
REGULAR BOARD MEETING

TUESDAY, OCTOBER 22, 2019

Peter L. Roach Catholic Education Centre - Boardroom

OPEN MEETING – 6:30 to 9:30 P.M.

Chairperson: Michelle Griepsma

Vice-Chairperson: David Bernier

<p>Trustees who are unable to attend the meeting are asked to please notify Michelle Kennedy (mkennedy@pvnccdsb.on.ca).</p>

A. Call to Order of the Open Meeting – 6:30 P.M.:

1. Examen.
2. Opening Prayer.
3. We acknowledge that we are meeting on the traditional territory of the Mississauga Anishinaabe.
4. Singing of the National Anthem.
5. Approval of the Agenda.
6. Declarations of Conflicts of Interest.
7. Approval of the Minutes of the September 24, 2019 Regular Meeting. [Page 5](#)
8. Business Arising Out of the Minutes.

B. Reports from the Office of the Director and Student Trustees:

1. Report from the Director of Education, Michael Nasello.
2. Report from the Student Trustees, Eveline Fisher and Josh Hill.

C. Presentations:

1. R.A. Proposed Holy Trinity Catholic Secondary School and St Stephen Catholic Secondary School Excursion to Paris, Venice, Florence and Rome, March 11-19,

2020.

[R.A. Page 15](#)

[Details Page 16](#)

Paul Jacula, Teacher, Holy Trinity Catholic Secondary School, Mark Joly, Principal, Holy Trinity Catholic Secondary School, and Amanda King, Teacher, Holy Trinity Catholic Secondary School.

2. R.A. Proposed Holy Trinity Catholic Secondary School, St. Stephen Catholic Secondary School and St. Thomas Aquinas Catholic Secondary School Excursion to Paris, Switzerland, Austria and Germany, March 10-18, 2021. Mark Joly, Principal, Holy Trinity Catholic Secondary School and Dawn Michie, Superintendent of Learning. [R.A. Page 40](#) [Details Page 41](#)
3. R.A. Proposed St. Peter Catholic Secondary School, Indigenous Studies Exchange Excursion to Haida Gwaii, British Columbia, May 28-June 2, 2020. Sherry Lajoie, Learning Consultant and Tim Moloney, Superintendent of Learning. [R.A. Page 62](#) [Details Page 63](#)
4. EQAO Presentation
Pepe Garieri, Superintendent of Learning, Dawn Michie, Superintendent of Learning, and Sandra Connolly, Learning Consultant.

D. Programs and Services:

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report. Michelle Griepsma, Board Chairperson.
2. R.A. Ontario Catholic School Trustees' Association (OCSTA) Annual Fees. Michael Nasello, Director of Education. [Page 94](#)
3. R.A. Trustee Honoraria. Isabel Grace, Superintendent of Business and Finance. [Page 95](#)

F. Human Resources:

G. Policy Development:

1. R.A. Recommended Actions from the Policy Development Committee Meeting, October 1, 2019. [R.A. Page 98](#) [Report Page 99](#)
David Bernier, Policy Development Committee Chairperson.

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson's Report.
Michelle Griepsma, Board Chairperson.
2. Trustees' Committee Reports.
 - a. First Nation, Métis and Inuit Advisory Committee, September 17, 2019
 - b. Special Education Advisory Committee, September 19, 2019.
 - c. Catholic Parent Engagement Committee, September 30, 2019.
 - d. Faith and Equity Advisory Committee, October 9, 2019.
 - e. Accessibility Committee, October 15, 2019.

L. Future Meetings and Events:

1. Board Standing Committee Meetings: (Listed in chronological order.)
 - a. Chairperson's Committee, November 11, 2019, 4:30 p.m.
 - b. Committee-of-the-Whole, November 11, 2019, 6:30 p.m.
 - c. Policy Development Committee, November 19, 2019, 6:30 p.m.
 - d. Board Meeting Open Session, November 26, 2019, 6:30 p.m.
(In-camera Session, 6:00 p.m.)
 - e. Annual Board Meeting and Mass, December 3, 2019, 4:00 p.m. – The Mount Community Centre and Sisters of St. Joseph Chapel, Peterborough.
2. Other Committee Meetings: (Listed in chronological order.)
 - a. French as a Second Language Advisory Committee, November 6, 2019, 4:30 p.m.
 - b. Audit Committee Meeting (In-camera meeting), November 13, 2019, 6:30 p.m.
 - c. Special Education Advisory Committee, November 21, 2019, 6:30 p.m.
 - d. Catholic Parent Engagement Committee Meeting, November 25, 2019, 6:30 p.m. (St. Stephen Catholic Secondary School)
 - e. Student Council Liaison Committee, November 26, 2019, 4:15 p.m.
 - f. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
 - g. Faith and Equity Advisory Committee Meeting, February 13, 2020, 6:30 p.m.

- h. STSCO Governance Committee Meeting, January 29, 2020, 3:00 p.m.
- i. Accessibility for All Committee Meeting, February 4, 2020, 1:15 p.m.
- j. Supervised Alternative Learning Meeting, TBA.

3. Board Events:

- a. PVNC Board Retirement Dinner and Celebration, November 8, 2019, 6:00 p.m., Peterborough Golf and Country Club,
- b. Mass for Deceased PVNC Community Members, November 20, 2019, 4:00 p.m. at St. Peter-in-chains Cathedral, Peterborough. Reception to follow at Bishop Doyle Hall, Peterborough.
- c. Peterborough. Catholic Leadership Development Series – Session #2, November 28, 2019, 4:00 p.m., Baxter Creek Golf Course.
- d. Ontario Catholic School Trustees' Association – Catholic Trustees Seminar, January 17-18, 2020, Delta Hotels by Marriott Airport.

M. Conclusion:

- 1. Report from the In-camera Meeting.
- 2. Closing Prayer.
- 3. Adjournment.



Minutes

THE MINUTES OF THE OPEN SESSION OF THE REGULAR BOARD MEETING, held on Tuesday, September 24, 2019, in the Boardroom at 1355 Lansdowne Street West, Peterborough.

PRESENT:

Trustees – Mmes. Linda Ainsworth, Michelle Griepsma, and Helen McCarthy.
Messrs. David Bernier, Braden Leal, Kevin MacKenzie, and Emmanuel Pinto.

Administration – Mmes. Joan Carragher, Laurie Corrigan, Isabel Grace, and Dawn Michie.
Messrs. Galen Eagle, Pepe Garieri, Tim Moloney, and Michael Nasello.
Father Paul Massel

Recorder – Mrs. Michelle Kennedy

A. Call to Order of the In-Camera Meeting:

1. Examen

The Chairperson, Michelle Griepsma, called the meeting to order at 6:35 p.m. Father Paul Massel led those present in a daily examen.

2. Opening Prayer

The meeting opened with prayer, also led by Father Paul Massel.

Michelle Griepsma welcomed the principal and vice-principal representatives, Stephen Smith and Jennifer Wright. A welcome was extended to the Junior Student Trustee, Josh Hill, and to Superintendent Pepe Garieri in attendance at their first Board Meeting.

3. Acknowledgement

Michelle Griepsma, Board Chairperson, acknowledged that the Board Meeting was taking place on the traditional territory of the Mississauga Anishinaabe.

4. Singing of the National Anthem

The National Anthem was sung.

5. Approval of the Agenda

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie
that the Agenda be approved.

Carried.

6. Declarations of Conflicts of Interest

Trustees Braden Leal and Linda Ainsworth both declared conflict with item D.1, Approval of the School Level Identification, Placement and Review Committees. Both Braden and Linda filed a 'Statement & Declaration of Interest Form' with the Executive Assistant, Michelle Kennedy.

7. Approval of the Minutes.

- a. Approval of the Minutes of the June 25, 2019 Regular Meeting.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal
that the minutes of the June 25, 2019 Regular Meeting be approved.

Carried.

- b. Approval of the Minutes of the August 22, 2019 Special Meeting.

MOTION: Moved by Linda Ainsworth, seconded by Kevin MacKenzie
that the minutes of the August 22, 2019 Special Meeting be approved.

Carried.

8. Business Arising Out of the Minutes.

There was no business arising out of the minutes.

9. Swearing in of Student Trustee, Josh Hill.

A swearing-in ceremony for the Junior Student Trustee, Josh Hill, was officiated by the Director of Education, Michael Nasello, Vice-Chairperson, David Bernier, and Board Chairperson, Michelle Griepsma. Josh recited a pledge and was welcomed to the Board with a prayer and blessing by Father Paul Massel. Josh was then presented with a board pin.

B. Reports from the Office of the Director and Student Trustees:**1. Report from the Director of Education, Michael Nasello.**

Michael Nasello gave the Director's Report, including the following highlights:

- The school has begun with 58 school administrators and approximately 2100 board staff welcoming about 15,000 students back to school or to school for the first time.
- The passing of the Board's former executive assistant, Kathy Cleary was mourned this week. We pray for the repose of her soul and comfort for her family.
- Negotiations are underway for contract renewals for all of the unions that support the many professionals at PVNC. We must remember and honour the multitude of positive relationships that are valued through the potentially difficult times.
- An intentional focus for this year will be the Care of God's Creation. There have been inspirational actions by Greta Thunberg recently that call on us to panic. Pope Francis' letter to the world, 'Laudato Si' calls us to care for our earth as a fundamental principle to who we are. As part of this year's initiative, a challenge has been issued to all schools to become involved in the Eco schools program.
- There will be more to come in the coming months on what we can do as PVNC community to collaborate and care for our environment and make a difference every day.
- The 150th Anniversary of the St. Dominic school community was celebrated on September 17. The Eucharist was celebrated by Bishop Miehm, Fr. Balonwu Okpe and Fr. Paul Massel. Local dignitaries brought greetings of congratulations and the Sisters of St. Joseph who staffed the school in the early years were represented by Sr. Jean Perry and Sr. Joan Moran.
- September 30 will be commemorated as Orange Shirt Day to remember and inspire learning about residential schools and their impact on the indigenous culture and their communities all across Canada.
- September 27 is the Board-wide Faith Day. Dr. David Wells will continue with video messages about themes from 'Renewing the Promise' a pastoral letter from the Ontario Bishops' Council.

The Director then invited questions from the trustees.

2. Report from the Student Trustees, Eveline Fisher and Josh Hill.

Eveline Fisher, Senior Student Trustee and, Josh Hill, Junior Student Trustee gave a report to the Board of the activities which are taking place in secondary schools

throughout the system:

- Schools have hosted their opening assemblies and monthly Masses have begun in September providing opportunity for students to join together in faith.
- Student council elections have taken place for student representatives in their schools.
- Many clubs and groups have started up again, including social justice, white pine, best buddies, etc.
- Orange Shirt Day will take place, where students remember and raise awareness of the residential school experience with promotion of the slogan “Every Child Matters”.
- Link crews have been working to ensure that Grade 9 students are settling in and feeling welcome.
- Terry Fox campaigns have begun to raise funds for Cancer research.
- Holy Trinity and St. Stephen participated in the Groundwater Festival which promotes environmental awareness to students.
- Students participating in the Health and Wellness SHSM program at St. Thomas Aquinas travelled to Ganaraska to complete certifications for their program.
- Mindfulness Mondays have commenced again at Holy Cross where students can gather for peaceful meditation.
- A food drive was held at St. Peter by the Social Justice club to benefit Indigenous communities.
- The Student Council Liaison Committee is working to plan a retreat scheduled for November 7, 2019 at St. Thomas Aquinas CSS that will host student council members from PVNC secondary schools. The theme for this year’s retreat is “Voices that Grow” which will focus on the celebrating communal growth, environmental growth and personal growth.

The student trustees then invited and answered questions from the trustees.

3. Report from the Manager of Communications, Galen Eagle.

Galen Eagle, Manager of Communications shared the system achievements and highlighted the following events and other stories from across the Board:

- The celebration of 150 years of Catholic Education at St. Dominic Catholic Elementary School, Lindsay.
- David Wells will return as keynote for the PVNC Faith Day for staff on September 27, 2019.

- The return of the United Way campaign with a kick-off planned for October 2, 2019.
- The success story of a recent adult education student and his recent graduation from Holy Cross Catholic Secondary School as an example of the board outreach to adults in the workforce working to complete their OSSD requirements. This is happening because of a flexible on-site and on-line learning program.

C. Presentations:

1. Proposed St. Thomas Aquinas Catholic Secondary School, Lindsay, Excursion to Silent Lake, Ontario, from October 8, 2019 to October 10, 2019.

Jonathan Di Ianni, Principal of St. Thomas Aquinas Catholic Secondary School gave a brief presentation on the details of the proposed excursion. This excursion is a repeat trip that is a culminating activity as part of a dual credit course with Fleming College.

MOTION: Moved by David Bernier, seconded by Kevin MacKenzie

that the proposed St. Thomas Aquinas Catholic Secondary School Student Excursion to Silent Lake Provincial Park, Ontario from October 8, 2019 to October 10, 2019 be approved in principle and that it meets OPHEA guidelines for Outdoor Education.

Carried.

2. Holocaust Education Program

The Director of Education, Michael Nasello, Principal Stephen Smith, and St. Peter Secondary School Student, Liv Brown, gave a presentation to the Board summarizing their experiences while on the Holocaust Education excursion which travelled to Germany and Poland in July, 2019. Miss Brown spoke passionately about her experiential learning and the insights she gained while on the trip. At the end of the presentation the presenters answered questions from the trustees.

3. Summer Learning Update.

Superintendent Tim Moloney and Lisa Cole, Principal of Continuid Education and Experiential Learning gave a presentation on Summer Learning which took place at our Board. Lisa Cole reviewed each of the programs, namely, Summer School, Camp AIM, Focus on Youth and Welding Camps and reported on their content, funding and many

success stories.

