Suffield Public Schools
Field Trip/School Sponsored Trip Request Form

Form to be completed by the advisor of the field trip and submitted to the principal's secretary. The completed form needs to comply with all regulations found in Policy #6153.

Date of Request: 3/7/2025

Type of Trip: Field Trip Extracurricular Athletic (International)

NOTE: Out of state or overnight trips must be approved by either the Superintendent or his/her designee. Overnight trips must also be approved by the Board of Education. (See Regulation #6153)

Teacher/Advisor: Laura Tinnirella and Carl Casinghino

Date(s) of Trip: February 5-9 2026 Time: leaving 6am, returning @ 9:30pm

Destination: Québec City and Montreal, Canada (Quebec province)

Number of Students: 35

Number of Chaperones: 5 (see Regulation #6153 – Chaperone guidelines)

Name(s) of Chaperone(s): Laura Tinnirella, Carl Casinghino, Devlyn Bent, Katie Tho + one other

Has disclosure form been completed for all chaperones that are not Suffield Public School employees and are chaperoning an overnight trip?

Yes No (N/A)

Has chaperone information, including applicable Board of Education policy(ies) been delivered to chaperones?

Yes No

Cost of trip (include information regarding payment of expenses and any financial penalties that may be incurred):

$1500 + insurance $110

Insurance Certificate Required: Yes No

Mode of Transportation: chartered bus (coach bus)

Explanation of Trip:
Educational trip for students learning French to experience the French language and history & culture of Québec and appreciate the city's famous Winter Carnival.

* Visit a high school, winter carnival, Quebec Falls on these dates, which is why not over February break.

Educational Purpose:
Students will speak French in a francophone setting, communicate with peers at a Québec area high school, engage in a hands-on study of Canadian culture & history and partake in winter carnival activities.

Itinerary:
(Please see attached.)

Advisor's Signature: [signature] Date: 3/12/25

Principal Signature: [signature] Date: 3/18/25

Superintendent/Designee: ____ Approve ____ Deny

Superintendent/Designee Signature:_____ Date: _____

Board of Education: ____ Approve ____ Deny

Board Chair Signature:_____ Date: _____

Prometour
EDUCATIONAL TOURS

LA BELLE PROVINCE

Quebec City and Montreal with QC Winter Carnaval

SUFFIELD HIGH SCHOOL

FEBRUARY 5 - 9, 2026

5DAYS

Jennifer Page
Tour Consultant
jennifer.page@prometour.com

Estimated Travel Time - Suffield (CT) to:
Quebec City (QC) = 420 miles, 8h00
Montreal (QC) = 320 miles, 6h00

Be prepared for Winter Weather.
Dress in layers and bring mittens, a tuque, waterproof jacket, snow pants, and boots.

DAY 1: TRAVEL TO QUEBEC CITY

Thursdav 05:_-Feb-2026



15:30 Meet your Quebecois Prometour Tour Director upon arrival, he/she will remain with your group for the duration of your visit.

At the Plains of Abraham partake in "Le Raquetteur / The Snowshoer's Walk". Put on your arrow-head sashes and snowshoes to accompany a snowshoer of the 20th century to learn about Quebec's "Belle Epoque". (guided)

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

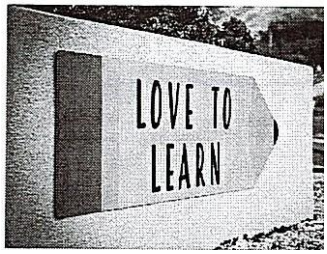
Partake in The Champlain Quiz during your meal. How much do you know about Samuel de Champlain, the "Father of New France" and founder of Quebec City (1608)?

Transfer cothe hotel by local **school bus.**

Overnight accommodation in **Quebec City.**
Example: Holiday Inn Express - Ste-Foy (or similar)

DAY 2:QUEBEC CITY

Friday 06-Feb-2026



Enjoy breakfast *at* the hotel with your group.

Visit a **local school** in the Quebec City region. Get to know the culture and practice your French communication skills by interacting with Quebecois students.

Then, enjoy lunch at the school with your new mates.
(school visit and associated activities are subject to availability)

Explore the incredible **Hotel de Glace / Ice Hotel** at your own pace. Made of ice and snow, the architecture and design changes each year, making this hotel truly unique. **(non guided)**

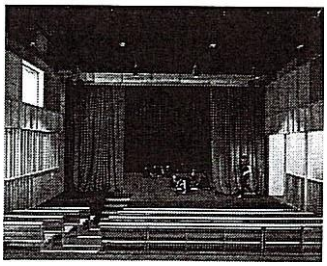
Experience winter thrills and laughs while snow rafting, sliding on inner tubes and crazy carpets at **Village Vacances Valcartier.**

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Overnight accommodation in **Quebec City.**

DAY 3:QUEBEC CITY

Saturday 07-Feb-2026



Enjoy breakfast at the hotel with your group.

