

CCS
WASHINGTON DC TRIP DISCIPLINE AGREEMENT

I, as a CCS student, will conduct myself in a satisfactory manner.

I, as a parent, understand that my son/daughter may be sent home during the trip for serious misconduct, at my expense, if the misconduct cannot be resolved by telephone. Expenses incurred will include an accompanying chaperone.

We have both completely read the trip rules and this agreement.

_____	_____	_____
Student's Signature	Parent/Guardian's Signature	Date

(Please return this agreement to the Secondary Office)



COMMUNITY CHRISTIAN SCHOOL
WASHINGTON DC TRIP RULES

1. **Rules you must follow while riding the bus are as follows:**

- a) Listen to what the chaperones and tour leaders say at all times.
- b) The bus driver is **king** of the bus. His/her rules **will** be respected at all times.
- c) Limited snack and candy consumption. The bus company does not allow gum on the bus.
- d) You must not throw anything.
- e) No walking up and down aisles (except to and from the restrooms). Once you get into a seat, stay there. Seat hopping can be very distracting to the driver and dangerous to the rest of the passengers.
- f) Keep the volume of conversation at a reasonable level. (inside voice; shouting won't be tolerated)
- g) Be considerate of other passengers. No horseplay.
- h) Lights out on the bus means just that. The first day of touring is long and any sleep we can get is essential.
- i) Keep the bus clean. You are responsible for *your own* trash (wherever we are). Every time you exit the bus, pick up any trash you see and throw it away.
- j) *Appropriate electronic games and/or appropriate music will be played only when permission has been given.
Use earplugs or, for games, have the sound turned off at all times.

2. **Rules you must follow at the hotel:**

- a) Listen to what the chaperones and tour leaders say at all times.
- b) Your chaperone must know where you are at **all** times. Hotels are public places and as in all public places there are potential dangers. **THINK BEFORE YOU ACT!**
- c) You **must not** be alone at anytime. Stay with roommates.
- d) Do not open windows or doors on balconies at any time.
- e) *Doors remain latched unless you know the person outside (and you should always check!).
- f) *Girls **are not allowed** in the boys' rooms and boys **are not allowed** in the girls' rooms.
- g) Be on time for meals, devotions, and boarding busses (or anything else).
- h) Obey the chaperone assigned to your room.
- i) Absolutely no loud talking or playing after curfew (there will be one each night). When it is time to sleep, we will expect you to sleep. Curfew is not a suggestion. Be in your rooms by curfew and stay there; you may only leave with the permission of your assigned chaperone. Do not open the door to anyone without checking through the "peep hole" first. (and then only for roommates, tour leader, teacher, or an adult chaperone) *Security will monitor the halls each night at the hotel.*
- j) Do not use hotel phones after curfew, unless contacting your chaperone or Mr. Pinson.
- k) All the hotel calls from parents will be directed to Mr. Pinson's or the tour leader's room. Time permitting, students who are calling their parents will use pay phones. They will

call collect or use calling cards. Chaperones will be present during any phone calls. Each student will be expected to call his/her parents at least once during the trip.

- l) Rooms will be inspected and cleaned before we leave on our excursions each morning. Students are required to put all personal items away properly.
- m) Room service is not allowed.
- n) Ice, soda, and snack machines are **OFF LIMITS** after curfew. Sodas will not be available at the motel in the evening or before breakfast.
- o) Act in a polite manner when we are in the motel. No horseplay, loud noise, or loud talking will be allowed. We need to be considerate of other non-CCS guests.