4. Update on Curriculum Changes.

Dawn Michie and Pepe Garieri gave a presentation on the updates on Curriculum in our schools for the 2019-2020. The presentation focused on the Math Strategy and Deep Inquiry Learning, Early Years, ECO Schools. The trustees were also informed of changes to the Health and Physical Education Curriculum and the release of the Careers Studies Curriculum. A brief overview of the department staff and their roles was also given.

D. Programs and Services:

1. Approval of the School Level Identification, Placement, and Review Committees, 2019-2020.

The list of the committees for the schools were reviewed. Trustees Braden Leal and Linda Ainsworth did not participate in discussion and abstained from voting on this item.

MOTION: Moved by Emmanuel Pinto, seconded by Kevin MacKenzie that the Board approve the Identification, Placement and Review Committees as listed, for the 2019-2020 school year.

Carried.

E. Business, Finance and Governance:

1. Ontario Catholic School Trustees' Association (OCSTA) Open Session Report.

Michelle Griepsma, Board Chairperson updated the Board on recent OCSTA business. It was noted that updates throughout the summer were sent directly to trustees but are now now being posted on the google drive.

Michelle Griepsma reported that the 'Toonies for Tuition' fundraising campaign was a success in Ontario where they saw an increase in participation and engagement with students. This fundraising event is important for those in other provinces who do not have access to publicly funded Catholic education.

Once again OCSTA is holding a video competition for students with the theme of 'Igniting Hope' more information is available on the OCTSA website.

2. Audit and Accountability Fund Update

Michael Nasello, Director of Education, gave some background information about the Ministry of Education invitation to Boards to participate and access the province's Audit and Accountability fund to engage in audits to discover areas of operations where efficiencies can be gained. Following the direction given at the August Board meeting, Michael Nasello gave an update that he has responded to the Ministry to respectfully decline the offer.

F. Human Resources:

G. Policy Development:

H. Old Business:

I. New Business:

J. Bring Forward:

K. Information Items:

1. Chairperson Report

Michelle Griepsma, Board Chairperson extended an invitation to trustees to bring forward agenda items to her or other members of the Chairperson's Committee that could be brought forward to future Board Meetings.

Mrs. Griepsma also reported that Bishop Miehm has invited her to a meeting. She invited trustees to provide her with any questions or topics that they would have for discussion with His Excellency.

2. OCSTA Regional Report

Trustee Linda Ainsworth reported on the OCSTA Fall Regional meeting that took place in Renfrew, Ontario, which was attended by her and Trustee Helen McCarthy. Prior to the meeting, OCSTA provided three questions for board response. Linda thanked the trustees, superintendents and the director for their input into the report. At the meeting, six boards participated and shared their responses and experiences following reductions to funding and staffing levels. It was also reported that Manager of Communications, Galen Eagle was a guest speaker and delivered information on communications with the media.

3. Trustees' Committees Reports

- a. Special Education Advisory Committee Meeting, June 20, 2019.

No report or questions arose from the Trustees' Committees Reports.

4. Policy Development Committee – Change of Date to May 13, 2020.

It was noted that the date of the Policy Development Committee meeting originally scheduled for May 20, 2020, has been changed to Wednesday, May 13, 2020.

L. Future Meetings and Events:

1. Board Standing Committee Meetings: (Listed in chronological order.)

- a. Policy Development Committee, October 1, 2019, 6:30 p.m.
- b. Chairperson's Committee, October 7, 2019, 4:30 p.m.
- c. Committee-of-the-Whole, October 7, 2019, 6:30 p.m.
- d. Board Meeting Open Session, October 22, 2019, 6:30 p.m.
(In-camera Session, 6:00 p.m.)

2. Other Committee Meetings: (Listed in chronological order.):

- a. Catholic Parent Engagement Committee Meeting, September 30, 2019, 6:30 p.m.
- b. STSCO Governance Committee Meeting, October 9, 2019, 3:00 p.m.
- c. Faith and Equity Advisory Committee Meeting, October 9, 2019, 6:30 p.m.
- d. Accessibility for All Committee Meeting, October 10, 2019, 1:15 p.m.
- e. Special Education Advisory Committee, October 17, 2019, 6:30 p.m.
- f. Student Council Liaison Committee, October 22, 2019, 4:15 p.m.
- g. Audit Committee Meeting, November 13, 2019, 6:30 p.m.
- h. French as a Second Language Advisory Committee, November 6, 2019, 4:30 p.m.
- i. First Nation, Métis and Inuit Advisory Committee, December 10, 2019, 6:30 p.m.
- j. Supervised Alternative Learning Meeting, TBA.

3. Board Events:

- a. Catholic Leadership Development Series – Session #1, October 17, 2019, 4:00 p.m., Catholic Education Centre, Peterborough.
- b. Catholic Parent Engagement Committee and Catholic School Council General Assembly, November 6, 2019, 6:30 p.m., Catholic Education Centre, Peterborough.
- c. PVNC Board Retirement Dinner and Celebration, November 8, 2019, 6:00 p.m., Peterborough Golf and Country Club, Peterborough.

MOTION: Moved by Linda Ainsworth, seconded by Braden Leal

that the meeting move to an In-camera Session at 8:46 p.m.

Carried.

M. Conclusion:

1. Report from the In-camera Meeting

MOTION: Moved by Braden Leal, seconded by Kevin MacKenzie

that the Board approve the actions and the discussions arising from the September 24, 2019, in-camera session, as follows:

- A. Call to Order: The in-camera meeting was called to order at 6:03 p.m.
 - 1. Opening Prayer
 - 2. The agenda was approved with changes: removal of item D.2, STSCO Governance Committee, In-Camera Session Report and addition of items D.2, Audit Committee Meeting Update and H.1, Update on Collective Bargaining.
 - 3. Kevin MacKenzie declared a conflict of interest with item H.1, Update on Collective Bargaining.
 - 4. Approval of Minutes: Motions were carried to approved the minutes form the June 25, 2019 Regular In-camera meeting, the June 25, 2019 Special In-camera meeting, and the August 22, 2019 Special In-camera meeting.
 - C. Programs and Services:
 - 1. Update on EQAO
 - D. Business, Finance and Governance:
 - 1. OCSTA In-camera Session Report.
 - 2. Audit Committee Update.
 - E. Human Resources – No report given.
 - F. Other Urgent Matter:
 - 1. Approval of a recommended action from the expulsion committee of September 24, 2019.
 - G. Old Business:
 - 1. Kirkfield Property Update.
 - 2. Director Performance Appraisal.
- The meeting convened in Open Session at 6:31 p.m.
 The meeting reconvened in In-camera Session at 8:46 p.m.
- H. New Business:
 - 1. Update on Collective Bargaining.
- The In-camera meeting concluded with closing prayer and convened in Open Session at 9:40 p.m.

Carried.

2. Closing Prayer

Kevin MacKenzie led the closing prayer.

3. Adjournment

MOTION: Moved by Emmanuel Pinto, seconded by Dave Bernier
that the meeting adjourn at 9:43 p.m.

Carried.

Michelle Griepsma
Board Chairperson

Michael Nasello
Director of Education, Secretary-Treasurer
per M.K.

Proposed Holy Trinity Catholic Secondary School and St Stephen Catholic Secondary School Excursion to Paris, Venice, Florence and Rome, March 11-19, 2020.

R.A.: that the proposed Holy Trinity Catholic Secondary School and St. Stephen Catholic Secondary School Excursion to Paris, Venice, Florence and Rome, from March 11, 2020 to March 19, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

October 7, 2019

Administration



Peterborough Victoria
Northumberland and Clarington
Catholic District School Board

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Mr. J. Paul Jacula	School: Holy Trinity CSS & St. Stephen CSS
Adult Supervisors Attending: Mr. J. Paul Jacula (HTCSS), Ms. Amanda King (HTCSS), Ms. Victoria Sheridan (SSCSS)	
Destination: Paris-Venice-Florence-Rome	Mode of Transportation: air, train, coach bus
Grade/Course: 9-12	Date of Submission: 10 September 2019
Departure Date: 11 March 2020	Return Date: 19 March 2020
Number of Students: boys: <u>TBD</u> girls: <u>TBD</u>	Number of Adult Supervisors: female: 2 male: 1
Name of Travel Agent: Explorica Canada Inc.	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-Instructional
Total cost to be paid by each Student: \$3627	

Summary of Proposed Activity: Students will have the opportunity to immerse themselves in the cultures of four European cities: Paris, Venice, Florence, and Rome. They will travel with a licensed tour guide to several historic locations, including St. Peter's Basilica and the Basilica of St. Francis of Assisi.

Curricular Relevance: (provide the overall expectations addressed) Students will experience the cultural, historic, and religious aspects of nature of important sites within these four cities. Please see the submitted package for information regarding the sites visited as part of the itinerary.

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$3627/person
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$3627/person	Total	\$3627/person

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend) <input checked="" type="checkbox"/> Contract Information <input checked="" type="checkbox"/> Additional Medical Coverage needs considered <input checked="" type="checkbox"/> History of Excursion – number of years: <u>16</u> <input checked="" type="checkbox"/> Certification required by staff attending: <u>N/A</u> <input checked="" type="checkbox"/> Educational objectives stated | <ul style="list-style-type: none"> <input type="checkbox"/> Information and consent letter to parents <input type="checkbox"/> Liability waivers signed <input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305 <input checked="" type="checkbox"/> List of destination/emergency phone numbers provided <input checked="" type="checkbox"/> Passports (if required) <u>to be updated as available</u> |
|---|--|

- ☐ This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:

Teacher Signature: [Signature]
Principal Signature: [Signature]
Superintendent Signature: [Signature]

10 September 2019

Date

Sept. 20/2019 Sept. 27, 2019
Oct. 7/19
Date



travel. learn.



Paris, Venice, Florence & Rome

explorica.ca/Jacula-7496

March 11 - March 19, 2020

Day 1 Start tour

Day 2 Bonjour Paris

Meet your tour director and check into hotel
Paris city walk: Île de la Cité, Notre Dame Cathedral visit, Île St. Louis,
Latin Quarter visit
Dinner in Latin Quarter

Day 3 Paris landmarks

Paris guided sightseeing tour: Arc de Triomphe, Champs-Élysées, Eiffel
Tower, Champ de Mars, École Militaire, Les Invalides, Conciergerie,
Tuilleries Garden visit, Place Vendôme, Opera House
Crêperie dinner
Optional Versailles guided excursion: State Apartments, Hall of Mirrors,
Gardens of Versailles

Day 4 Paris--Venice

Louvre visit
Lunch
Seine River cruise
Overnight train to Venice

Day 5 Venice landmarks

Venice guided walking sightseeing tour with Whisper headsets: St.
Mark's Square, St. Mark's Basilica, Doge's Palace visit, glass-blowing
demonstration

Mass at St. Mark's Basilica at 10:30 am OR 12 PM

Day 6 Venice--Florence

Travel to Florence
Florence guided walking sightseeing tour with Whisper headsets:
Palazzo Vecchio, Piazza della Signoria, Chiesa di Santa Croce, Ponte
Vecchio, Duomo visit, leather workshop, Gates of Paradise, Giotto's
Bell Tower, Dante's House
Visit Accademia

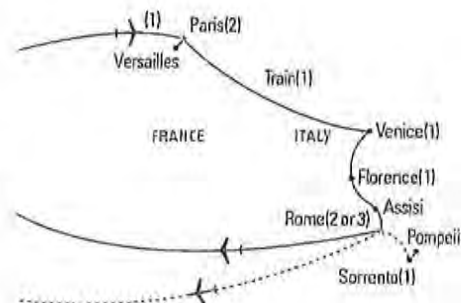
Day 7 Florence--Rome

Travel to Rome via Assisi
St. Francis of Assisi Basilica visit
Rome city walk: Spanish Steps, Trevi Fountain, Pantheon, Piazza
Navona

Day 8 Rome landmarks

Rome guided walking sightseeing tour with Whisper headsets: Vatican
Museums & Sistine Chapel visit, St. Peter's Basilica visit, Colosseum
visit, Piazza Venezia, Forum Romanum visit
Authentic trattoria dinner

Day 9 End tour



Cost & Sharing

- Consolidated Tour Fee: **\$3627.00** per student
- Additional Costs:
 - Bus to and from airport (approx. \$40)
- To be paid by the student and/or their parent(s)

Chaperone Information

- Chaperone to student ratio will be approximately 1:6; this allows for close supervision at all times.
- All chaperones will be current staff members at Holy Trinity Catholic Secondary School and St. Stephen Catholic Secondary School with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.
- Proposed Chaperones:
 - Paul Jacula – Group Leader, Holy Trinity & Male Teacher
 - Amanda King – Female Teacher, Holy Trinity (has chaperoned several previous trips)
 - Victoria Collicutt-Sheridan - Female Teacher, St. Stephen Catholic Secondary School

Liability Forms & Student Information

- See attached forms: Informed Consent (Category 4 or 5) and Behaviour Contract
- Prior to the tour students are given a package that contains additional forms (Student Information and Customs' Letter) that are collected at our Parent/Participant Pre-Departure meeting.
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.

Explorica terms & conditions

The following terms & conditions are valid until August 31, 2020, and for travel between October 1, 2019, and September 30, 2022 for Explorica Canada Inc. (operating as Explorica, Keating & WorldSrides) hereafter referred to as "Explorica".

What does the tour fee include?

- > Round-trip airfare from your departure city, unless otherwise noted
- > Accommodations that sleep 3 to 4 per room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted; participants may be roomed with other same gender participants from the entire group
- > Airport transfers at destination and all transportation between cities, except when deviating from your group
- > Local public transportation to all scheduled itinerary activities
- > Full European or buffet-style breakfast daily, unless otherwise noted
- > Dinner daily at your destination, unless otherwise noted
- > All excursions, led by professional local guides per program description
- > City walks led by an Explorica Tour Director, per program description
- > Visits to select attractions and theatre tickets per program description
- > Full-time services of a professional Tour Director
- > 24-hour emergency service

If we fail to deliver any of the above services, we will promptly refund you its value.

