



April 18, 2017

To Whom It May Concern,

Please accept this letter as confirmation that Notre Dame Collegiate, a high school located at 1500 High Country Drive NW, High River, Alberta, is organizing a school-based trip to Anaheim, California this spring. In particular, this trip includes the following students who hold Permanent Residency Cards in Canada;

- Alvin Conrad Jr Lacea Autida
- Camille Vinas Baloloy
- Neil Kyle Laruda Carbonell
- Patrick Jay Deniga De La Cruz
- Raeshian Bordaje Jaudines
- Prince Sieg Avery Ambre Parel
- Jona Mae Manalansan Tolentino

You are likely receiving this letter from one of these students as part of their interview in their application for a US Travel VISA for this trip.

These students will be participating in this trip as members of Notre Dame Collegiate's Senior Concert Band, and are competing in a WorldStrides Heritage Festival in Anaheim, California. Therefore, they will be leaving Calgary International Airport on May 25, 2017, and arriving at Los Angeles International Airport on the same day. They will be returning through Los Angeles International Airport to Calgary International Airport on May 28, 2017, and all flights are provided by Air Canada.

The itinerary for the trip includes participation in the WorldStrides Heritage Festival in both Fullerton and Anaheim, California, as well as a music sight-reading and recording session in Disneyland Parks in Anaheim, California. The trip also includes participation in Mass at St. Monica Catholic Church in Santa Monica, California. Extra-curricular activities on the itinerary include free time in the Disneyland Theme Park and the California Adventures Park, and time on the Beach at Santa Monica.

I, Joel Windsor, Music Department Head at Notre Dame Collegiate, will be the primary adult on the trip with the approval of our principal Mr. Paul Dunphy and our Superintendent Dr. Scott Morrison. Joel Windsor can be contact at any time during the trip at (403) 603-0930, or by email at jwindsor@redeemer.ab.ca. Joel Windsor is a Canadian citizen, born on December 8, 1980 in Olds, Alberta, and residing at 27 High Ridge Court NW, High River, Alberta.

Should you have any further questions regarding this trip remain unanswered by this letter or the enclosed documents, please feel free to contact Joel Windsor at the contact information above. Thank you for your kind assistance in helping my students get proper documentation for travel.

Sincerely,



Joel Windsor, M.M.E., R.M.T.

NDC Anaheim Band Trip 2017 Itinerary

All times are dependent upon potential changes to Air Transportation schedules and WorldStrides Heritage Festival schedules, and therefore must be considered tentative until confirmed completely. All times listed below are the local times for the location provided.

May 25, 2017

Time	Activity	Location
4:00 AM	All students arrive at Airport for check in by their own means.	Calgary, AB
6:35 AM	Flight departure (Air Canada Flight AC570)	Calgary, AB
8:48 AM	Arrival in LAX Airport	Los Angeles, CA
10:00 AM	Depart Airport for Hotel	Los Angeles, CA
11:00 AM	Arrive at Hotel (Clarion Hotel, 616 Convention Way, Anaheim, CA, 92802)	Anaheim, CA
12:00 PM	Walk to Disneyland Theme Parks	Anaheim, CA
11:00 PM	Return to Hotel	Anaheim, CA
11:30 PM	Arrival at Hotel	Anaheim, CA
11:45 PM	Lights Out	Anaheim, CA

May 26, 2017

Time	Activity	Location
7:00 AM	Wake-up Call	Anaheim, CA
8:00 AM	Walk to Disneyland Park	Anaheim, CA
4:00 PM	Walk as group to dinner	Anaheim, CA
6:00 PM	Walk back to hotel	Anaheim, CA
6:30 PM	Depart to Festival	Anaheim, CA
7:00 PM	Arrive at Festival, Perform	Fullerton, CA
8:30 PM	Depart from Festival	Fullerton, CA
9:00 PM	Return to Hotel, stay in	Anaheim, CA
11:00 PM	Lights Out	Anaheim, CA

May 27, 2017

Time	Activity	Location
7:00 AM	Wake-up Call	Anaheim, CA
8:00 AM	Load Bus for Recording Session	Anaheim, CA
8:30 AM	Arrival at Disneyland Park Backlot, in Recording Session	Anaheim, CA
11:30 AM	Depart Disneyland Park Backlot for hotel	Anaheim, CA
12:00 PM	Walk to Disneyland Park	Anaheim, CA
7:00 PM	Liturgy in the parks	Anaheim, CA
8:00 PM	Awards Ceremony Begins	Anaheim, CA
10:00 PM	Awards Ceremony Ends, Free Time	Anaheim, CA
12:00 AM	Meet at California Adventure Park Sign, Walk back to Hotel	Anaheim, CA
12:30 AM	Lights Out	Anaheim, CA