3. **Rules you must follow while on tours:**

- c) Listen **attentively** to bus drivers, tour guides, chaperones and any adults who are with us.
- b.) *Stay with your group at **all times**. Never go off by yourself. No exceptions!
- c) Go in pairs to the restrooms and inform your chaperone.
- d) Do not litter.
- e) Keep your valuables safe at all times. If you have something that you cannot afford to lose, don't bring it on the trip.
- f) Spend your money wisely. Do not *show* money in a noticeable way. Make sure to count your change. ***Check to see if you have your wallet or purse before leaving the cashier/register.*** You will have to carry your own packages. It is best to ignore people who approach you on the street unless your chaperone is present. Avoid conversation with them, but be polite.
- g) If you break anything in a gift shop or hotel, you are responsible to pay for it.
- h) *Meet promptly to board buses.
- i) Students are not allowed to purchase fireworks, or other questionable items. If you have a question, about a particular item, check with ACTS representative or Mr. Pinson **before** you purchase it.
- j) Be respectful of the rules and protocol of the places we visit.
- k) If ever given the opportunity to walk around (with or without a chaperone), **RETURN TO THE DESIGNATED AREA AT THE DESIGNATED TIME!**
- l) Digital music players and video game players are not allowed in public memorials and buildings.
- m) Most public buildings do not allow food, gum, or drinks. Respect these policies.

Most rules are common sense. Follow directions and be polite. (Love God, Love others)

***BE COOPERATIVE-BE CONSIDERATE-BE CAUTIOUS-BE CARING AND
HAVE FUN!***

**We are representing the Lord Jesus Christ, your family, and
Community Christian in what we say and how we act.**

*“And whatever you do, whether in word or deed,
do it all in the name of the Lord Jesus”
(Colossians 3:17).*



A SPECIAL NOTE REGARDING ADDITIONAL SECURITY MEASURES

As you are well aware, there have been heightened security measures taken at airports, federal and state buildings, museums, and memorials. With this in mind, we wanted to provide you with the following information. We suggest that you discuss this information during your normal tour preparations with students and parents. Expectations are everything! If your group is expecting these additional security procedures, they will not be surprised and things should go very smoothly.

Federal & State Buildings, Museums, Etc.

Backpacks = NO; Fanny packs = MAYBE; Nothing = YES!

(Almost every building now has electronic scanning devices at the entrance. Many of them have requested or instated rules regarding no backpacks in the building. We are requesting that if a student has something that he/she must bring that it be limited to a fanny pack. Backpacks must be left on the bus in most cases.)

Security Scanners

(We strongly urge that you stress to the group not to bring or wear anything that can slow the process of getting through security scanners. It can be a very long and frustrating entry into every building if there are those wearing big jewelry, steel toed shoes, wallets with big chains, electronic devices, etc. Planning ahead can help to eliminate some of the security scanner stress!)

Cell phones

(Okay, this has nothing to do with additional security, although you must turn them off in many buildings now and they make going through security a hassle, we just thought it was a good place to bring up the subject! While it is very common for everyone on tour to have one these days, it sure makes things much more complicated when a student or parent is on the phone while the group is being addressed by the tour leader or guide. Our only request is that you discuss this with your group prior to the tour. Possible suggestions would be that if students must bring one on the tour that they turn them off during the day so they can be focused on learning and seeing the sites, and if adults must carry-on business on the phone during the tour that they step away from the group knowing that they are responsible to catch up with the group when the phone call ends. Cell phones are a great way to stay in touch, but can be a big disruption if not handled properly.)



WASHINGTON, D.C. TRIP

To bring, or not to bring?

Due to limited motorcoach space, each participant's luggage is restricted to one suitcase and one small carry-on bag.

All luggage must be clearly marked with the trip participant's name and address.

WHAT TO BRING:

Clothes for 5 days (check weather)	Toiletries
Comfortable walking shoes	Hat
Sunscreen	Light jacket
Camera (with plenty of digital storage space)	Pillow and light blanket (for sleeping on the bus)
Food money	Spending money
Bible (don't leave home without it)	Small backpack
Water bottle	Good attitude!