Partake in an **Interactive Legends Workshop** to learn about the Quebec of yesteryear. With the help of professional actors, re-enact some of Quebec's most popular legends! **(guided)**

Try a delicious **Queue de Castor** (Beaver Tail), often referred to as a Canadian culinary icon.

Explore the enchanting **Quartier Petit Champlain,** the oldest shopping district in North America. Today, it showcases the talents of local artisans and is the location of the Escalier Casse-Cou and Wall of History. **(non-guided)**

Have lunch on your own.
(location and time to be determined by your Prometour Tour Director and Group Leader)

Receive your **Bonhomme Carnaval Effigy** - a miniature pendant that you wear on your outerwear as the Passe-Partout for the Carnival.

Experience the **Carnaval de Quebec.** Have time at this exciting winter festival brimming with activities, sporting competitions, breathtaking entertainment and muchmore.

Refer to the Carnaval calendar of events to determine what day-time activities to experience.

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Take in the festive atmosphere of the **Carnival Night Parade.**

Overnight accommodation in **QuebecCity.**

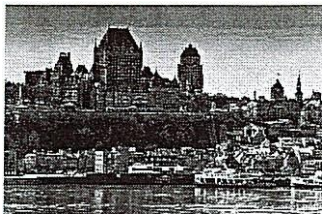
DAY 4:QUEBEC CI1Y - MONTREAL
Trois-Rivieres

Sunday 08-Feb-2026

Enjoy breakfast at the hotel with your group.

Explore the Musee de la Civilisation at your own pace. With several exhibits, including a permanent exhibit of Quebec, it is one of Canada's most impressive museums. (non guided)

Board your motor coach and continue on to Trois-Rivieres.



Experience the Quebecois tradition of sugaring off at Chez Oany Cabane a Sucre in Trois-Rivieres, half-way between Montreal and Quebec City. Tour the sugar shack, enjoy a lumberjack meal, listen to folk songs, learn traditional dances, and have maple taffy on snow!

Board your motor coach and continue on to Montreal.

Take in the view of Montreal from the **Kondiaronk Belvedere Lookout** on **Mount Royal,** named after a great First Nation's Chief who contributed to the signing of the Peace Treaty in 1701.

Enjoy dinner in a quaint local restaurant with your group and Prometour Tour Director.

Overnight accommodation in **downtown Montreal.**
Example: Hampton Inn by Hilton Downtown Chinatown (or similar)

DAY 5: MONTREAL - RETURN HOME

Monday 09-Feb-2026



Enjoy breakfast at the hotel with your group.

Give your motor coach driver the morning to rest and transfer to your morning activity either on foot or by using the very convenient **Montreal metro system.**

Admire the spectacular interior of Montreal's impressive **Notre-Dame Basilica,** the city's oldest Catholic church and an iconic heritage building. **(non-guided)**

Have time to explore **Place Jacques-Cartier** and **St- Paul Street** in **Vieux-Montreal.**

Make your way to The Bagel Factory to pick up freshly baked bagels, a Montreal favorite!
(bagels for the group included)

13:00 Say a fond *Au Revoir* to your Quebecois Prometour Tour Director.

13:10 After a fun-filled trip, board your motor coach and begin the journey back *to* the USA.

PRICE PER PERSON SHEET

This is a privately operated tour - you will not be combined with another group

Student Price Per Person

42 participants	**1 300 USO**
36 to 41 participants	**1 400 USO**
30 to 35 participants	**1 500 USO**
24 to 29 participants	**1 580 USO**

STUDENT GROUP PLUS PLAN + **110 USO**
(cancellation + CFAR)

SUPPLEMENTS

Twin Room	$ 60 per night, per person
Single Room	$ 120 per night, per person
Adult Activity	$ 15 per day, per person
Insurance Plus Plan - Adult	$ 143 per person
Insurance Plus Plan - Student	$ 110 per person

OPTIONAL ADDITIONAL COVERAGE covering group travel dates.

