

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: 8/11/26

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: Corey Killian

Date(s) of Trip: April 3-4, 2027

Time: All Day

Destination: New York City Festivals of Music

Number of Students: 60

Number of Chaperones: 7 (see Regulation #6153 – Chaperone guidelines)

Name(s) of Chaperone(s): TBD

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): **Approx**

\$575.00

Insurance Certificate Required: Yes No

Mode of Transportation: Coach Bus

Explanation of Trip:

The SHS Band and Wind Ensemble will compete at Festivals of Music outside of New York City. After the performance, we will head into New York City to experience museums and a Broadway show, TBD. The following day, an awards ceremony is hosted by Festivals of Music at the Intrepid Museum.

Educational Purpose:

Students will experience a competitive performance and clinic experience and experience a world-class Broadway performance. In addition to these musical experiences, we will also visit museums and city attractions.

Itinerary:

See Attached

Advisor's Signature:



Date: 8/11/2026

Principal Signature:



Date:

8/11/26

Superintendent/Designee: ☐ Approve ☐ Deny

Superintendent/Designee Signature: _____ Date: _____

Board of Education: ☐ Approve ☐ Deny

Board Chair Signature: _____ Date: _____

SUFFIELD HIGH SCHOOL “TENTATIVE” ITINERARY TO NEW YORK CITY

APRIL 3-4, 2027

SATURDAY, APRIL 3, 2027

5:30AM TWO BUSES ARRIVE AT SUFFIELD HS TO LOAD THE GROUP (1060 SHELDON ST, WEST SUFFIELD, CT)
6:00AM DEPART SUFFIELD HS FOR HANOVER PARK HS FOR FESTIVAL ADJUDICATION
10:00AM APPROXIMATE ARRIVAL AT HANOVER PARK HIGH SCHOOL TO REGISTER WITH FESTIVALS OF MUSIC

INSTRUMENTAL ADJUDICATION LOCATION:

HANOVER PARK HIGH SCHOOL

63 MT. PLEASANT AVE.

EAST HANOVER, NJ 07936

TBA SYMPHONIC BAND WARM UP
TBA SYMPHONIC BAND PERFORMANCE

TBA WIND ENSEMBLE WARM UP
TBA WIND ENSEMBLE PERFORMANCE

****GROUP WILL HAVE BOXED LUNCHES DELIVERED TO THE FESTIVAL SITE (INCLUDED)****

1:30PM BOARD BUSES AND DEPART HANOVER PARK HIGH SCHOOL FOR ROCKEFELLER CENTER

ONCE YOU ARRIVE IN ROCKEFELLER CENTER YOU WILL NOT HAVE ACCESS TO THE BUS UNTIL PICKUP TIME AFTER THE HADESTOWN SHOW. **PLEASE DISCUSS PICK UP LOCATION WITH DRIVER BEFORE DROP OFF.**

2:30PM APPROXIMATE ARRIVAL IN ROCKEFELLER CENTER WHERE YOU WILL HAVE TIME TO SHOP
4:45PM GROUP WILL WALK FROM ROCKEFELLER CENTER TO GAYLE’S BROADWAY ROSE (APPROX. 10 MINUTE WALK)
5:00PM DINNER AT GAYLE’S BROADWAY ROSE (INCLUDED)
6:15PM GROUP WILL WALK FROM GAYLE’S BROADWAY ROSE TO THE WALTER KERR THEATRE (APPROX. A 5 MINUTE WALK)
7:00PM GROUP WILL MEET OUTSIDE THE WALTER KERR THEATER ON 219 WEST 48TH STREET—DOORS OPEN
7:30PM BROADWAY SHOW “HADESTOWN” (APPROX. 2 HOURS 25 MINUTES INCLUDING ONE 15 MINUTE INTERMISSION)
10:00PM BOARD BUSES AND DEPART NEW YOUR CITY FOR THE HOLIDAY INN HASBROUCK HEIGHTS
10:45PM APPROXIMATE ARRIVAL AT THE HOLIDAY INN FOR CHECK-IN
11:30PM TWO KNIGHTS WATCH SECURITY OFFICER ON DUTY FROM 11:30PM TO 4:30AM

