victoria, on this _____ day of _____

Understood and agreed to by _____
Signature of Parent/Guardian

Signature of Student

Additional conduct notes in this agreement:

At the hotel, safety is our primary concern. Therefore, students will not be allowed to visit other rooms, or to leave their rooms for any reason, including to go to vending or ice machines.

Students will know the room numbers and cell phone numbers of chaperones and can reach us if they need to. Students will not be able to use the hotel phones to call home (i.e. outside calls), but they may use the phones to call between rooms (this function can't be turned off, for safety reasons).

A "lights out" time will be communicated at the hotel and will depend on the needs of the group at that time. There will be a morning wake-up call set up by the hotel. After the wake-up call, students will be allowed to leave their rooms to get breakfast in the lobby.

Should a student fail to adhere to the Code of Conduct, or to follow the instructions of any staff, service providers or chaperones, there will be consequences that could impact the experience for everyone involved.



Final Itinerary

This itinerary is subject to change. There are many variables involved in group travel. Weather, traffic, medical emergencies, and other circumstances may cause a change in the itinerary. Please always listen to the chaperones for instructions at all times. **At no time should any student be alone or outside of a stated boundary.**

Wednesday April 10 th , 2024	
7:00am	Students arrive at Rockheights and board a chartered coach bus.
8:20am	Arrive at Swartz Bay Ferry Terminal.
9:00am	Board the Spirit of British Columbia ferry from Swartz Bay Ferry Terminal to Tsawwassen Ferry Terminal.
10:30am	Arrive at Tsawwassen Ferry Terminal. Travel to Delbrook Community Centre.
11:30pm	Lunch at Delbrook Community Centre (students bring their own bagged lunches).
12:00pm	Musical Theatre workshop with Doug and Gillian Irwin. Doug and Gillian have been directing young people's musical theatre productions for over 30 years. Doug and Gill are master teachers whose shows are hugely successful in the community. Students will learn what it's like to be part of a live musical production! We'll be working on "You Can't Stop The Beat" from <i>Hairspray</i> and "Seasons of Love" from <i>Rent</i> .
2:30pm	Depart Delbrook Community Centre for an afternoon of sightseeing including Stanley Park, Granville Island, and Gastown.
6:30pm	Dinner at Old Spaghetti Factory, downtown Vancouver.
7:30pm	Evening activity TBA (it will not be swimming, but something quiet).
8:30pm	Return to hotel for quiet time in rooms and lights out (no visiting other rooms).
Thursday, April 11 th , 2024	
7:00am	Wake-up call. Students are free to go enjoy breakfast in the hotel (included).
8:30am	Depart hotel for Grouse Mountain.
9:00am	Arrive at Grouse Mountain Skyride to meet our guide. Ride the Skyride to the summit and participate in full day of First Nations cultural activities and environmental education programming at Grouse Mountain including a Hiwus First Nations Presentation; a Hiwus First Nations Art Activity; a traditional Hiwus lunch served in the longhouse; and snowshoeing (or hiking).
2:00pm	Depart Grouse Mountain for Lynn Canyon Suspension Bridge. Take a group photo.
3:00pm	Depart Lynn Canyon Suspension Bridge for Tsawwassen Ferry Terminal.
4:20pm	Arrive Tsawwassen Ferry Terminal.
4:45pm	Board the Spirit of Vancouver Island ferry for Swartz Bay. Dinner is on the ferry and included in the price you've already paid.
6:30pm	Arrive Swartz Bay Ferry Terminal.
7:15pm	Arrive Rockheights Middle School.



Suggested Packing List

This packing list is provided as a courtesy to you. **You and your parents are responsible for making sure you have everything you need** on this trip. If it's not on this list, and you believe you need it, please bring it. Students should plan to bring:

- **One backpack** packed with your lunch and things you need during the day;
- **One overnight bag / small suitcase** for everything else;
- **One small comfort item**, if you want (a small stuffy, neck pillow, etc.). It must fit inside your bag.

Please note that the school district is not responsible for any lost or stolen items, and it may not be possible to return to look for anything which a student left behind. **Please make sure that every bag, including backpacks and lunch kits, are labelled with your name.** Please consider leaving valuables at home.

Items to bring:

Food items

- A water bottle
- A substantial bagged lunch for Wednesday
- A small amount of snacks (optional)

Miscellaneous

- Cell phone (not necessary, but you can if you want)
- Charger
- Headphones
- Small comfort item (small stuffy)

Clothing

- Casual walking shoes
- Two pairs underwear
- Two pairs socks
- Pajamas
- T-shirt or other casual shirt
- Long pants
- Sweatshirt or sweater

Outdoor Clothing for Snowshoeing at Grouse Mountain (expect snowy conditions and cold temperatures)

- Waterproof shoes or boots that are suitable for snowshoeing and hiking
- Rain-proof, insulated winter jacket
- Rain pants, snow pants, or pants that can get wet (and then a change of dry pants)
- Hat
- Gloves or mittens

Toiletries / Medications

- Toothbrush
- Toothpaste
- Floss
- Hairbrush or comb
- Shampoo
- Conditioner
- Deodorant
- Tampons or pads
- Sunscreen / cosmetics
- Any medications that you normally take. Please declare these on the Overnight Accommodation Form

Please note:

NO NUTS OR SHELLFISH PRODUCTS

Chaperones are NOT allowed to give students any medications that are not declared on the Overnight Accommodation Form and brought with the students. This includes normal over-the-counter medications like allergy and pain medications.