What does the tour fee not include?

- > Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- > Beverages at dinner
- > Lunch, unless specified in the itinerary
- > Optional excursions and/or extensions
- > Explorica's Travel Protection Plan
- > Local transportation to unscheduled activities
- > Tips to Tour Director, bus drivers, local guides, and cruise staff
- > Weekend supplement of \$40 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, Puerto Rico)
- > Any applicable private group fee or small group supplement
- > Any applicable baggage-handling fees imposed by airlines

How do I enrol?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs—and yours—down. As such, we require a valid, current email address with which we may effectively correspond with you.

Online, phone and fax enrolments require a valid credit card (MasterCard or Visa), or a valid chequing account for electronic payment.

To enrol online:

Explorica strongly recommends you enrol online. It is the most immediate and seamless enrolment method, and it allows us to keep our prices low. To enrol online, go to explorica.ca and click on "Sign Up".

To enrol by phone:

Call toll-free 1.888.378.8845 x299 to speak to a Customer Care Representative.

To enrol by fax:

Complete the registration form in the Participant Registration Booklet and fax toll-free to 1.888.378.8845. Faxes received after 5 PM EST will be entered the following business day.

To enrol by mail:

Fill in the registration form in the Participant Registration Booklet and mail it to:

Explorica Canada Inc.
Attn: Admissions
3080 Yonge St., Suite 5052
Toronto, ON M4N 3N1

All mailed enrolments may be paid by cheque, money order or credit card (MasterCard or Visa) or valid chequing account. Sign up date is considered date of receipt.

Enrolment deadlines

Our tours fill up fast; enrol as early as possible. All enrolments, including "chaperones", received less than 99 days prior to departure will be subject to a \$145 late enrolment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified cheque, or money order. After enrolment, additional charges (for last-minute flight reservations, increased Tour Fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrolments are accepted less than 99 days prior to departure will share the same flight itinerary as the rest of their group.

For the complete terms governing late enrolments, please contact Explorica at 1.888.378.8845 x299 or visit explorica.ca/faq.

What is the payment schedule and process?

Explorica offers three main payment options for our tours. We accept MasterCard, Visa, electronic chequing account payments, money orders and personal cheques made payable to "Explorica Canada Inc."

Monthly automated plan

Pay your \$50 initial payment and optional travel protection plan costs with credit/debit card or chequing account upon enrolment, and the balance of your Tour Fee will be automatically charged to your card or debited from your account in equal monthly instalments until 35 days prior to your departure date (chequing account) or 65 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or chequing account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

Full payment

Pay in full at time of enrolment.

3-step manual payment plan

Pay your \$195 non-refundable deposit and selected travel protection plan costs upon enrolment, and then pay \$500 toward your Tour Fee 30 days later. The total remaining balance is due 99 days prior to departure and can be paid by cheque, credit card (MasterCard or Visa), or electronic chequing account payments. Explorica will send email reminders of payments due approximately two weeks in advance of the payment due date. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

General payment information

We accept electronic chequing account payments, MasterCard, Visa, money orders, online banking and personal cheques. Any payments made past the final payment deadline must be paid by certified cheque, money order, or credit card. Please note personal cheques are only accepted until 99 days prior to departure.

Each month we will automatically charge the credit cards or debit the chequing accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payments is determined by the date of receipt at Explorica. If you do not meet the conditions of your payment plan, your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop-payment order are subject to a \$35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

Payments from Quebec residents are held in a trust account until tour departure.

Mail cheques or money orders to:

Explorica Canada Inc.
Attn: Accounts Payable
3080 Yonge St., Suite 5052
Toronto, ON M4N 3N1

What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveller and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your tour, Explorica strongly recommends purchasing its travel protection plan. The following cancellation policies apply:

If you withdraw this many days prior to departure	You will receive a full refund minus the following amounts
More than 140 Days	\$300 + \$195 non-refundable fee
140-100 days	\$500 + \$195 non-refundable fee
99-31 days	50% of All Fees + \$195 non-refundable fee
30 days or less	No refund*

*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a \$100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to cancellations@explorica.ca. If you cancel and name a replacement participant in writing at least 100 days prior to departure, we will refund \$200 of your cancellation fees. Regrettably, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

Reinstating enrolment

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new Tour Fees and any applicable late fees, and their enrolment is subject to availability and to all conditions governing late enrolments (if applicable). Travellers must also re-purchase insurance (if applicable).

What about a travel protection plan?

Through TripMate, our third-party travel protection plan provider, four out of five Explorica travellers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica's travel protection plan

TripMate's standard travel protection plan may cover you for the following events:

- > Theft of passport or visas
- > Flight cancellations due to strike or bad weather
- > Loss of luggage and personal effects
- > Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- > Trip cancellation or trip interruption due to terrorist acts, as defined

Explorica's travel protection plan plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver.

With our Cancel For Any Reason Waiver, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver is provided by Explorica and is not an insurance benefit underwritten by Old Republic Insurance Company of Canada and must be purchased within 14 days of your initial payment for your trip.

Travel protection plan benefits

The following benefits apply to both of Explorica's high-quality travel protection plans:

Trip Cancellation or Interruption. If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: cancellation or interruption of your trip due to: inclement weather, unannounced strike, or mechanical breakdown that causes complete cessation of services of your common carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your primary residence or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a terrorist incident which occurs in a city listed in the itinerary of your trip provided the terrorist incident occurs within 30 days prior to the scheduled departure date for your trip; or revocation of military leave due to war; or the cancellation of your trip by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to you during your trip when you are scheduled to visit a destination listed on the itinerary of your insured trip. Applicable to elementary or high schools only, the school board cancels your trip due to a union-directed work-to-rule job action.

Travel delay. Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and travelling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your travelling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

Medical expense/emergency evacuation. Provides reimbursement up to \$1,000,000* for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip not to exceed \$750; up to \$50,000 for the cost of emergency evacuation to home or an appropriate hospital, including

escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased.

*The accident and sickness medical expense benefits of this plan are subject to a maximum benefit limit of \$25,000 for those persons who at the time of a covered injury or sickness do not have valid hospital and medical insurance under a Government Health Insurance Plan of a province or territory of Canada.

Baggage & personal effects. Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewelry, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

Pre-existing conditions waiver. The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip; the booking for the trip is your first and only booking for this travel period and destination; and you are not disabled from travel at the time you make your payment for this plan.

INFORMATION YOU NEED TO KNOW: Benefits on this page are described on a general basis only. There are certain restrictions, exclusions and limitations that apply to all insurance coverages. This advertisement does not constitute or form any part of the Plan Description or any other contract of any kind. Plan benefits, limits and provisions may vary by state jurisdiction. Full plan details are available by searching our website for "Travel Protection Plan" or at any time by request. Or, go online to: www.tripmate.com/vp0R433C.

View TripMate's complete Travel Protection Plan details and current Travel Insurance Certificate at www.tripmate.com/vp0R433C.

For inquiries regarding the Explorica Travel Protection Plan: TripMate, Inc. (in CA & UT, dba TripMate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

Explorica's Insurance Benefits are underwritten by: Old Republic Insurance Company of Canada, 100 King Street West, Hamilton, Ontario, Canada L8P 1A2.

The cost for Explorica's Travel Protection Plan is CAD \$15 per day of your tour, maximum \$225. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

The cost for Explorica's Travel Protection Plan Plus is \$20 per day of your tour, maximum \$300. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

POLICY LIMITATIONS AND EXCLUSIONS

Benefits are not payable for any loss due to, arising or resulting from: due to a Pre-Existing Condition, as defined in this plan. This Pre-Existing Condition exclusion does not apply to the Emergency Medical Evacuation or Repatriation of Remains coverage; suicide, attempted suicide or any intentionally self-inflicted injury of you, a Travelling Companion, Family Member or Business Partner booked to travel with you, while sane or insane; war, invasion, acts of foreign enemies, hostilities between nations (whether declared or undeclared), or civil war; participating in maneuvers or training exercises of an armed service or police force of any country; riding or driving in racers, or speed or endurance competitions or events; mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); participating as a professional in a stunt, athletic or sporting event or competition; participating in skydiving or parachuting (except parasailing), hang gliding, bungee cord jumping, extreme skiing, skiing outside marked trails or heli-skiing, any race or speed contests (not including any regatta races), scuba diving if the depth exceeds 130 feet or if you are not PADI or NAUI certified to dive and a dive master is not present during the dive, and spelunking; piloting or learning to pilot or acting as a member of the crew of any aircraft; being intoxicated or under the influence of any controlled substance unless taken as administered or prescribed by a Physician; the commission of or attempt to commit a felony or being engaged in an illegal occupation; normal pregnancy (except complications of pregnancy) and/or resulting childbirth, except as otherwise covered under Trip Cancellation or Trip Interruption, or voluntarily induced abortion; any amount paid or payable under any Worker's Compensation, Disability Benefit or similar law; a loss or damage caused by detention, confiscation or destruction by customs official; any non-emergent treatment or surgery, routine physical examinations, hearing aids, eye glasses, contacts or any Elective Treatment and Procedures; any loss occurring during a Trip booked or taken for the purpose or intent of securing medical treatment; failure of any tour operator, Common Carrier, or other travel supplier, person or agency to provide the bargained-for travel arrangements for reasons other than Bankruptcy or Default; business, contractual or educational obligations of you, a Family Member, Business Partner, or Travelling Companion; a mental, or nervous or psychological disorder, unless hospitalized for that condition while the plan is in effect for you; a loss that results from an illness, disease or other condition, event or circumstance that occurs at a time when the plan is not in effect for you; Bankruptcy or Default or failure to supply services by a Travel Supplier; directly or indirectly, the actual, alleged or threatened use, discharge, dispersal, seepage, migration, escape, release or exposure to any hazardous biological, chemical, nuclear radioactive weapon, device, material, gas, matter or contamination; travelling against the advice of a Physician and any loss occurring during such a Trip; expenses resulting from a motor vehicle accident, unless you are properly licensed to operate the vehicle at the place and time of the Accident; treatment, services or expenses related to or resulting from travel in a specific country, region or city for which Foreign Affairs and International Trade Canada

has issued a formal Travel Warning, before your departure date, advising Canadians to avoid all travel to that specific country, region or city; or Sickness or Injury resulting from a motor vehicle accident where you are entitled to receive benefits pursuant to any policy or legislative plan of motor vehicle insurance.

Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrolment. Any changes to your itinerary after time of enrolment will be subject to availability and additional charges will apply. For further details, please consult an Explorica Customer Care Representative at 1.888.378.8845 x299.

Alternate departure airport. Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 129-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

Land-only tours. On many of our tours, with Group Leader and school approval, you may arrange for your own airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Tour Fee. Special conditions may apply for travellers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to explorica.ca/faq.aspx.

Stay-ahead and stay-behind options. You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is \$145 upon enrolment. If requested or changed after enrolment and up to 99 days before departure, the fee is \$195. Additional fees may apply if requested between 98-90 days before departure. This option is not available less than 90 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your group's, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Accommodations. All participants aged 22 and younger at time of departure room together in same gender triples or quads from the entire group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger at time of departure may choose to upgrade to stay in a double/twin room for an additional \$40 per night (\$75 per night on cruises and ferries). Participants aged 23 or older at time of departure are required to stay in a double/twin room and are therefore automatically charged the additional \$40 per night (\$75 per night on cruises and ferries). All participants aged 23 and older at time of departure room together in same gender twins from the entire group unless a single room upgrade is selected. Participants aged 23 or older at time of departure may choose to upgrade to stay in a single room for an additional \$80 per night. Single rooms are not available on night trains, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit explorica.ca/get-ready.aspx.

Optional excursions. On each program, we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a lower price on each of these activities if you enrol 45 days or more before departure. For most optional activities, you can enrol and pay online up to 99 days prior to your departure date, and you can enrol and pay over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Centre:

Stay-ahead and stay-behind. If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is \$50 per participant plus additional costs for land arrangements which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

Tour extensions. Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrolment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

Land-only tours. Some Group Leaders may opt for the group to arrange for their own airline tickets and begin your tour at the first hotel at the first overseas destination.

Accommodations. All participants aged 22 and younger at time of departure room in same-gender rooms with travellers from the entire group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of \$125 per adult (23 years of age or older at time of departure). Adults are automatically placed in twin rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a triple room. We do not accept applications for travellers under the age of 6 at time of departure.

Adult tours. Our programs are primarily developed for youths; however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult Group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

General information

Any requested changes to itinerary, travel date, package type, group size or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their enrolments at that point must pay any applicable cancellation fees. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

Guaranteed Travel Date tours. If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behinds are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travellers in order to run.

Private & Custom tours. Your group may elect to have its own bus and Tour Director rather than travelling with one or more other groups. A minimum group size is required for this option, and the Group Leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 99-30 days prior to departure, participants will be required to pay an increased private group fee. If individuals or the group chooses to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

Consolidated tours. In order for us to offer the lowest possible Tour Fees, our prices are based on a minimum of 35 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from schools other than your own. If an insufficient number of participants sign up for a tour, Explorica will communicate to the Group Leader any changes to a comparable tour and participants will then pay the fees for the new tour. If no similar tour is available, the group may be offered the option of paying a small group supplement to run the original tour, which requires a minimum of 10 paying participants.

Changes in travel dates. For Private, Custom and Consolidated tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

Changes in itineraries. Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some attractions might be closed, so we will offer a similar activity or refund you the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

Airlines and airports. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork airports interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveller aside from their liability as common carriers.