SUNDAY, APRIL 4, 2027

7:00AM BREAKFAST AT HOTEL (INCLUDED) – IMMEDIATELY FOLLOWING BREAKFAST GROUP WILL START CHECKING OUT OF THE HOTEL AND LOADING THE BUS
8:00AM GROUP WILL BOARD BUSES AND DEPART THE HOTEL FOR THE USS INTREPID (45 MINUTE DRIVE)
9:15AM AWARDS CEREMONY ON BOARD THE INTREPID HOSTED BY FESTIVALS OF MUSIC
TBA AFTER THE AWARDS CEREMONY GROUP WILL WALK AROUND THE USS INTREPID AND HAVE LUNCH
1:30PM BOARD BUSES AND DEPART NEW YORK CITY FOR SUFFIELD HIGH SCHOOL
5:30PM APPROXIMATE ARRIVAL AT SUFFIELD HIGH SCHOOL

****PLEASE NOTE ADDITIONAL TRAVEL TIME HAS BEEN ADDED TO YOUR ITINERARY. WE WANT TO BE SURE ENOUGH TIME IS GIVEN IN CASE OF TRAFFIC, CONSTRUCTION, ETC. THE ABOVE ITINERARY IS TENTATIVE AND SUBJECT TO CHANGE UNTIL WE RECEIVE CONFIRMATION FROM ALL THE VENDORS AND THE FESTIVAL SCHEDULE. ****

THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION HAS IMPLEMENTED ELECTRONIC LOGS IN ALL COACH BUSES. THIS WILL TAKE PLACE OF THE PAPER LOGBOOKS. THE PURPOSE OF THE ELECTRONIC LOGS IS TO ENFORCE THE LEGALITY OF THE BUS DRIVER HOURS. BUS DRIVERS CAN LEGALLY BE ON DUTY FOR 15 HOURS IN ONE DAY WITH 10 OF THOSE HOURS DRIVING. THEY MUST HAVE 8 HOURS OFF BETWEEN THE 15 HOURS ON DUTY DAY. THE 10 HOURS OF DRIVING INCLUDE ALL THE HOURS A DRIVER HAS DRIVEN IN A DAY, NOT JUST THOSE HOURS RELATING TO THE ITINERARY.

WHERE YOU ARE STAYING

HOLIDAY INN HASBROUK HEIGHTS HOTEL

283 ROUTE 17 SOUTH

HASBROUK HEIGHTS, NJ 07604

TEL: 201-288-9600

PERKINS TRAVEL CORPORATION
TRAVEL SPECIALISTS
BUSINESS ~ VACATION ~ GROUP ~ CONVENTION
40 SOUTH HIGH STREET, NEW BRITAIN, CONNECTICUT, U.S.A 06051
PHONE: (860) 223-1655 FAX: (860) 827-4546
www.perkinstravel.com

August 11, 2026

Corey Killian
SUFFIELD HIGH SCHOOL
1060 Sheldon Street
Suffield, Ct. 06093

Dear Corey,

I have adjusted your trip proposal below to reflect just the concert band traveling. Also, I replaced Madame Tussauds with the 9/11 Museum & Memorial and took out the boxed lunch. Please see below:

SUFFIELD HIGH SCHOOL TO NEW YORK CITY
SATURDAY, APRIL 3, 2027, TO SUNDAY, APRIL 4, 2027

- DELUXE MOTORCOACH TRANSPORTATION EQUIPPED WITH LAV, DVD PLAYERS, AC, WIFI AND OUTLETS (BASED ON ONE 55 PASSENGER COACH AND ONE 34 PASSENGER COACH WITH POST ROAD STAGES)
- BUS DRIVER GRATUITY
- ONE NIGHT'S HOTEL ACCOMMODATIONS AT THE HOLIDAY INN IN HASBROUCK HEIGHTS, NJ
- HOTEL TAXES
- ONE FULL BREAKFAST AT THE HOTEL IN A PRIVATE BANQUET ROOM ON SUNDAY, APRIL 4, 2027
- ONE DINNER AT GAYLE'S BROADWAY ROSE ON SATURDAY, APRIL 3, 2027 AT 5PM
- ADMISSION TO THE 9/11 MUSEUM ON SATURDAY, APRIL 3, 2027 @ 2PM (**PENDING CONFIRMATION AND BASED ON 2026 PRICING**)
- ONE BROADWAY SHOW TO SEE "HADESTOWN" IN MEZZANINE SEATING ON SATURDAY, APRIL 3, 2027 @ 7:30PM (WE ARE CURRENTLY HOLDING 70 SEATS)
- ADMISSION TO THE INTREPID MUSEUM ON SUNDAY, APRIL 4, 2027 (INCLUDED IN THE FESTIVAL PACKAGE)
- SIX CHAPERONES IN DOUBLE OCCUPANCY PAYING \$300.00 PER PERSON BASED ON THE ABOVE PACKAGE FEATURES
- ONE DIRECTOR COMPLIMENTARY IN SINGLE OCCUPANCY BASED ON THE ABOVE PACKAGE FEATURES
- TWO SECURITY GUARDS FOR ONE NIGHT AT 11:30PM TO 4:30PM CONFIRMED WITH KNIGHTS WATCH
- PERKINS TRAVEL REPRESENTATIVE ON CALL DURING THE TIME YOU ARE TRAVELLING
- LUGGAGE TAGS, TAXES AND GRATUITY ON THE ABOVE PACKAGE FEATURES