OPTIONAL DURING THE BUS RIDE:

Appropriate books/magazines/games for bus ride

Personal mp3 player w/ headphones* (no movies or movie players)

*Please bring music that is appropriate for a Christian school trip. Inappropriate music will be taken and held until we return to Tallahassee. Lyrics that contain cursing or unbiblical themes or phrases are inappropriate. *CCS personnel reserve the right to confiscate any media or electronic device deemed inappropriate or used inappropriately.*

1. All school rules will apply on this trip. The dress code does not change. Decency, neatness, and appropriateness are still the standards. Please keep this in mind as you pack.
2. We will only be gone for five days. Remember this as you pack, and pack lightly. Tour participants are required to carry his/her own luggage. (if you can't lift, make it lighter!)
3. There will be no need for any sort of toys (water guns, water balloons, etc.) and supplies for practical jokes. We will not tolerate any type of practical jokes! Part of packing light is bringing only what is necessary.
4. **FOOD MONEY:** LUNCHES: 3 (\$6-\$12) DINNER: 1 FASTFOOD (\$5-\$8)
BREAKFAST: 1 FASTFOOD (\$5-\$6)
5. You may wish to bring a backpack to store your water bottle, camera, money, etc. in; however, at many sites/monuments/buildings you will not be able to take it in with you. (stays in an overhead compartment on the bus)



TIPS FOR PACKING

1. **PACK HEAVIEST ITEMS FIRST.** On the bottom of the suitcase pack heaviest items.
2. **USE LUGGAGE SPACE WISELY.** Stuff socks and hosiery into the toes of your shoes. To protect your shoes, wrap them in T-shirts if you don't have shoe bags. Roll sweatshirts and undergarments to fill space. A full bag helps keep the contents from sliding and wrinkling.
3. **COORDINATE YOUR WARDROBE AROUND ONE OR TWO BASIC COLORS.** This will automatically eliminate many items of clothing. Separates are best because they can be mixed and matched.
4. **DON'T PACK TOO MUCH.** An old traveler's trick is to lay out everything you'll need then take half and return the rest to your closet.
5. **MINIMIZE WRINKLING BY PACKING SHIRTS BUTTONED.** If possible, only fold clothes at the waist and seam.
6. **PLACE PLASTIC DRY CLEANER'S BAGS AROUND CLOTHES TO MINIMIZE WRINKLING.** Keep each layer as flat and even as possible.
7. **FOR SILK SHIRTS, USE LARGE RECLOSABLE PLASTIC FOOD BAGS.** This keeps shirts wrinkle-free. Bring extras to use for packing wet clothes.
8. **AS YOU PACK, MAKE A LIST OF THE CONTENTS OF YOUR SUITCASE.** Bring this with you in case your luggage is lost or stolen and you need to make a claim.
9. **CARRY FRAGILE, VALUABLE, OR PERISHABLE ITEMS WITH YOU.** Money, jewelry, and prescription drugs should be carried with you. Make sure you have at least a toothbrush in your carry-on bag.
10. **BE SURE YOUR BAGGAGE IS CLEARLY LABELED.** Remove old airline tags. Make sure your name and address is in a prominent place on the outside and inside of each luggage piece.
11. **PACK SAMPLE SIZES OF TOILETRY ARTICLES.** Liquids travel best in plastic containers. Squeeze the air out of the bottles before you fill them up and don't fill them to the top. Place the containers in plastic bags before you put them in your suitcase.
12. **PACK AND REPACK ARTICLES IN THE SAME ORDER EACH TIME.** During short stays, you'll be able to reach into your bags and find what you want without unpacking completely.
13. **BE PREPARED FOR UNUSUAL WEATHER.** A July cold spell or a winter heat wave can happen. Layering your clothing is a good way to be prepared because layers can be added or removed. Also be sure to bring an extra pair of shoes in case a pair gets wet due to rain. You may want to bring an umbrella and/or rain gear.
14. **USE LIGHTWEIGHT BAGS IF POSSIBLE.** Canvas or nylon bags are more practical than leather.
15. **UNPACK AS SOON AS POSSIBLE AFTER YOU ARRIVE AT YOUR HOTEL.** This helps eliminate wrinkling. Bring extra hangers to hang clothes.