According to the International Air Transport Association (IATA), Resolution 830d effective 1 June 2019, Explorica provides its emergency service information (as opposed to your personal contact information) to airlines participating in your itinerary in case of operational disruptions. Thus, you may not receive information from the airline relating to flight cancellation or schedule changes (including delay in departure). If you wish to have your contact information provided to airlines participating in your itinerary, please contact Explorica Customer Care.

Airline tickets and final itinerary. We will post all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Centre) prior to departure. Airline tickets or a ticket confirmation numbers will be sent to your

Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 85 days prior to departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferable.

Passports and visas. It is each traveller's responsibility to obtain a valid passport, visa, transit visa and any required travel insurance coverage (if applicable), and notarized parental consent form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date. All travellers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

Passengers with Disabilities. Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travellers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at www.explorica.ca/faq for more information.

Additional Information. Each Explorica tour begins when you leave from your departure airport and ends upon completion of the return flight to North America.

Explorica reserves the right to cancel a tour at its discretion and in any such case all monies paid to Explorica for the trip will be refunded. Decisions to cancel a tour may be based on advisories to avoid travel to a destination city on that tour issued by the Government of Canada. No additional compensation, for example, pre-trip preparation expenses, will be made.

Providers of certain tour activities or inclusions may require that additional waivers or terms & conditions are signed by the Group Leader, chaperone, or traveller prior to participation in that activity or inclusion. Those documents are not governed by Explorica, and it is the Group Leader, chaperone, or participant's responsibility to read and understand them prior to signing. Failure to complete these documents may result in delays or modification/cancellation of the tour inclusion, and no refund from Explorica will be provided.

Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labour activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, actual, perceived or threatened epidemics, or for any other cause beyond the direct control of Explorica. For further information regarding travel to your specific destination(s), please visit the Government of Canada and Health Canada's website (www.travel.gc.ca and www.hc-sc.gc.ca). I hereby acknowledge and understand the risks associated while travelling and voluntarily assume these risks in order to participate in the event sponsored by Explorica.

Please note that a participant will not be allowed to travel on an Explorica tour if his/her name does not appear on the travel roster on the day of departure or if he/she has not agreed to Explorica's terms and conditions.

Travel Registration Number: 50012536

OPC Number: 7029316

CAINTL

Participant Release & Agreement

I, the undersigned (or my parent or guardian if I am under 18 years old),
an applicant for an educational tour provided by Explorica Canada Inc.
(hereinafter referred to as "Explorica"), agree to the following:

- 1 Explorica Canada, Inc., Explorica, Inc., its and their owners, directors, officers, employees and affiliates, your sponsoring school, teachers, chaperones and group leaders, (collectively "Explorica") does not own or operate any entity which is to or does provide goods or services for your trip including, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Explorica is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, or the threat thereof, overbooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as scuba diving, zip lining, snorkeling, paddle boarding, surfing, swimming, kayaking, sailing, canoeing, rafting, hiking, bicycling, rock climbing, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Explorica. In addition, I release Explorica from its own negligence and assume all risk thereof.
- 2 My Explorica tour begins with the departure of the Explorica bus or take-off of the flight from my departure city and ends upon completion of the return flight or Explorica bus trip to Canada.
- 3 Without diminishing Paragraph 1 of this Agreement, I understand that Explorica is not responsible for me when I am apart from Explorica-organized activities, such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods if the optional period does not include the services of an Explorica Tour Director.
- 4 If I become ill or incapacitated, Explorica or my Group Leader may take any action they deem necessary for my safety and wellbeing, including attempting to secure medical treatment (at my own expense) and/or transporting me home at my own expense.
- 5 Explorica cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associated with the same. All issues regarding food and drink, including allergies, or dietary requirements and restrictions, are the sole responsibility of the participant. In advance of travel, each student's parent/guardian should sign a release form that grants the Group Leader or chaperone the authority to dispense over-the-counter medication in the event of an emergency during the trip.
- 6 I agree to abide by Explorica's regulations and the directions of my Group Leader or Explorica's personnel during my tour. Failure to do so may result in Explorica terminating me from the tour immediately. I understand that to disobey such rules or directions is cause for me to be sent home, at my own expense, with no right of refund.
- 7 I agree to abide by all local laws including those concerning drugs and alcohol. I understand that to abuse or disobey such laws is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.
- 8 I understand that I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms or facilities, buses, ferries, trains, or cruise ships. I will indemnify Explorica and hold it harmless for any financial liability or obligation which I incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an Explorica tour.
- 9 I understand that both Explorica and my Group Leader reserve the right to refuse or cancel my enrolment for conduct which in either's sole discretion could impact the participant's ability to comply with trip regulations or which could impact the group's enjoyment of the trip and that in any such case standard cancellation fees will apply.
- 10 Explorica has the right to make changes in tour itineraries and departure dates and to modify transportation or lodging arrangements. In the event of changes being made, refunds will be given only in accordance with the provisions of the "Explorica Terms and Conditions" supplied herewith.
- 11 I understand that it is my responsibility to secure all necessary travel documents, including passport, visas, transit visa and any required travel insurance unless specifically arranged for the group by Explorica. Failure to do so does not constitute grounds for a refund except according to the normal cancellation guidelines as outlined in the "Explorica Terms and Conditions."
- 12 I acknowledge my choice to travel with the teacher/Group Leader organizing my group, and I understand that this choice is not the responsibility of Explorica. I understand that Explorica reserves the right to reassign my group to a replacement teacher/Group Leader should my original Group Leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.
- 13 Any film or video likeness taken of me while participating in an Explorica program and any comments or statements made by me while participating in an Explorica program may be used in future promotional or other materials published by Explorica without payment of any consideration therefor.
- 14 I understand that as a participant or as a parent of a participant I authorize my first name and last initial to be included in an online roster.
- 15 This Agreement, and the Terms & Conditions supplied herewith constitute the entire Agreement (collectively, "Agreement") between Explorica and me. I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of Explorica or by my school or Group Leader, applies to any Explorica tour. This agreement may be amended or modified only in writing, signed by an Explorica officer at Explorica's main office in Toronto, Canada.

Explorica's code of conduct

To make sure everyone has a fun, mishap-free adventure, it's important that you follow a few basic behavioural guidelines on your tour.

E

Educate yourself about the culture you're visiting. Before you jet off across the world, do a little research. How do they dress? What do they eat? How do they say "hello"? This will help you adjust to the new environment and keep you from looking like a tourist.

X

X marks the spot. Be where you need to be when you need to be there. Always come prepared with local maps, essential phone numbers, and a watch, so it's easy for you to get to designated meeting spots on time. Scheduled activities are mandatory. If you need to be excused from an activity for any reason, please ask your group leader for permission in advance.

P

Pay attention to your surroundings. In a new environment, there's a lot to take in, but you need to stay alert. Be mindful of your safety and belongings at all times, so that you can avoid any mishaps while travelling.

L

Listen to your Group Leader and Tour Director. Your Group Leader is responsible for your safety, and your Explorica Tour Director is an expert in every aspect of your destination. Listen to them and do what they say at all times. This means getting places on time, respecting curfew, and following all rules in place, so everyone can have a fun and safe experience.

O

Organize your free time responsibly. Throughout your trip you'll have periods of free time. During this time, you should always be with a small group, and never stray too far from your meeting place. Be sure to wear a watch, carry a map, and allot plenty of time to get to your meeting place early, so your group doesn't have to wait.

R

Respect the people and the culture. When you travel, think of yourself as a guest in someone else's home. Even if foods, clothes, or behaviours seem strange to you, be understanding and accepting of the culture.

I

Illegal activities will not be tolerated. The laws abroad may be very different from the laws back home, but no matter how strange they may seem to you, follow them! If not, you are subject to the legal consequences and immediate dismissal from the tour.

C

Consumption of hard alcohol will not be tolerated. We do not permit excessive drinking on our tours. The allowance of a glass of wine or beer at meals is up to the discretion of your Group Leader if you are over 18 and of legal drinking age in the country you are visiting.

O

Offer help and support to your peers, Group Leader and Tour Director. You're all in this together! Whether a friend needs a hand lifting a suitcase, your Group Leader needs to get everyone quiet to call roll, or your Tour Director needs help learning someone's name, lend a helping hand to whoever needs it.

D

Damages are your own personal responsibility. If you break it, you buy it. If you damage anything in your hotel or bus or incur any additional fees (e.g. phone calls, room service, etc.), you will be held responsible and required to pay for it. If you notice any damage upon arrival, notify your Tour Director immediately.

E

Experience the world and have fun! These rules are in place to keep your entire group safe, healthy, and happy on tour. Now it's your job to get out there and enjoy the experience of a lifetime. *Bon voyage!*

Code of Behaviour
Paris, Venice, Florence, Rome
March 11-19, 2020

This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of Holy Trinity Catholic Secondary School and St. Stephen Catholic Secondary School will be adhered to by all students at all times.

Each student is an ambassador for our schools and country and appropriate language, manners and deportment are expected during the trip.

To ensure that everyone will be able to enjoy this excursion, the following Code of Behaviour has been put in place.

1. Drugs and alcohol (wine, beer or liquor) are **strictly forbidden**.
2. Curfew times will be strictly followed by all students. "Curfew" means that you will be in your assigned room at a specific time, based on the day's activities. No guests are allowed in your rooms and the door must be locked for your safety. Lights are to be turned out within 30 minutes. There will be room checks every night. Group members of the opposite sex are not to be invited into your hotel room. You will sleep only in the room that is assigned to you.
3. No guests or visitors will be permitted in the rooms or be allowed to participate in any activity.
4. You are not allowed to accept beverages from strangers nor carry packages for them.
5. Activities will not begin until **all participants** are present. It is therefore important that each individual be on time for every function. A scheduled activity, which all participants have paid for, could be forfeited, with no reimbursement, due to one's tardiness. Lateness is not only inconsiderate, but can cause serious problems when travelling.
6. You are to go **nowhere alone** at any time, including washroom visits. Prior to using the washroom facilities you must inform your designated chaperone. During your free time and when travelling as a group you must inform your designated chaperone where you are going, with whom and when you will return. When you are out exploring the cities during free time, you will travel in groups of no less than three people. When using Public Transportation as a group you will travel with your designated chaperone.
7. You are not allowed outside the hotel at night unless accompanied by a chaperone.
8. Smoking or vaping are not condoned by the board or by the school. **You may not smoke or vape on the trip.**

9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, you cannot be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pyjamas.
10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
11. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, etc) unless approved by a chaperone. (Emergency use of taxis is permitted)
12. A student who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or the loss of future school excursion privileges.
13. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
14. You are to listen to the chaperones from our group. Regardless of what the groups we are paired with is doing you are to follow the rules laid out in this document and the directions of Ms. King, Mr. Jacula or Ms. Collicutt-Sheridan.

.....

I/We understand the guidelines set out by the above Code of Behaviour and have discussed with the participant the need to follow them or face the appropriate consequence which can include being sent home at our/my expense:

Parent/guardian Signature: _____

Date: _____

I have read the guidelines set out in the Code of Behaviour and agree to follow them or face the appropriate consequence which can include being sent home at my parent/guardian's expense:

Student Signature: _____

Date: _____

Submit 1 copy & Keep one copy at home

Group Leader Agreement

I hereby agree to the following:

1. I shall check the progress of my participants before departure with reference to passports, entry requirements, account balances, program details, and round-trip transportation from their homes to the airport.
2. I shall be responsible for my participants' flight tickets and help them with check-in at airports, if applicable for my tour.
3. I shall follow the guidelines and perform the duties of Group Leader as outlined on www.explorica.com.
4. I shall not leave the tour at any time.
5. I shall act as a liaison to communicate to my participants all relevant tour details.
6. I or another responsible adult shall stay behind with a participant in the case of illness, accident, lost passport, etc., if necessary, and in the event I stay behind, another responsible adult will be appointed to oversee my group.

Group Leader Release

I understand that this is a supervised program and that group standards must be observed. I promise to support and uphold the standards for behaviour set forth by Explorica. I will accept the suggestions, instructions and recommendations of the Explorica staff in all matters relating to the program or personal conduct. I agree that Explorica shall have the right, at its discretion, to terminate my services as Group Leader for failure to maintain these standards, or for actions or conduct which Explorica considers to be detrimental to or incompatible with the interests, harmony, comfort or welfare of the tour as a whole.

I have completely read and fully understand the foregoing Participant Release and Agreement, including the "Terms and Conditions" section and other provisions on the Explorica website and agree to be bound thereby.



WorldStrides®



Travelling with Explorica: Layers of Assurance

When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

TOTAL TRAVEL PROTECTION

No one wants to think about having to cancel their trip, but sometimes life happens. Unlike other companies which only provide a credit for a future trip, Explorica gives travellers the option to protect their investment with a choice of two trusted travel protection plans, both of which provide a cash refund:

- **Explorica Travel Protection Plan:** This standard plan covers common mishaps like misplaced tickets or passports, lost luggage, sickness or injury during the tour, and more. If you have to cancel your tour due to a covered reason, you will receive a full refund minus the cost of the insurance policy.
- **Travel Protection Plan PLUS:** Explorica's exclusive, upgraded plan adds to the standard plan, providing the ability to cancel your tour for any reason up to 30 days before departure and receive a cash refund for 75% of the non-refundable fee. This is the only "cancel for any reason" policy in the industry.

COMPREHENSIVE LIABILITY COVERAGE

Explorica's liability insurance is the largest in the industry at \$50 million. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while travelling with Explorica.

And, as a member of the Travel Industry Council of Ontario (TICO), a self-governed, not-for-profit corporation whose mission is to promote a fair and ethical market place where consumers can be confident about their travel purchases, tour investments with Explorica are fully protected by TICO's Compensation Fund.

With an extensive network of nationally and internationally trusted travel safety and security associations such as WorldAware, the International Airlines Travel Agent Network (IATAN), and the Ontario Motor Coach Association (OMCA), Explorica is the educational travel provider you can trust.

