



STUDENT: _____

NEW YORK CITY TRIP UPDATE

Monday, March 19, 2018

Dear Parents/Guardians of our Music Students,

To ensure a smooth and successful trip, please read the following update carefully. Complete the indicated portions as required and return this form to the KCI Music Department on or before **Thursday, March 30, 2018 by 2:45 PM.**

1. IDENTIFICATION DOCUMENTATION

KCI Students are required to have a valid Canadian passport OR a birth certificate in order to travel to the U.S. by land. They are also required to have a 2017–2018 KCI Student Card.

Note: As of June 1, 2009, the Western Hemisphere Travel Initiative (WHTI) – a U.S. law – was fully implemented. Canadian citizens aged 15 and under require proof of citizenship, such as an original or a copy of a birth certificate, or an original Canadian citizenship card. Canadian citizens aged 18 and under who are travelling with a school or other organized group, under adult supervision with parental/guardian consent, may present proof of citizenship alone. For more details please refer to www.canada.gc.ca the Government of Canada website.

- Our records show that your identification documentation is valid and up-to-date and that a photocopy has been submitted to the KCI Music Department.
- You have not submitted a photocopy of your identification documentation. Please check one of the following.

_____ A photocopy of the identification documentation will be submitted with this letter.

_____ The passport application has been completed, and we are awaiting its arrival. A photocopy of the passport will be forwarded as soon as possible.

_____ Other - Please explain. _____

As a safety precaution, a photocopy of each student's identification documentation is kept by the KCI Music Department for the duration of the trip. All photocopies of these documents will be shredded upon our return.

2. FINANCIAL SUMMARY

Two fundraising campaigns were offered in November and February. The following shows the summary of your fundraising endeavours and the ADJUSTED FINAL BALANCE.

Funds Raised in Nov.: _____

Funds Raised in Feb.: _____

Total Fundraising: \$_____

If you participated in the fundraising campaigns, please select and initial one of the following options:

Option #1 _____ (please initial)

I would like to receive a refund equal to the amount fundraised by my child/ward following my final payment on School-Day.

Option #2 _____ (please initial)

I would like to donate my fundraising to help off-set trip costs for other participants of the KCI Music New York City trip. Please do not send me a refund following my final payment on School-Day. [Donations of \$20 or more will receive an income tax receipt.]

3. TRIP MEETING

A mandatory trip meeting is scheduled for Tuesday, April 10, 2018 at 7:00 PM in the KCI Auditorium. All students going to New York City and a parent/guardian representative must attend. Please mark this date on your calendars. The final trip itinerary, trip expectations, and important out-of-country travel information will be shared. We look forward to seeing you and thank you for taking the time to ensure that all pre-trip documentation is in order. Should you have any questions or concerns, please do not hesitate to contact us.

4. ADDITIONAL STUDENT & PARENT/GUARDIAN COMMITMENTS

- i. Students in a relationship with another trip participant must disclose this relationship to the trip organizers in advance of departure. Students in a relationship with another trip participant are not permitted to room together.
- ii. Please be kind, courteous, and sensitive when discussing rooming arrangements with other students on the trip. Chaperones will make every effort to provide a smooth rooming assignment procedure. Thank you in advance for your cooperation with this matter.

- iii. Plans for a student-designed New York City 2018 Tour t-shirt are underway. Please circle your size preference:

XS S M L XL Other: _____

- iv. Please be sure to bring any medication changes, dietary restriction changes, or any other pertinent changes to our attention. The opportunity to advise us of these details was provided on the consent form that accompanied your trip registration. Any changes or updates would be greatly appreciated.

- v. Should you choose to travel with a cell phone, and should you choose to share that with the trip chaperones, please record it here.

Student Cell Phone Number: _____

We have reviewed the contents of this update, have provided any required information, and have finalized all required financial matters pertaining to the trip.

Date

Signature of Parent/Guardian

Signature of Student

PLEASE RETURN THIS LETTER TO THE KCI MUSIC DEPARTMENT ON OR BEFORE THURSDAY, MARCH 30, 2018.

Ms. Jennifer Spaulding
KCI Music Department Head
New York City 2018 Tour Coordinator