Compliments of Beverly Garland, actress and representative of the National Tour Association (NTA).



INSTRUCTIONS FOR CONTACTING A TOUR PARTICIPANT

PARENTS: Keep this sheet until your child returns from his or her tour. It contains important information.

To contact a tour participant in a *TRUE* Emergency

Call our office at (715) 234-6500

After office hours (8AM - 6PM Central Time), press 3 and follow the recorded instructions to contact one of our management staff.

For ALL Non-Emergency contacts, use the following Instructions:

Remember!! It is always best that your child contacts you, not the other way around. We often make itinerary adjustments and it is almost impossible to predict exactly when you could call the hotel and get through to your child. The group might be out of the hotel or together in a meeting room. The students might already be asleep for the night and your call could be disruptive.

DON'T INSTRUCT YOUR CHILD TO CALL/TEXT YOU AT A SPECIFIC TIME ON A SPECIFIC DAY! There are a number of things that could interfere with the call. We may have adjusted the itinerary. Your child might just plain forget. Or, most likely, there might not be available outgoing long distance hotel lines available (this happens all the time). What it boils down to is that if you are expecting a call on a certain day you might not get it. You could end up being needlessly worried.

NEVER EXPECT A CALL/TEXT ON THE FIRST DAY OF A TOUR. The first day is very hectic. If there is any problem, we will contact you. Otherwise, there will be no calls on day one.

NEVER EXPECT A CALL/TEXT ON THE NIGHTS THE GROUP IS AT DINNER THEATER OR ON NIGHT TOUR. By the time we return to the hotel, it is late and students will be expected to get to bed. Remember, your child is sharing a room. His or her call could disrupt three others. We will remind students to make calls home at appropriate times.

IF YOU MUST CONTACT A TOUR PARTICIPANT:

Your best bet, and the method that will disrupt the group the least, is to leave a message at the hotel. **LEAVE THE MESSAGE FOR EITHER THE TOUR LEADER OR ORGANIZER.** Tour leaders and organizers check for messages every time they return to the hotel. Students typically do not do this.

Best Western Plus & Hotel Suites
1251 West Montgomery Avenue, Rockville, MD Phone: 301-424-4940
Arrive: Sunday, March 30, 2014 - 2 night(s) - Depart: Tuesday, April 1, 2014



ITINERARY

Saturday, March 29

<u>Arrive</u>	<u>Depart</u>	<u>Place</u>	<u>Services Requested</u>
		PhotoVision	Remember the Camera!
2:30 PM		Meet at the school	Meet across the street from school at Four Oaks Community Church 4500 W Shannon Lakes Dr #12,
2:45 PM		Lamers	
3:00 PM		Depart for Washington, D.C.!	874 mi = 14 hrs + 2 hrs of stops
6:00 PM	7:00 PM	Dinner en Route	Dinner*
10:00 PM		Drive Through The Night	

Sunday, March 30

<u>Arrive</u>	<u>Depart</u>	<u>Place</u>	<u>Services Requested</u>
12:01 AM	8:45 PM	Charter	
1:00 AM		Welcome to Washington, D.C.!	
7:00 AM		Meet Tour Leader	At Washington Monument
7:30 AM	8:00 AM	Fresco's The Italian Eatery	Breakfast
9:00 AM	12:00 PM	Mount Vernon	Mansion Tours - 9:40am; 10:05; 10:10
12:30 PM	1:30 PM	Alexandria, VA	Lunch*
2:00 PM	5:00 PM	Arlington National Cemetery	
3:15 PM		Wreath Laying Ceremony	
3:16 PM		Arlington Florist	Wreath
5:15 PM	5:30 PM	Iwo Jima Memorial	
5:45 PM	6:15 PM	Air Force Memorial	