PROVINCIAL REGISTRATION AND LEGAL COMPLIANCE

Explorica is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. The registration number with TICO is 50019951.

TRUSTED EXPERIENCE

Explorica has been organizing safe and reliable tours across the globe since 2000. And now, as a WorldStrides organization, Explorica travellers benefit from an additional 50 years of risk management experience and a worldwide network of support:

- **Proactive risk management:** Safety protocols are built into every aspect of Explorica's operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, every precaution is taken to ensure a safe and enjoyable travel experience for all participants.
- **Global vigilance:** The Vice President of Health and Safety, supported by Explorica's team of risk management professionals, continually assesses all travel destinations. They also partner with WorldAware, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

UNPARALLELED ON-TOUR SUPPORT

Explorica is by your side every step of the way to provide guidance and assistance:

- **Expert Tour Directors:** Explorica Tour Directors live and work in the cities in which tours visit, and are fluent in the local languages and customs. They advise travellers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. Explorica maintains regular contact with all field staff to provide up-to-date information on local conditions.
- **Global Presence:** As a WorldStrides organization, Explorica has a network of more than 45 offices around the world, so they are always nearby and ready to help in person if the need arises.
- **24/7 Emergency Support:** Explorica operates a dedicated, 24/7 emergency contact line to assist travellers with any problem, anywhere, at any time.



Travel Protection Plan

EXPLORICA'S TRAVEL PROTECTION PLANS

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travellers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

EXPLORICA'S TRAVEL PROTECTION PLAN

Trip Mate's standard travel protection plan may cover you for the following events:

- Trip cancellation or interruption due to school board cancellation (including teacher labour strike, teacher union-directed work-to-rule job action, or school board determination of risk of harm)
- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined.

EXPLORICA'S TRAVEL PROTECTION PLAN PLUS

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver.

With our Cancel For Any Reason Waiver, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver is provided by Explorica and is not an insurance benefit underwritten by Old Republic Insurance Company of Canada and must be purchased within 14 days of your initial payment for your trip.

TRAVEL PROTECTION PLAN BENEFITS

The following benefits apply to both of Explorica's high-quality travel protection plans:

Trip Cancellation or Interruption.

If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: cancellation or interruption of your trip due to: inclement weather, unannounced strike, or mechanical breakdown that causes complete cessation of services of your common carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your primary residence or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passports or visas; a transfer of employment of 250 miles or more; a terrorist incident which occurs in a city listed in the itinerary of your trip provided the terrorist incident occurs within 30 days prior to the scheduled departure date for your trip; or revocation of military leave due to war.

You are also covered in the event of cancellation of your trip by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to you during your trip when you are scheduled to visit a

destination listed on the itinerary of your insured trip. Applicable to elementary or high schools only; the school board cancels your trip due to a union-directed work-to-rule job action.

Travel delay

Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and travelling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your travelling companion; quarantine; loss of passport, travel documents, or money; or natural disaster.

Medical expense/emergency evacuation

Provides reimbursement up to \$1,000,000* for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip not to exceed \$750; up to \$50,000 for the cost of emergency evacuation to home or an appropriate hospital, including escort expense (both, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homeward carriage if deceased.

*The accident and sickness medical expense benefits of this plan are subject to a maximum benefit limit of \$25,000 for those persons who at the time of a covered injury or sickness do not have valid hospital and medical insurance under a Government Health Insurance Plan of a province or territory of Canada.

Baggage & personal effects

Baggage & personal effects. Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewellery, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

Pre-existing conditions waiver

The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip; the booking for the trip is your first and only booking for this travel period and destination; and you are not disabled from travel at the time you make your payment for this plan.

Baggage & personal effects

Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$600 maximum limit applies to jewellery, gems, watches, cameras and camera equipment, and furs; a \$300 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

Pre-existing conditions waiver. The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip.

INFORMATION YOU NEED TO KNOW: Benefits on this page are described on a general basis only. There are certain restrictions, exclusions and limitations that apply to all insurance coverages. This advertisement does not constitute or form any part of the Plan Description or any other contract of any kind. Plan benefits, limits and provisions may vary by state jurisdiction. Full plan details are available by searching our website for "Travel Protection Plan," or at any time by request. Or, go online to: www.tripmate.com/wpOR433C.

View Trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate at www.tripmate.com/wpOR433C.

For inquiries regarding the Explorica Travel Protection Plan: Trip Mate, Inc. (In CA & UT, dba Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292. Explorica's Insurance Benefits are underwritten by: Old Republic Insurance Company of Canada: 100 King St W, Hamilton, ON L8P 1A2.

The cost for Explorica's Travel Protection Plan is CAD \$15 per day of your tour, maximum \$225. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

The cost for Explorica's Travel Protection Plan Plus is \$20 per day of your tour, maximum \$300. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

HOW TO SUBMIT A CLAIM

Before you submit a claim to Trip Mate through your Travel Protection Plan, there are a few things you'll need to have ready:

- Your Plan Number: OR433C, Residents of Québec: UF433E
- The departure and return date of your trip
- Depending on the reason for the claim, Trip Mate may indicate further documentation is required. Claims may be reported to Trip Mate by any of the following methods:

- Online – visit <https://www.tripmateonline.com/>
- Phone – call to 1.800.888.7292 during business hours
- Fax – 1.816.523.3379
- Mail – Trip Mate, Inc.
9225 Ward Parkway
Suite 200
Kansas City, MO 64114

If you choose to submit your claim online, you will be prompted to enter your plan number (noted above), and then redirected to the form you will fill out under Old Republic Insurance Company of Canada. Please be sure to fill in the fields marked with asterisks.

Please note once finished with the online form, you must print, sign, and send it to Trip Mate.

POLICY LIMITATIONS AND EXCLUSIONS

Benefits are not payable for any loss due to, arising or resulting from: due to a Pre-Existing Condition, as defined in the plan. This Pre-Existing Condition exclusion does not apply to the Emergency Medical Evacuation or Repatriation of Remains coverage; suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; war, invasion, acts of foreign enemies, hostilities between nations (whether declared or undeclared), or civil war; participating in maneuvers or training exercises of an armed service or police force of any country; riding or driving in races, or speed or endurance competitions or events; mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); participating as a professional in a stunt, athletic or sporting event or competition; participating in skydiving or parachuting (except parasailing), hang gliding, bungee cord jumping, extreme skiing, skiing outside marked trails or heli-skiing, any race or speed contests (not including any regatta races), scuba diving if the depth exceeds 130 feet or if You are not PADI or NAUI certified to dive and a dive master is not present during the dive, and spelunking; piloting or learning to pilot or acting as a member of the crew of any aircraft; being intoxicated or under the influence of any controlled substance unless taken as administered or prescribed by a Physician; the commission of or attempt to commit a felony or being engaged in an illegal occupation; normal pregnancy (except complications of pregnancy) and/or resulting childbirth, except as otherwise covered under Trip Cancellation or Trip Interruption, or voluntarily induced abortion; any amount paid or payable under any Worker's Compensation, Disability Benefit or similar law; a loss or damage caused by detention, confiscation or destruction by customs official; any non-emergent treatment or surgery, routine physical examinations, hearing aids, eye glasses, contacts or any Elective Treatment and Procedures; any loss occurring during a Trip booked or taken for the purpose or intent of securing medical treatment; failure of any tour operator, Common Carrier, or other travel supplier, person or agency to provide the bargained-for travel arrangements for reasons other than Bankruptcy or Default; business, contractual or educational obligations of You, a Family Member, Business Partner, or Traveling Companion; a mental, or nervous or psychological disorder, unless Hospitalized for that condition while the plan is in effect for You; a loss that results from an illness, disease or other condition, event or circumstance that occurs at a time when the plan is not in effect for You; Bankruptcy or Default or failure to supply services by a Travel Supplier; directly or indirectly, the actual, alleged or threatened use, discharge, dispersal, seepage, migration, escape, release or exposure to any hazardous biological, chemical, nuclear radioactive weapon, device, material, gas, matter or contamination; traveling against the advice of a Physician and any loss occurring during such a Trip; expenses resulting from a motor vehicle accident, unless You are properly licensed to operate the vehicle at the place and time of the Accident; treatment, services or expenses related to or resulting from travel in a specific country, region or city for which Foreign Affairs and International Trade Canada has issued a formal Travel Warning, before Your departure date, advising Canadians to avoid all travel to that specific country, region or city; or Sickness or Injury resulting from a motor vehicle accident where You are entitled to receive benefits pursuant to any policy or legislative plan of motor vehicle insurance.



INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

The Holy Trinity C.S.S. and St. Stephen C.S.S. are is arranging
a trip to Paris, Venice, Florence & Rome from March 11-19, 2020.
(name of school) (description of activity and dates)

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.

ELEMENTS OF RISK:

Educational activity programs, such as International Tours involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in this tour :
(describe activity)

1. Injury due to slip and fall.
2. Injury due to transportation accident.
3. Illness

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the trip on March 11-19, 2020 you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the trip to Paris, Venice, Florence & Rome
(name of student) (description of activity)
to be held on or about March 11-19, 2020.
(date)

Signature of Parent/ Guardian: _____ Date: _____



Sample on-tour info packet

Your on-tour info packet will be posted 20 days prior to departure.

tour information packet for group leaders

Sample

Prepared for Jill Smith
London, Paris & the Alps
Tour Centre ID: SampleTC-1237
July 01, 2010 - August 10, 2010

Contact Information

IMPORTANT PHONE NUMBERS FOR CANADIAN TRAVELLERS

Emergency Phone Number: 1.617.210.6194

International Tours: 1.888.378.8845 (Toll-free within Canada)
1.416.485.1200 (Outside Canada)

USA & Canada Tours: 1.888.378.8845 (Toll-free within Canada)
1.416.485.1200 (Outside Canada)

Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)

Table of Contents

Contact Information
Tour Itinerary
Traveller Reports
Roster Report
Restaurant Information
Insurance Report
Rooming Information

Additional Information
TripMate Contact Details
Pre-Departure Checklist
Emergency Tips
Emergency Phone Tree

Tour Itinerary

Day 1 Start Tour

Day 2 Hello London

Meet your Tour Director and check into hotel
London city walk
Thames River, Trafalgar Square, National Gallery Visit, Piccadilly Circus, Covent Garden, Leicester Square, Soho
Fish & chips dinner

Day 3 London Landmarks

London guided sightseeing tour
Buckingham Palace, Big Ben, Houses of Parliament, Westminster Abbey, Tower Bridge, Hyde Park, St. Paul's Cathedral

Day 4 London--Paris

Eurostar Chunnel crossing
Louvre visit
Dinner in Latin Quarter

Day 5 Paris Landmarks

Paris guided sightseeing tour
 Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, Les Invalides, Ecole Militaire, Conciergerie, Opera House, Place de la Concorde, Tuileries, Place Vendôme
 Seine cruise

Day 6 Paris--Lucerne

Travel to Bern on the TGV (Europe's fastest train)
 Bern Tour Director-led sightseeing tour
 Travel to Lucerne

Day 7 Lucerne Landmarks

Lucerne Tour Director-led sightseeing tour
 Löwendenkmal, River Reuss, Kapellbrücke
 Fondue Dinner

Day 8 Lucerne--Munich

Travel to Munich via Neuschwanstein
 Neuschwanstein Castle visit
 Oberammergau

Day 9 Munich Landmarks

Munich guided sightseeing tour
 Residenz, Nymphenburg Palace, Alte Pinakothek, Deutsches Museum, BMW headquarters, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus
 Dachau visit
 Bratwurst dinner

Day 10 End Tour

Traveller Reports

ROSTER REPORT

Traveller	Email	Telephone	Gender	Age
Allison Nathans	sample@sampleemail.com	(555) 555-5555	Female	44
James March	sample@sampleemail.com	(555) 555-5555	Male	17
Jill Sample	sample@sampleemail.com	(555) 555-5555	Female	40
Rachel Boatswain	sample@sampleemail.com	(555) 555-5555	Female	17
Robert Blackstone	sample@sampleemail.com	(555) 555-5555	Male	16
Sean Holt	sample@sampleemail.com	(555) 555-5555	Male	16

sample on-tour info packet

Your on-tour info packet will be posted 20 days prior to departure.

RESERVATION REPORT

Sample

Hotel

Description

Somerset Hotel
6 Dorset Square
London, England
Phone: 011 44
2077230741

Dates: July 02, 2010 - July 04, 2010

The Somerset Hotel is a small, traditional style hotel of 26 rooms, situated in a leafy London square. It is very convenient for the tube being located within a few minutes walk of Baker Street Underground Station which provides quick and easy access to London Zoo, Oxford Street and other major sites in the West End. It is also within walking distance of the famous Madame Tussasuds Waxwork Museum. (Please note that due to its old style, this hotel has no lift)

Travelers:

Allison Nathans, James March, Jill Sample, Rachel Boatswain, Robert Blackstone, Sean Holt

Hotel Campanile
Paris Bagnolet
28 Ave du Général
de Gaulle, Bagnolet
Paris , France
Phone: 011 33
148973600

Dates: July 04, 2010 - July 06, 2010

Located on the eastern side of Paris, just inside the peripherique, this large, modern hotel has 274 air-conditioned rooms, conference rooms and a restaurant. The hotel was completely renovated in 2003. The nearest metro station is Gallieni. The metro is just next to the hotel and offers quick and easy access to the city center via the famous Père Lachaise cemetery.

Travelers:

Allison Nathans, James March, Jill Sample, Rachel Boatswain, Robert Blackstone, Sean Holt

Mothotel Pilatusblick
Schlundstrasse 5
Kriens, Switzerland
Phone: 011 41
413103546

Dates: July 06, 2010 - July 08, 2010

This family-run hotel has 40 rooms and is situated close to Mt. Pilatus on the outskirts of Lucerne.