May 28, 2017

Time	Activity	Location
7:00 AM	Wake-up Call	Anaheim, CA
7:45 AM	Check out of hotel, load bus and depart	Anaheim, CA
9:00 AM	Arrive at Mass at St. Monica Catholic Church	Santa Monica, CA
11:30 AM	Time at Santa Monica Beach	Santa Monica, CA
4:30 PM	Return to St. Monica Catholic Church	Santa Monica, CA
5:00 PM	Load and take bus to airport	Santa Monica, CA
5:30 PM	Check into flight, supper at the airport	Los Angeles, CA
7:50 PM	Flight departs Los Angeles International Airport (Air Canada Flight AC579)	Los Angeles, CA
11:51 PM	Arrive at Calgary International Airport, be picked up by families	Calgary, AB

Air transportation by Air Canada, Ground Transportation and Accommodations arranged by WorldStrides Heritage Festivals.

This form is to be completed for all out of country field trips, both co-curricular and extra-curricular. Please answer the following questions on a separate paper in as much detail as possible. Attach the answer sheet along with this checklist and all other required documents to the International Off-Site Activity Form for submission to the principal.

1. Is the country(ies) being visited socially and economically stable? Is there a potential for civil strife while the students are there?
2. What are general health conditions of the country(ies) – any unique diseases?
3. Is there access to fresh, clean water?
4. Is there access to good hospitals?
5. What is the supervisor / student ratio? Will there always be a female supervisor for female students and a male supervisor for male students?
6. What are the sleeping arrangements?
7. Has all the information regarding the various locations to be visited been obtained? If applicable, have local sources been contacted for the local perspective on the locations or activities?
8. Is a local guide appropriate under the circumstances?
9. Does the proposed schedule conflict with certain times of the year when weather may be a concern?
10. Will parents and students always have access to each other via phone or radio or will there be locations where the students will be out of contact with home?
11. Have medical histories and, Alberta Health Care numbers, and immunization records (if required) been compiled and kept with the supervisors in case of emergency?
12. If applicable, have passports and appropriate visas been obtained for the students? Who is responsible for them once they arrive at their destination?
13. Have informed consent forms been obtained from parents and adult students?
14. Have appropriate insurance requirements been met?
15. Foreign Affairs Canada – Attach a current country travel report

Answers to International Activity Checklist

1. The USA is stable socially and economically. There is no foreseeable potential for civil strife.
2. There are no unique diseases to USA and the general health conditions are similar to those of Canada.
3. There is access to fresh, clean water.
4. There is access to good hospitals.
5. The supervisor / student ratio will be one supervisor to seven students. There are two female and two male supervisors for 28 students. The student population is evenly male and female.
6. The sleeping arrangements are four students per room by sex (not by gender), boys with boys only and girls with girls only. Chaperones will not be staying in the student rooms, and are arranged gender-specifically with two chaperones per room.
7. The locations in California have been established by WorldStrides Heritage Festivals. WorldStrides Heritage Festivals will have a local driver with the tour at all times. Further, the lead male teacher on the trip has been to all these locations on three previous trips.
8. The local guide is not necessary, as the driver will have all the local information necessary, and the lead male teacher has been to each location in the past and is familiar with the procedures.

9. Warm weather and sunstroke are the most significant concerns at this time of year in California, potentially rains, but not a major concern.
10. Parents can contact their students via cell phone at any time. Emergency communication will be made by way of a telephone tree established prior to the trip, starting with the teacher. If there is an emergency back in Alberta, family members are asked to funnel that communication through the teacher supervising the trip.
11. The medical histories, Alberta Health Care numbers, and extended/travel health insurance documents will be compiled and carried by two supervisors for the entire trip.
12. Travel Visas are required by seven students participating on the trip, and those Visas are in the process of being obtained. Copies of all passports and Visas will be made for all travelers and carried by two supervisors for the entire trip. Further, notarized letters of consent will also be obtained for each student. As on the previous trip, when traveling, supervisors will be in charge of passports to minimize probability of loss.
13. Informed consent forms have been gathered, and release and indemnification forms have been obtained for chaperones.
14. WorldStrides Heritage Festivals have complete insurance coverage for liability. NDC has made extended/travel health insurance mandatory for this trip.
15. A Foreign Affairs Canada travel report for USA is found at http://www.voyage.gc.ca/countries_pays/report_rapport-eng.asp?id=308000

Safety Assessment by Organizing Teacher

NDC Anaheim Band Trip 2017

Is the Activity suitable to the age, mental and physical condition of the participant(s)?

Yes, as the challenge at the music festival, the sight-reading at recording sessions, and the rigor of preparing for performances in high pressure situations (such as Disneyland) is a curricular expectation of these students.

Have the participants been progressively taught and coached to perform the activity properly to avoid the dangers inherent in the activity? Do daybook and lesson plans indicate this?