55 PAYING STUDENTS / 6 CHAPERONES @ \$300 P/P / 1 DIRECTOR COMP (BASED ON TWO BUSES)

COST: \$632.00 PER STUDENT BASED ON FOUR TO A ROOM
\$651.00 PER STUDENT BASED ON THREE TO A ROOM

55 PAYING STUDENTS / 6 CHAPERONES @ \$300 P/P / 1 DIR COMP (BASED ON ONE 72 PASS DOUBLE DECKER)

COST: \$599.00 PER STUDENT BASED ON FOUR TO A ROOM
\$616.00 PER STUDENT BASED ON THREE TO A ROOM

45 PAYING STUDENTS / 6 CHAPERONES @ \$300 P/P / 1 DIRECTOR COMP (BASED ON ONE BUS)

COST: \$579.00 PER STUDENT BASED ON FOUR TO A ROOM
\$596.00 PER STUDENT BASED ON FOUR TO A ROOM

If the student numbers differ from what is listed above the per student cost could increase or decrease. The final cost per student will depend on the breakdown of quad and triple student bedrooms.

Please be advised, with the possibility of continued fluctuation of fuel prices, a surcharge might be levied, which is beyond our control.

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Based on the vendor contracts, the following payment schedule would apply:

October 23, 2026	\$100.00 per student
November 20, 2026	\$125.00 per student PLUS final trip count
December 18, 2026	\$125.00 per student PLUS rooming list
January 22, 2027	\$125.00 per student
February 19, 2027	Balance due

THE ABOVE DATES IS WHEN THE PAYMENT IS DUE IN OUR OFFICE. PLEASE NOTE ALL PAYMENTS RECEIVED FROM THE SCHOOL AND/OR PARENTS ARE NON-REFUNDABLE. IT IS HIGHLY RECOMMENDED ALL STUDENTS PURCHASE TRIP INSURANCE, ESPECIALLY THE CANCEL FOR ANY REASON COVERAGE.

We offer limited insurance coverage. This travel protection is separate from the above trip cost. A link will be emailed to you along with the details. To cover CFAR (cancel for any reason) and pre-existing medical condition coverage the insurance must be purchased 14 days after the first deposit check is written by the parent.

PRE-EXISTING CONDITIONS:

PRE-EXISTING CONDITION IS COVERED FOR ALL PARTICIPANTS PROVIDED THE PREMIUM IS PURCHASED WITHIN 14 DAYS OF THE FIRST DEPOSIT CHECK SUBMITTED BY THE PARENTS. AFTER THAT DATE, THE PRE-EXISTING CONDITION AND CFAR COVERAGE IS NO LONGER AVAILABLE.

Perkins Travel acts solely in the capacity of an agent on behalf of its tour patrons in arranging transportation, lodging, sightseeing and other services. As such, in the absence of negligence on Perkins Travel, Perkins Travel is not responsible for damage, loss, delay, injury or accident due to any act or default on part of any company or person engaged in providing services which are part of the tour. No carrier with whom transportation shall be arranged in connection with the tour shall have or incur any responsibility as a common carrier. If any property damage is done by participants on the tour the person (s) responsible will be personally liable.

Please do not hesitate to contact me with any questions and/or adjustments you would like to make.

Sincerely,

Lisa Lynes

Lisa Lynes
Vice President of Student Group Travel
PERKINS TRAVEL MANAGEMENT