Travelers:

Allison Nathans, James March, Jill Sample, Rachel Boatswain, Robert Blackstone, Sean Holt

Hotel Lammle
Friedenheimerstrasse
137
Munich, Germany
Phone: 011 49
89571529

Dates: July 08, 2010 - July 10, 2010

The hotel is located in the western part of Munich-Friedenheim, 5 stops on the metro to Munich HBF. It offers 23 rooms, all equipped with modern amenities.

Travelers:

Allison Nathans, James March, Jill Sample, Rachel Boatswain, Robert Blackstone, Sean Holt

RESTAURANT INFORMATION

Restaurant	sample on-tour info packet
Hotel Rouge et Noir	Your on-tour info packet will be posted 20 days prior to departure. Date : Apr 27, 2010 - Apr 28, 2010

Restaurant Papa Rex

Date : Apr 28, 2010 - Apr 29, 2010

Hotel Candia

Date : May 01, 2010 - May 02, 2010

To Hani

Date : May 02, 2010 - May 03, 2010

INSURANCE REPORT

Traveller

Travel Protection Plan

Allison Nathans

James March

Jill Sample

Rachel Boatswain

Robert Blackstone

Sean Holt

ROOMING INFORMATION

Requested Room Assignments

Room Type	Roommates
Twin	James March & Sean Holt
Twin	Allison Nathans & Allison Nathans

Additional Information

sample on-tour info packet
Your on-tour info packet will be posted 20 days prior to departure.

TripMate Contact Details:

Explorica's insurance options are administered by TripMate.

- Plan inquiry prior to departure
1.800.888.7292
Website: www.tripmate.com/wpOR433C (<http://www.tripmate.com/wpAC433C>)
Your plan number is AC433C
- Plan assistance while on Tour (If you have purchased Travel Protection)
1.800.555.9095 (Within USA and Canada)
1.603.894.4710 call collect
On Call Group Number: OR433C

Certificate of Coverage:

Please review and print the Certificate of Coverage at: www.tripmate.com/wpOR433C
(<http://www.tripmate.com/wpAC433C>)

Pre-departure Checklist

Departure

Confirm your group's departure time directly with the airline 24 hours prior to departure—and arrive at the airport at least three hours before your flight. **Some Airlines may permit online check-in as early as 30 hours before departure.**

Baggage

Each Explorica traveller is allowed only one standard-size suitcase and one carry-on bag. All luggage must fit on the airplane, tour buses, ferries, trains, hotel elevators, & hotel rooms. Any participant who brings additional luggage will not be allowed to board the Explorica bus and will be required to reach each tour destination by taxi or public transportation at his/her own expense.

Tipping

Like other members of the service industry, Tour Directors and bus drivers depend on tips to make a living. **Group Leaders are advised to collect these tip amounts from participants in advance to avoid confusion or lack of money at the end of the tour.**

Tour Director

It is customary to tip your full-time Tour Director a **minimum of €4/\$5-\$6 per person per day**. Tipping €5/\$7 is common as additional tips are at your discretion when performance is outstanding. (or local equivalency) on all other tours.

Bus Driver

Each participant is expected to tip their bus driver **€2 EUR per day/\$3 per person per day** on all tours.

Local Tour Guides

Tipping for local tour guides is at the discretion of the Group Leader. If you would like to tip your local guide it is advised that tip money be collected in advance as well.

Cruises

Tips for all services rendered on board the cruise ship—housekeeping, dining service, etc.—will be paid on your behalf by Explorica. It is not necessary for you to tip cruise staff on board.

Arrival

After claiming luggage and clearing Customs, meet your Tour Director or other Explorica representative, who will bring your group to your first hotel. Look for an Explorica sign to help spot them in a crowd.

If you do not see an Explorica representative right away on the departure date or she will be there shortly. Please DO NOT leave the airport without notifying Explorica. Your on-tour info packet will be posted 20 days prior to departure.

Should you have any questions or concerns, contact Explorica Emergency at 1.617.210.6194.

In case of emergency, here are some tips:

Flight Issues

Miscellaneous Flight Issues

(Such as delays, cancellations, or missed connections due to mechanical failures, strikes or weather) These are common issues that need to be handled at the airports between you and the airline agent. Do not wait for Explorica to respond. We will work in conjunction with you, but you'll always be able to fix an issue faster in person with the airline employees. Take the following measures:

- Speak with airline agent at airport. The airline agent should seek re-protection with the same or an alternate airline based on availability.
- Call Explorica Emergency and inform them of your group's situation and any updated flights.
- Note, in cases of extreme weather, the airline will not pay for meals and accommodations.
- Contact TripMate, if applicable.

Participant arrives late at the airport and misses a flight

Explorica cannot make any changes to the ticket if any travelers miss a flight. You should handle the situation at the airport with the airline agent and advise Explorica of the resolution.

Flight booking errors

Contact Explorica Emergency as soon as possible.

Lost paper ticket

If you lose a paper ticket, you must fill out a Lost Ticket Application (LTA) with the airline at the City Ticket Office or at the airport. You will be responsible for all costs incurred.

- Call the airline if more information is needed.
- Call your Program Consultant to for the original ticket number if needed.

Lost luggage

If your luggage is lost, you and your Tour Director should handle the matter at the airport with the airline.

- Complete a lost luggage form ("Baggage Service Record") with a description of the luggage and provide an address where the luggage can sent when found.
- Refer to TripMate if applicable.

Problem with Tour Director

Contact your Program Consultant and report the issue.

Family emergency at home in US/CANADA

If you or any of your travellers have to leave the tour for personal reasons, contact TripMate, if applicable. Please note that each passenger is responsible for all costs incurred for changing or replacing an airline ticket.

Illness

Medical emergencies on tour are handled by TripMate insurance, if applicable. Otherwise, contact your Program Consultant and Explorica will secure alternate air transportation at the passenger's own expense.

Passport issues while traveling

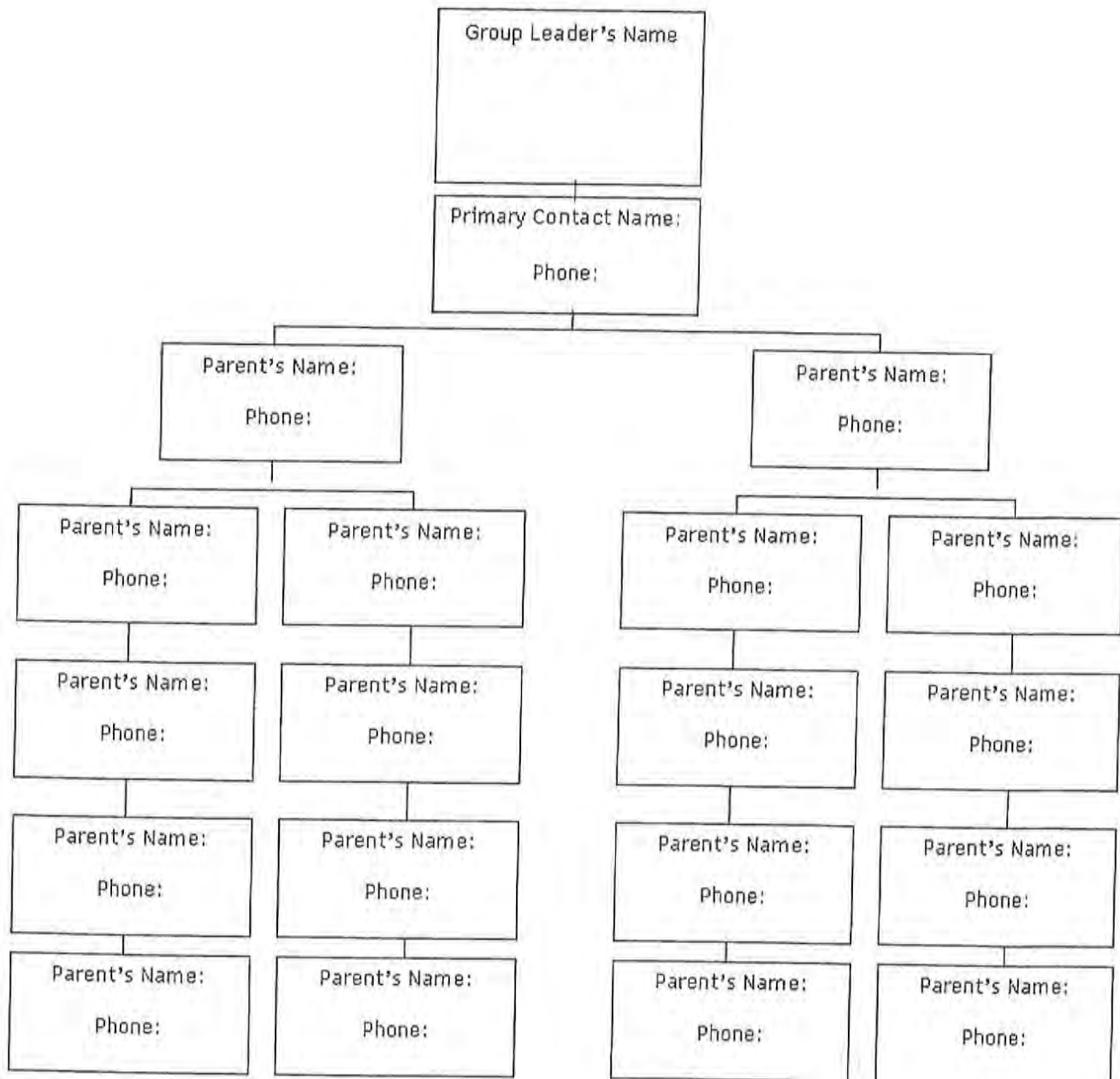
In the event that a traveler's passport is lost or stolen, please take the following steps:

- Inform your Tour Director immediately.
- Contact the closest passport office to see how long it will take to process a replacement passport.
- File a police report.
- If it's the day of departure, also contact the airline to seek alternate flights/routings.

- Once a new passport is obtained and new flights are scheduled, contact your Program Consultant to let Explorica know which itinerary the traveler will be on. Your on-tour info packet will be posted 20 days prior to departure.

Contact Trip Mate to inform them of the incident for those who have purchased Travel Protection.

Emergency Phone Tree



NOTE: If you get an answering machine, phone the next person on the list until you get a live voice.

Proposed Holy Trinity Catholic Secondary School, St. Stephen Catholic Secondary School and St. Thomas Aquinas Catholic Secondary School Excursion to Paris, Switzerland, Austria and Germany, March 10-18, 2021.

R.A.: that the proposed Holy Trinity Catholic Secondary School, St. Stephen Catholic Secondary School and St. Thomas Aquinas Catholic Secondary School Excursion to Paris, Switzerland, Austria and Germany, from March 10, 2021 to March 18, 2021, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

October 7, 2019

Administration



ST. STEPHEN
CATHOLIC SECONDARY SCHOOL

300 SCUGOG STREET • BOWMANVILLE • ONTARIO • L1C 3K2
TEL: (905) 623-3990 • FAX: (905) 623-9991

*St. Stephen's promotes
academic excellence,
leadership and
the values of faith,
dignity, respect,
responsibility, and
social justice.*

October 8, 2019

Ms. Dawn Michie
Superintendent of Schools
The Peter L. Roach Catholic Education Centre
1355 Landsdowne St. West
Peterborough, ON K9A 7M3

Dear Ms. Michie,

Please accept this letter as a request for approval of a change of dates for a trip previously approved at the Dec. 18, 2018 Board meeting. St. Stephen Catholic Secondary School would like to tour Paris, Switzerland, Austria and Germany. This revised trip will take place during March Break, 2020-2021; leaving late Wed. March 10th to Thurs. March 18th. We are hoping to travel with staff and students from Holy Trinity CSS and St. Thomas Aquinas CSS.

This trip will be organized through the reputable tour company, Explorica Worldwide Educational Travel. St. Stephen's has used this TICO approved tour company for several previous trips to various European destinations; eleven of which I have organized. I did this exact itinerary in March of 2016.

There are several students and teacher chaperones who have indicated their wish to participate on this tour; the resulting student to teacher ratio will be 6 to 1.

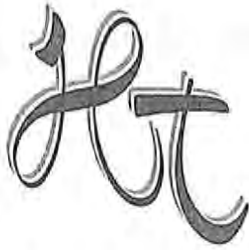
Attached you will find:

- An Out of School Activity Request for Approval Form (Pg. 2)
- A copy of the itinerary – please note: Mass on Sunday March 14th, 6:00 pm at St. Leodegar in Lucerne (Pg. 3)
- Cost and sharing arrangements (Pg. 4)
- Historical and educational significance of the trip (Pg. 5-7)
- Emergency contact numbers (Pg. 8)
- Correspondence which has/will be sent home to parents. (Pg. 9-10)
- Behaviour Contract (Pg. 11-12)
- Category 5 Permission Form (Waiver) (Pg. 13)
- Contract information & Terms and Conditions (Pg. 14-17)
- Details of medical and travel coverage (Pg. 18-19)

Thank you for your consideration of this proposed trip and please advise regarding next steps.

Sincerely,

Michelle Driscoll, Science Teacher – St. Stephen Catholic Secondary School



HOLY TRINITY
CATHOLIC SECONDARY SCHOOL

2260 COURTICE ROAD • COURTICE • ONTARIO • L1E 2M8
TEL: (905) 404-9349 • FAX: (905) 404-9372

October 8, 2019

Ms. Dawn Michie
Superintendent of Schools
The Peter L. Roach Catholic Education Centre
P.V.N.C. Catholic District School Board
1355 Landsdowne St. West
Peterborough, ON K9A 7M3

Dear Ms. Michie,

Please accept this letter as a request for approval for Holy Trinity to join the already approved trip proposed by St. Stephen Catholic Secondary school for March Break 2021. Holy Trinity Secondary School would like to tour Paris, Switzerland, Austria and Germany. This trip will take place during March Break, 2020-2021; leaving late Wed. March 10th to Thurs. March 18th. We are hoping to travel with staff and students from St. Stephen CSS and St. Thomas Aquinas CSS.