A requirement of participation in this trip is the development of the skills necessary to participate successfully and safely in this activity. A long-term plan has been developed to this effect, and units of study will be strictly adhered to in order to ensure proper preparation.

Is the activity compliant with the standards that have been established for it, and where applicable is the equipment adequate and suitably arranged?

All portions of the activity have been considered with regards to safety, and any significantly high-risk activities have been avoided in the planning of this trip. Equipment necessary to perform the activity will either be brought with the students, or rented from Fullerton College while we are there.

Is the activity being supervised properly for the inherent risk involved?

There are 28 students attending, and 4 chaperones (including teachers) will be with them at all times. This is a 7:1 student to teacher ratio. All chaperones have been required to obtain the same documentation and personal travel insurance the students have. This is more than adequate supervision of the students, which will ensure the safety of all participants.

International Trip – Faith Component

Given the nature of our school division, and our emphasis on providing rich faith experiences for the students in our charge, it is expected that international trips will include a substantial faith component. Our goal should be to find opportunities for our faith to permeate many aspects of the trip – just as we are called to do in our classrooms.

In the space provided below, please identify all of the faith experiences that are planned (and anticipated) for the trip. Experiences are not limited to, but may include, such examples as: attendance at mass (time and location) visits to notable religious locations, relics, symbols, sites, etc., mission work or charitable deeds, prayer time in the morning, at the close of day, etc.

As on all Band trips, each day begins and ends with prayer. Over the past few years these prayers have evolved, and each trip now includes a private worship service operated by the students with a litany that I prepare for the service. The students have come to enjoy these peaceful services.

We will also be attending mass on the Sunday of our trip prior to our return at the St. Monica Catholic Church, which is the within the Archdiocese of Los Angeles. The mass will be likely be presided over by Monsignor Lloyd Torgerson, or one of his five associate pastors.

As part of curricular infusion of prayer, we will be including at least one sacred piece amongst our performance literature. This year, that piece is titled “On A Hymnsong of Philip Bliss”.

Student Expectations for Field trips and Excursions

As a school sanctioned excursion, there are certain guidelines that students are expected to adhere to in order to ensure the excursion’s success. Should you have any concerns about these expectations, please contact Mr. Windsor or Mr. Langill (Principal, NDC) via email at jwindsor@redeemer.ab.ca or dlangill@redeemer.ab.ca or by phone at (403) 652-2231.

- Students are to strive to be positive, pleasant and polite at all times.
- Respect *all* authority at all times.
 - “Authority” includes all teachers, chaperones, clinicians, guest conductors, bus drivers, hotel managers and staff, lifeguards, store owners, restaurant servers, security guards, etc.
 - All chaperones are to have the final word in all situations. If there are any concerns, see Mr. Windsor.
- All meeting times, bed times, and other scheduled times are to be followed without exception.
- All planned events are mandatory (unless otherwise stated).
- The conduct and behavior, including dress code, are to be followed as expected in a regular school setting.
 - During all performances, uniform attire must be worn. Uniforms are white button-up collared shirts, black pants or black knee-length or longer skirts, black socks, black shoes and NDC Music Tie
 - There are to be no displays of affection.
 - There is to be no roughhousing, horsing around or violence at any time, whether in jest or not.
 - No foul, obscene or inappropriate language or materials are permitted on the excursion.
 - “Language” includes jokes, exclamations of surprise, vents of anger, et cetera.
 - “Materials” include music & lyrics, magazines, pictures, anything created or drawn by the student, et cetera.
 - Inappropriate materials will be confiscated.
- No student is to be in the sleeping quarters of a member of the opposite gender at any time.
- During “Lights Out”, lights, televisions, games, computers, music, and other personal entertainment devices are to be turned off. Students are expected to be ready to sleep at this time to ensure they have enough sleep for the following day.
- There will be no guests, including relatives, permitted in any room in use by Notre Dame Collegiate at any time.
- Students may not visit guests or the hotel rooms of other guests, including relatives, who are not part of Notre Dame Collegiate at any time.
- Contraband, illegal substances and/or weapons are not permitted on the excursion (including knives and *any* form of alcohol or tobacco product).
 - Students found to be in possession of any of the above or having had possession of any of the above during the excursion will be dealt with severely (including being sent home and/or receiving a school suspension).
- During free time (as spent in malls or other public venues), students must stay with their assigned groups or partners. Students are never to venture on their own without their assigned group or partner. Students are also required to check in with Mr. Windsor at the given time intervals to ensure their safety.
- In the case of an emergency, get help immediately. Students are encouraged to carry cellular phones with them, and to contact Mr. Windsor in the event of an emergency. (Mr. Windsor’s cellular phone is 603-8079).
- Should a student be found not meeting these expectations, that student can expect escalating consequences.
- Most importantly: Have Fun!