Prometour is pleased to provide the Student Essentials plan

from Travelex Insurance Services for all participants. Information for this included coverage can be found in the Student Essentials product flier **here.**

For your convenience, we offer a travel insurance plan for additional benefits through Travelex Insurance Services. You will have the option to purchase this coverage. For more information and rates, refer to the Student Group Plus flyer **here.**

PAYMENT SCHEDULE

Based on Dates of Travel

20-Apr-2025	$ 250 per person
20-Jun-2025	$ 300 per person
20-Aug-2025	$ 300 per person
20-0ct-2025	$ 300 per person
20-Dec-2025	Balance *(determined by final group size)*

Deposit is 100% refundable until the group has been confirmed to travel by your Group Leader.

Please check with your credit card company and/or financial institution for any extra applicable fees.

Travel Insurance is underwritten by Zurich American Insurance

a *false or fraudulent claim for payment of a* loss *or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.*

Please visit travelexinsurance.comlcompany/fraud-warning to view the state specific fraud warnings or call 844.825.1716.

This trip is quoted as a student tour, prices are subject to

increase if number of adults exceeds 30¾ of group size.

PRICE INCLUDES

Student Group Essentials Plan covering group dates of travel

*Refer to **complete policy** for all insurance details.*

PRICE DOES NOT INCLUDE

Student Group Plus Plan

Cancellation

Cancel For Any Reason (CFAR) - *NY State residents not eligible*

QC local school bus transfer x 1

Montreal metro ticket x 1

Full-day motor coach service x 5

Round trip service, departing from your school

Approved Vendor: Not specified

Certificate of Insurance required: Not specified

Accommodation

1 night at a quality hotel in downtown Montreal

3 nights at a quality hotel in Quebec City (Ste-Foy)

3-star standard

Students: multiple occupancy

3 & 4 per room, by gender, single beds not guaranteed

Group Leaders & Chaperones: twin occupancy

2 per room, by gender, single beds guaranteed

Meals

4 Breakfasts

Accommodation

Service of a hotel night hall monitor

Applicable damage deposits to be in paid in cash at hotel

Meals

Meals that *are* not indicated in the daily program

Tips

It is customary to tip as a token of appreciation. Tips not mentioned in the included section are at your discretion and are not included, such as but not limited to:

Destination Activity Guides	$2 per activity, per person

Tipping amounts are based on industry standards.

Other

Chaperone sub-fees, stipends or incidentals

Personal spending money

Costs associated with travel documents, visas, medical testing, vaccinations, or other as required by your destination(s) or home country

1 Cabane à Sucre Lunch

4 Dinners

1 Snack: Beaver Tails

1 Snack: Bagels

Restaurant meals are *a group menu with 1 non-alcoholic beverage + a vegetarian option*

Costs associated with changes to itinerary due to unforeseen circumstances including but not limited to: pandemics, epidemics, natural disasters, or other

Prometour processing fee ($35) - trips by motor coach

Not applicable for group payments by school check I credit card

Activities / Sightseeing

All aforementioned visits, activities, tours and admissions

Quebec City Winter Carnaval Effigy x 1

Local School Visit

Request: Ecole Secondaire Pointe-Levy

Prometour Tour Director (PTO)/ Local Activity Guides

Local city / activity guides as indicated in the program

Service of a dynamic bilingual Quebecois PTO x 5 days

PTO Request: Not Regis Boileau

Tips

Prometour Tour Director	$ 20 ($ 4 per day)
USA motor coach driver(s)	$ 15 ($ 3 per day)

Tipping amounts are based on industry standards.

Additional tipping is at your discretion and not included.

Complimentary Trips

1:6 complimentary trip ratio

Based on full paying participants

Other

Applicable service fees, taxes and FICAV contribution

NOTES

These prices are based on current seasonal rates. This program may be subject to price revision 11 months prior to return date.

Live Performance / Special Event/ Cirque du Soleil / Broadway/ West End/ Sporting tickets (or similar) are subject to availability and purchased tickets are non-refundable. The cost of the ticket may be added to any applicable cancellation fees.

The final itinerary may differ from this version. When a scheduled activity or tourist site is not possible, Prometour will make every effort to minimize inconvenience by adjusting the itinerary or replacing the item with a suitable alternative.

Special requests such as: specific hotels, restaurants, activities, Tour Director, daily scheduling etc. are subject to availability.

Prometour reserves the right to alter your itinerary before or during your tour for reasons including but not limited to: severe weather conditions, government restrictions, holidays, special events, or other unforeseen circumstances.

Prometour's Green Initiative!

Prometour's target is to be a 100% carbon neutral company. Complimentary CO2 offsetting is included on all tours with bus or air transportation.

EXCHANGE RATE Prometour has quoted this package at an exchange of 1 CAD = 0.80 USO

TERMS & CONDITIONS

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EDUCATIONAL TOURS