This trip will be organized through the reputable tour company, Explorica Worldwide Educational Travel.

There are several students and teacher chaperones who have indicated their wish to participate on this tour; the resulting student to teacher ratio will be 6 to 1.

Attached you will find:

- An Out of School Activity Request for Approval Form (Pg. 2) ^{6:00}
- A copy of the itinerary – please note: Mass on Sunday March 14th, ~~5:15~~ pm Mass at St. Leodegar (Pg. 3)
- Cost and sharing arrangements (Pg. 4)
- Historical and educational significance of the trip (Pg. 5-7)
- Emergency contact numbers (Pg. 8)
- Correspondence which has/will be sent home to parents. (Pg. 9-10)
- Behaviour Contract (Pg. 11-12)
- Category 5 Permission Form (Waiver) (Pg. 13)
- Contract information & Terms and Conditions (Pg. 14-17)
- Details of medical and travel coverage (Pg. 18-19)

Thank you for your consideration of this proposed trip and please advise regarding next steps.

Sincerely,

Amanda King, Special Education Resource Teacher – Holy Trinity Catholic Secondary School

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Michelle Driscoll	School: St. Stephen CSS
Adult Supervisors Attending: TBD based on final numbers and genders of students on the trip Minimum of 3 supervisors	
Destination: Paris, Switzerland, Austria & Germany	Mode of Transportation: Plane, bus and train
Grade/Course: Grades 10-12	Date of Submission: Sept. 15, 2019
Departure Date: Wednesday March 10 th , 2021	Return Date: Thursday March 18 th , 2021
Number of Students: boys: TBD girls: TBD	Number of Adult Supervisors: female: 1 min male: 1min.
Name of Travel Agent: Explorica Canada	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$3790.00	

Summary of Proposed Activity: Students will have the opportunity to immerse themselves in the cultures of four European countries: France, Switzerland, Austria and Germany. They will travel with a licensed tour guide to several historic locations including the following highlights: the Louvre, Notre Dame Cathedral – Paris (including attending Mass here), Löwendenkmal (Lion Monument), Kapellbrücke (Chapel Bridge), excursion to the top of Mount Pilatus, Olympic Site in Innsbruck, Neuschwanstein Castle, Dachau Concentration Camp.

Curricular Relevance: (provide the overall expectations addressed) Throughout the tour students will experience the historic and religious nature of several sites. Please see the submitted package for detailed information regarding sites visited

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$3790.00	Total	\$

It is understood that this excursion **will not** proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Itinerary (including Mass if on the weekend) ✓ Contract Information ✓ Additional Medical Coverage needs considered ✓ History of Excursion – number of years: 11 ✓ Certification required by staff attending: First Aid ✓ Educational objectives stated | <ul style="list-style-type: none"> ✓ Information and consent letter to parents ✓ Liability waivers signed ✓ Supervision ratio in alignment with A.P. 305 ✓ List of destination/emergency phone numbers provided ✓ Passports (if required) <p>(will provide detailed participant list and contact numbers in March 2021)</p> |
|---|--|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES Not Applicable – No high risk activities

Michelle Driscoll
Teacher Signature

T. P...
Principal Signature

H. M...
Superintendent Signature

Sept 19/19
Date

Sept. 20, 2019
Date

Oct. 7/19.
Date

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Michelle Driscoll, Ms. King, Ms. Goheen	School: St. Stephen CSS, Holy Trinity CSS, St Thomas Aquinas CSS
Adult Supervisors Attending: TBD based on final numbers and genders of students on the trip Minimum of 3 supervisors	
Destination: Paris, Switzerland, Austria & Germany	Mode of Transportation: Plane, bus and train
Grade/Course: Grades 10-12	Date of Submission: Sept. 15, 2019
Departure Date: Wednesday March 10 th , 2021	Return Date: Thursday March 18 th , 2021
Number of Students: boys: TBD girls: TBD	Number of Adult Supervisors: 3+ (minimum of 1 female and 1 male)
Name of Travel Agent: Explorica Canada	Type of Excursion: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$3790.00	

Summary of Proposed Activity: Students will have the opportunity to immerse themselves in the cultures of four European countries: France, Switzerland, Austria and Germany. They will travel with a licensed tour guide to several historic locations including the following highlights: the Louvre, Notre Dame Cathedral – Paris (including attending Mass here), Löwendenkmal (Lion Monument), Kapellbrücke (Chapel Bridge), excursion to the top of Mount Pilatus, Olympic Site in Innsbruck, Neuschwanstein Castle, Dachau Concentration Camp.

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Accommodation	\$	School Accounts	\$
Travel	\$	School Fund-raising	\$
Cost of Supply Teachers	\$	Student/Parent share	\$
Meals	\$	Other:	\$
Programs/Materials	\$	Other: Teacher contributions, if applicable	\$
Other	\$		
Total	\$3790.00	Total	\$

It is understood that this excursion will not proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|---|--|
| <ul style="list-style-type: none"> ✓ Itinerary (including Mass if on the weekend) ✓ Contract Information ✓ Additional Medical Coverage needs considered ✓ History of Excursion – number of years: 11 ✓ Certification required by staff attending: First Aid ✓ Educational objectives stated | <ul style="list-style-type: none"> ✓ Information and consent letter to parents ✓ Liability waivers signed ✓ Supervision ratio in alignment with A.P. 305 ✓ List of destination/emergency phone numbers provided ✓ Passports (if required) <p>(will provide detailed participant list and contact numbers in March 2021)</p> |
|---|--|

COMPLIANCE WITH OPHEA GUIDELINES FOR HIGH CARE ACTIVITIES Not Applicable – No high risk activities

Teacher Signature

Principal Signature

Superintendent Signature

Date
Sept. 25/2019

Date
Oct. 9/2019

Date

Itinerary

Paris, Switzerland, Austria & Germany



Tour Fee Details:

Tour Fee \$3790.00).

Tour Fee Includes:

Breakfast & Dinner daily

Admission to all places listed in the itinerary

Full-time Tour Director

Bus Driver

Hotel (triple/quadruple share)

All transportation (flights, buses, transfers)

Online Tour Diary

Gratuities

Mount Pilatus Excursion

This tour is packed with fun and adventure! You'll get to walk along the Seine in Paris and climb the Eiffel Tower. Visit the Mona Lisa and the Rose Glass window at Notre Dame Cathedral. Then board the TGV and travel to Switzerland where you'll get to be among the Alps and even go to the top of Mount Pilatus for breathtaking views. On our way to Innsbruck, Austria we'll stop in Liechtenstein a tiny country nestled into the mountains. Then we'll be off to see the fairy castle of Neuschwanstein. We'll finish up in Munich which is the capital of the Bavarian state of Germany and you'll learn about its amazing history.

Tour Itinerary

March 10—Overnight Flight to Paris

March 11—Paris

- Paris City Walk: Île de la Cité, Notre Dame Cathedral, Île St. Louis, Latin Quarter
- Visit the Louvre

March 12—Paris

- Guided Tour with Local Guide: Arc de Triomphe, Champs-Elysees, Eiffel Tower, Les Invalides, Opera House.

March 13—Paris to Lucerne

- Travel on the TGV to Bern
- Walking Tour of Bern
- Travel on to Lucerne

March 14—Lucerne

- Lucerne Tour: Löwendenkmal, River Reuss, Kapellbrücke
- Cable Car/Gondola to the top of Mount Pilatus
- Mass at St. Leodegar at 6:00pm

March 15—Lucerne to Innsbruck

- Liechtenstein visit
- Innsbruck Tour: Golden Roof, Triumphbogen, Olympic Site

March 16—Innsbruck to Munich

- Neuschwanstein Castle Visit
- Oberammergau Excursion

March 17—Munich

- Guided Tour with Local Guide: Residenz, Nymphenburg Palace, Deutsches Museum, Olympic Site, Marienplatz, Hofbräuhaus
- Dachau Concentration Camp & Memorial Visit

March 18—Flight Home

Cost & Sharing

- Consolidated Tour Fee: **\$3790** per student
- Additional Costs:
 - Passport Application
 - Bus to and from airport (approx. \$35)
- To be paid by the student and/or their parent(s)

Liability Forms & Student Information

- See attached forms (Pgs.13): Informed Consent (Category 5) and Behaviour Contract (Pgs.11-12)
- Prior to the tour students are given a package that contains additional forms (Student Information and Custom's Letter) that are collected at our Parent/Participant Pre-Departure meeting.
- Chaperones travel with a set of copies of all forms collected. In addition, all forms are scanned and saved electronically.

Contract Information / Medical Coverage / Insurance

See attachment (Pgs. 14-19): at the end of package for Explorica's Terms & Conditions and Insurance Information.

Chaperone Information

- Chaperone to student ratio will be approximately 1:6; this allows for close supervision at all times.
- All chaperones will be current staff members at St. Stephen CSS, Holy Trinity CSS and St. Thomas Aquinas CSS, with a mixture of male and female teachers. As all chaperones are teachers they have already had police records checks completed.
- Potential Chaperones:
 - Michelle Driscoll (SSCSS) – Group Leader & Female Teacher (11 previous trips)
 - Amanda King (HTCSS) – Female Teacher (has chaperoned/led 3 trips)
 - Donna Goheen (STACSS) – Female Teacher (new chaperone)
 - Kevin Walchuk (SSCSS) – Male Teacher (has chaperoned 2 previous trips)
 - Paul Jacula (HTCSS) – Male Teacher (has chaperoned/led 8 trips)
 - Danielle Sinacori (STACSS) – Female Teacher (new chaperone)
 - Joelle LaRonde (SSCSS) – Female Teacher (1 previous trip)
 - Others will be determined based on number and genders of students enrolled.

Historical & Educational Significance of Some of Locations Visited

Paris:

- Notre Dame Cathedral (walking past)
 - Is a beautiful cathedral on the the Île de la Cité in Paris. Built between 1163 and 1250, Notre Dame is an important example of French Gothic architecture, sculpture and stained glass. The famous cathedral is also an active Catholic church, a place of pilgrimage, and the focal point for Catholicism in France - religious events of national significance still take place here.
 - Religion, History, Art
- Louvre
 - The world's largest art museum is housed in a medieval fortress-turned-castle. Students will see the 71-foot glass pyramid designed by I.M. Pei and added in 1989, and step into another world-one with carved ceilings, deep-set windows, and so many architectural details. The Mona Lisa is here, as well as the Venus de Milo and Winged Victory (the headless statue, circa 200 BC, discovered at Samothrace). The Louvre has seven different departments of paintings, prints, drawings, sculptures and antiquities. Don't miss the Egyptian collection, complete with creepy sarcophagi, or the collection of Greek ceramics, one of the largest in the world.
 - Art, History
- Arc de Triomphe
 - Monument commissioned by Napoleon in 1806 after his victory at Austerlitz.
 - History, Law
- Eiffel Tower
 - Built for the 1889 World's Fair to commemorate the centenary of the French Revolution.
 - History, Science
- Conciergerie
 - The prison where Marie Antoinette was kept during the French Revolution
 - History, Law
- Les Invalides
 - Officially known as L'Hôtel national des Invalides (The National Residence of the Invalids), containing museums and monuments, all relating to the military history of France, as well as a hospital and a retirement home for war veterans, the building's original purpose. The buildings house the Musée de l'Armée, the military museum of the Army of France, the Musée des Plans-Reliefs, and the Musée d'Histoire Contemporaine, as well as the burial site for some of France's war heroes, notably Napoleon Bonaparte.
 - History, Law

Switzerland

Bern:

- Switzerland's capital city, Theory of Relativity was born here, in the apartment where Einstein lived in 1905.
 - History, Science

Lucerne:

- Mount Pilatus: Students will travel using cable car to the top of the mountain and will be able to appreciate the vistas of the Alps.
 - Science, Geography
- Löwendenkmal (Lion Monument): This is the sombre sandstone wild cat gazing down into a reflecting pool. It was artfully chiselled statue created to honour the Swiss Guards who died defending the Tuileries in 1792.
 - History, Art

Leichtenstein

- Vaduz: the capital of Leichenstein (a constitutional principality). We will see the Royal Palace and spend some time visiting their tourism office.