6:45 PM	7:45 PM	King Street Blues - Crystal City	Dinner
8:44 PM		Hotel Arrival	
8:45 PM	8:00 AM	Best Western Plus & Hotel Suites	
11:59 PM		Meals Included: Breakfast and Dinner	

Monday, March 31

<u>Arrive</u>	<u>Depart</u>	<u>Place</u>	<u>Services Requested</u>
7:30 AM	8:00 AM	Hotel Breakfast	Breakfast
8:00 AM	10:00 PM	Charter	
9:00 AM	9:15 AM	United States Supreme Court	Photo Stop
9:30 AM	10:00 AM	Library of Congress	
10:15 AM		Arrive at Capitol Security	
10:50 AM	12:00 PM	United States Capitol	57 Pax
12:00 PM	1:15 PM	U.S. Capitol Visitor Center	Lunch* and Exhibits
2:00 PM	3:00 PM	National Archives	55 Pax
3:30 PM	5:30 PM	City Gate Missions	Merrick Center Site / Suggested donation \$13pp See EPL Note
6:00 PM	7:00 PM	Fresco's The Italian Eatery	Dinner
7:30 PM	9:00 PM	Vietnam Memorial	
7:31 PM		Lincoln Memorial	
7:32 PM		Korean Memorial	
10:00 PM		Hotel Arrival	Security 10:00 - 5:00
11:59 PM		Meals Included: Breakfast and Dinner	

Tuesday, April 1

<u>Arrive</u>	<u>Depart</u>	<u>Place</u>	<u>Services Requested</u>
7:15 AM	8:00 AM	Hotel Breakfast	Breakfast - CHECKOUT
7:45 AM	11:59 PM	Charter	Load Luggage
9:00 AM	9:30 AM	White House Photo Stop	
10:00 AM	1:00 PM	Smithsonian Museums	Lunch*
1:30 PM	3:00 PM	Holocaust Museum	See EPL Notes
3:30 PM	5:30 PM	City Gate Missions	Merrick Center Site
6:00 PM	7:00 PM	Union Station	Dinner \$10 CASH
6:01 PM		Union Station - PARKING - \$60 per bus	
7:30 PM	8:15 PM	Jefferson Memorial	
7:31 PM		Martin Luther King, Jr. Memorial	
8:30 PM	9:00 PM	World War II Memorial	
9:00 PM		Depart for Home!	874 mi = 14 hrs + 2 hrs of stops
9:01 PM		Drop Off Education Program Leader	
10:00 PM		Drive Through The Night	
11:59 PM		Meals Included: Breakfast and Dinner	

Wednesday, April 2

<u>Arrive</u>	<u>Depart</u>	<u>Place</u>	<u>Services Requested</u>
12:01 AM	12:00 PM	Charter	
8:00 AM	9:00 AM	Breakfast en Route	Breakfast*
1:00 PM		Arrive Home!	

COMMUNITY CHRISTIAN SCHOOL

TRIP MEDICATION INFORMATION SHEET

Student's Name: _____ Grade: _____

MEDICATION INFORMATION*

Medicine in student's possession: _____

Dosage(s): _____

Time and dates to be given: _____

Reason for medicine: _____

Do we have your permission to give any of the following medicines to your child? This is only in the case of illness, which we feel the medicine could alleviate so that your child could continue with the scheduled activities.

Advil (1 adult strength)	___ Yes	___ No
Tylenol (1 adult strength)	___ Yes	___ No
Pepto Bismol	___ Yes	___ No
Kaopectate	___ Yes	___ No
Dramamine (for motion sickness)	___ Yes	___ No
Dimetapp	___ Yes	___ No
Throat Lozenges	___ Yes	___ No
Antacid (fruit-flavored chewable)	___ Yes	___ No
Benadryl liquid	___ Yes	___ No
Topical Benadryl gel	___ Yes	___ No

Date

Parent/Guardian's Signature

*If possible, please send the original container from the Pharmacy.