Austria

Innsbruck:

- Golden Roof: the three-story balcony on the central plaza at the heart of the Old Town. The late Gothic oriels are capped with 2,657 gold-plated copper tiles. It was constructed for Emperor Maximilian I to serve as a royal box where he could sit in luxury and enjoy tournaments in the square below.
 - History, Art
- Triumphbogen: Roman-style triumphal arch, built by Empress Maria Theresa in 1765 to celebrate her son's wedding.
 - History, Art
- Olympic Site: Innsbruck hosted the 1964 and 1976 Winter Olympic Games as well as the 2012 Youth Olympic Games. We will visit the various venue sites.
 - Physical Education, History

Germany

- Neuschwanstein Castle: Germany's most cliched tourist attraction. Disneyland's Cinderella Castle was fashioned after this real-life fairy castle, once home to the young and loony King Ludwig II. The chambers include a Byzantine throne room, a small artificial grotto and an immense singer's hall built for Wagnerian opera performances.
 - Art, History

- Oberammergau: When the black plague spread through Europe, wiping out thousands of people, the residents of Oberammergau prayed for their village to be spared. Every 10 years during the summer, the thankful town puts on the Passion Play, celebrating the blessing they were granted as they were passed over by the Black Death.
 - Arts, History, Religion
- Dachau: The first of Nazi Germany's camps and a model for the 3,000 work and concentration camps to come. Students will tour the gas chamber (although never used) and crematorium, which have been restored as a chilling memorial to the 206,000 prisoners who were interned in the camp from 1933 to 1945. The museum examines pre-1930 anti-Semitism, the rise of the Nazi party, and photographed and documented lives of prisoners.
 - History

Munich:

- The Nymphenburg Palace, i. e., "Castle of the Nymph", is a Baroque palace in Munich, Bavaria, southern Germany. The palace was the main summer residence of the former rulers of Bavaria of the House of Wittelsbach.
 - History, Art
- Marienplatz & Glockenspiel (en: Mary's Square, i.e. St. Mary, Our Lady's Square) is a central square in the city centre of Munich, Germany. It has been the city's main square since 1158.
 - History, Art, Science
- The BMW Museum is an automobile museum of BMW history located near the Olympiapark in Munich, Germany.
 - History, Science
- The Alte Pinakothek is an art museum located in the Kunstareal area in Munich, Germany. It is one of the oldest galleries in the world and houses a significant collection of Old Master paintings.
 - Art, History

Emergency Contact Information

- This is an **example** of the Reservation Card that **all participants** will receive at the airport on the day of departure. It is to be on their person at all times while on tour.
- It contains:
 - Flight Details
 - Hotel Names, Addresses & Phone Numbers
 - Cell Phone number to contact the leader from their school, should they need to us any time.

Reservation Information

Departing Flight (Thurs. Mar. 10—Fri. Mar. 11)

Air Canada 880 Depart Toronto 8:40 pm

Arrive Paris 9:50 am

Returning Flight (Thurs. Mar. 19)

Air Canada 847 Depart Munich 11:50 am

Arrive Toronto 3:50 pm

Paris (Mar. 11 & 12):

Adagio Access Paris Clichy

19-23 avenue Anatole France

Clichy, 92110

Phone: 00 33 1 30 50 50 50

Metro: Mairie de Clichy

Munich (Mar. 16 & 17):

Hotel und Naturnaus Bellevue

Zeelberg Dorfstrasse 70

Zeelberg, 6377

Phone: 00 41 418256666

Innsbruck (Mar. 15)

Jufa

Alfons Graber Weg 1

Steinach, 6150

Phone: 00 43 57083510

Munich (Mar. 16 & 17):

Sheraton Munich Airport Hotel

Freisinger Strasse 80

Schwaig Obserding, 85445

Phone: 4989927220

Stephen C.S.S.
Munich Break 2016

Driscoll's Cell:
905-376-8202

Christophe's Cell:
00 33 613 032 800

This is a **SAMPLE Parent Information Package** that will be sent home prior to departure. Copies are also given to the administration team. This contains all the phone numbers that parent(s)/guardian(s) would require to contact the group while on tour should they need to.



Paris, Switzerland, Austria & Germany Parent Information Package

Explorica Contact:

Emergency Phone Number (24/7): 1.617.210.6194

International Tours: 1.888.378.8845 (Toll-free within Canada)
1.416.485.1200 (Outside Canada)

Customer Service: 1.888.378.8845, select option #3 (Toll-free within Canada)

Departing Flight Information:

Air Canada 880 Depart Toronto 8:40 pm → Arrive Paris 9:50 am

Hotel Information:

Paris (Mar. 11 & 12):

Adagio Access Paris Clichy
19-23 avenue Anatole France
Clichy, 92110
Phone: 00 33 1.46.39.93.50

Lucerne (Mar. 13 & 14)

Hotel und Nap aus
Seelisberg Dol
Seelisberg 63
Phone: 4 56666

Innsbruck (Mar. 15):

Jufa
Alfons Graber Weg 1
Steinach, 6150
Phone: 00 43 51

Munich (Mar. 16 & 17): (**Updated**)

St. Louis Munich Airport Hotel
Friesing Strasse 80
Munich, 85445
Phone: 4989927220

Returning Flight Information:

Air Canada 880 Depart Munich 11:50 am → Arrive Toronto 3:50 pm

Bus to arrive back at the school approx. 6:30. We will have students call when we are in Pickering.

Tour Diary Info:

<http://www.explorica.ca/tour-diaries/8et/france-switzerland-austria-germany-tour-10mar16>
www.explorica.ca → Parents → Tour Diary → Tour ID: Driscoll-9903

Day by Day Itinerary on Reverse

Thurs. March 10—Fly Toronto → Paris

Fri. March 11—Paris

- Paris City walk with Tour Director (Île de la Cité, Notre-Dame Cathedral visit, Île St. Louis, Latin Quarter visit)
- Visit the Louvre

Sat. March 12—Paris

- Guided Tour with Local Guide (Arc de Triomphe, Champs-Élysées, Eiffel Tower, Champ de Mars, École Militaire, Invalides, Conciergerie, Tuileries, Place Vendôme, Opera House)
- Guided free time (may choose an activity and travel with a chaperone)

Sun. March 13—Paris to Lucerne via Bern on the TGV

- Board the TGV to travel to Bern
- Bern city walk with Tour Director

Mon. March 14—Lucerne

- Guided Tour of Lucerne with Local Guide (Löwendenkmal (Lion Monument), River Reuss, Kapellbrücke)
- Mount Pilatus excursion

Tues. March 15—Lucerne → Liechtenstein → Innsbruck

- Innsbruck tour director-led sightseeing (Golden Roof, Triumphal Arch, Olympic site)

Wed. March 16—Innsbruck → Munich

- Travel to Munich
- Neuschwanstein Castle visit
- Oberammergau excursion

Thurs. March 17—Munich

- Munich guided sightseeing tour with Local Guide (Residenz, Nymphenburg Palace, Alte Pinakothek, Deutsches Museum, BMW Headquarters, Olympic site of 1972, Frauenkirche, Neues Rathaus, Marienplatz, Hofbräuhaus)
- Dachau Concentration Camp & Memorial Visit

Fri. March 18—Fly Munich → Toronto



Code of Behaviour
Paris, Switzerland, Austria & Germany
March 10-18, 2021

This trip is a school-sanctioned excursion and accordingly the rules and regulations of the Peterborough, Victoria, Northumberland and Clarington Catholic District School Board and those of St. Stephen, Holy Trinity and St. Thomas Aquinas Catholic Secondary Schools will be adhered to by all students at all times.

Each student is an ambassador for our schools and country and appropriate language, manners and deportment are expected during the trip.

To ensure that everyone will be able to enjoy this excursion, the following Code of Behaviour has been put in place.

1. Drugs and alcohol (wine, beer or liquor) are **strictly forbidden**.
2. Curfew times will be strictly followed by all students. "Curfew" means that you will be in your assigned room at a specific time, based on the day's activities. No guests are allowed in your rooms and the door must be locked for your safety. Lights are to be turned out within 30 minutes. There will be room checks every night. Group members of the opposite sex are not to be invited into your hotel room. You will sleep only in the room that is assigned to you.
3. No guests or visitors will be permitted in the rooms or be allowed to participate in any activity.
4. You are not allowed to accept beverages from strangers nor carry packages for them.
5. Activities will not begin until **all participants** are present. It is therefore important that each individual be on time for every function. A scheduled activity, which all participants have paid for, could be forfeited, with no reimbursement, due to one's tardiness. Lateness is not only inconsiderate, but can cause serious problems when travelling.
6. You are to go **nowhere alone** at any time, including washroom visits. Prior to using the washroom facilities you must inform your designated chaperone. During your free time and when travelling as a group you must inform your designated chaperone where you are going, with whom and when you will return. When you are out exploring the cities during free time, you will travel in groups of no less than three people. When using Public Transportation as a group you will travel with your designated chaperone.
7. You are not allowed outside the hotel at night unless accompanied by a chaperone.
8. Smoking/vaping is not condoned by the board or by the school. **You may not smoke/vape on the trip.**

9. Dress appropriately. Clothing which is unacceptable on dress down days at school is unacceptable on the trip. In order to enter churches you must be wearing a shirt with sleeves, your shirt must meet your pants, you cannot be wearing short shorts/skirts. You are not permitted to wander the halls of the hotel or lobby areas wearing pyjamas.
10. All participants are subject to the laws of the countries they are visiting. Shoplifting, illegal drug possession and other offences carry severe consequences.
11. Students may not rent, drive or be a passenger in any vehicle (car, bike, motorcycle, boat, etc.) unless approved by a chaperone. (Emergency use of taxis is permitted)
12. A student who chooses not to follow the outlined expectations, is subject to the appropriate consequences during the trip and upon his/her return, which may include suspension from school and/or the loss of future school excursion privileges.
13. If, in the judgement of the chaperones, the action of a student seriously breaches the Code of Behaviour, that **student will be sent home** on the first available commercial flight at the expense of the parent/guardian.
14. You are to listen to the chaperones from our group. Regardless of what the groups we are paired with is doing you are to follow the rules laid out in this document and the directions of the staff members on the trip.

.....

I/We understand the guidelines set out by the above Code of Behaviour and have discussed with the participant the need to follow them or face the appropriate consequence which can include being sent home at our/my expense:

Parent/guardian Signature: _____

Date: _____

I have read the guidelines set out in the Code of Behaviour and agree to follow them or face the appropriate consequence which can include being sent home at my parent/guardian's expense:

Student Signature: _____

Date: _____

Submit 1 copy & Keep one copy at home

INFORMED CONSENT/PERMISSION FORM FOR EDUCATION TRIPS

Category 4 or 5 - Students Under 18 Years

St. Stephen CSS, Holy Trinity CSS and St. Thomas Aquinas CSS are arranging a trip to Paris, Switzerland, Austria & Germany from March 10-18, 2021.

**THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE
AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.**

ELEMENTS OF RISK:

Educational activity programs, such as International Tours involve certain elements of risk. Injuries may occur while participating in these activities. The following list includes, but is not limited to, examples of the types of injury which may result from participating in this tour:

1. Injury due to slip and fall.
2. Injury due to transportation accident
3. Illness

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the student, or the school board, its' employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your child may be injured.

The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the activity.

If you choose to participate in the trip March 10-18, 2021, you must understand that you bear the responsibility for any injury that might occur. In case of serious student misconduct during this trip, the staff in charge will have the authority to dismiss the student and contact you to pick him/her up at the location of the activity. Parents will be responsible for any applicable costs.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board does not provide accidental death, disability, dismemberment or medical expense insurance on behalf of the students participating in this activity.

ACKNOWLEDGEMENT

WE HAVE READ THE ABOVE. WE UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the trip to Paris, Switzerland, Austria & Germany
(name of student)
to be held on or about March 10-18, 2021

Signature of Parent/ Guardian: _____ Date: _____

2018/02

13

Participant Release & Agreement

I, the undersigned (or my parent or guardian if I am under 18 years old),
an applicant for an educational tour provided by Explorica Canada Inc.
(hereinafter referred to as "Explorica"), agree to the following:

1. Explorica Canada, Inc. Explorica, Inc., its and their owners, directors, officers, employees and affiliates, your sponsoring school, teachers, chaperones and group leaders, collectively "Explorica" does not own or operate any entity which is to or does provide goods or services for your trip including, for example, ownership or control over hotels or other lodging facilities, airline, vessel, bus, van or other transportation companies, local ground operators, providers or organizers of optional excursions or equipment used thereon, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, Explorica is not liable for any negligent or willful act or failure to act of any such person or entity, or of any other third party. Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, acts of government, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal or terrorist activities of any kind, or the threat thereof, overlooking or downgrading of accommodations, structural or other defective conditions in hotels or other lodging facilities, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, pests or insects, marine life or vegetation of any sort, dangers incident to recreational activities such as scuba diving, zip lining, snorkeling, paddle boarding, surfing, swimming, kayaking, sailing, canoeing, rafting, hiking, bicycling, rock climbing, etc., sanitation problems, food poisoning, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, illness, epidemics or the threat thereof or for any other cause beyond the direct control of Explorica. In addition, I release Explorica from its own negligence and assume all risk thereof.
2. My Explorica tour begins with the departure of the Explorica bus or take-off of the flight from my departure city and ends upon completion of the return flight or Explorica bus trip to Canada.
3. Without diminishing Paragraph 1 of this Agreement, I understand that Explorica is not responsible for me when I am apart from Explorica-organized activities, such as visits to friends or relatives, or during stay-ahead/stay-behind optional periods if the optional period does not include the services of an Explorica Tour Director.
4. If I become ill or incapacitated, Explorica or my Group Leader, may take any action they deem necessary for my safety and well-being, including attempting to secure medical treatment (at my own expense) and/or transporting me home at my own expense.
5. Explorica cannot be responsible for accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any problems associated with the same. All issues regarding food and drink, including allergies, or dietary requirements and restrictions, are the sole responsibility of the participant. In advance of travel, each student's parent/guardian should sign a release form that grants the Group Leader or chaperone the authority to dispense over-the-counter medication in the event of an emergency during the trip.
6. I agree to abide by Explorica's regulations and the directions of my Group Leader or Explorica's personnel during my tour. Failure to do so may result in Explorica terminating me from the tour immediately. I understand that to disobey such rules or directions is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.
7. I agree to abide by all local laws including those concerning drugs and alcohol. I understand that to abuse or disobey such laws is cause for me to be sent home, at my own expense, with no right of refund. I understand that I will be subject to the laws of the country I am visiting.
8. I understand that I will be required to pay for my phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms or facilities, buses, ferries, trains, or cruise ships. I will indemnify Explorica and hold it harmless for any financial liability or obligation which I incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an Explorica tour.
9. I understand that both Explorica and my Group Leader reserve the right to refuse or cancel my enrollment for conduct which in either's sole discretion could impact the participant's ability to comply with trip regulations or which could impact the group's enjoyment of the trip and that in any such case standard cancellation fees will apply.
10. Explorica has the right to make changes in tour itineraries and departure dates and to modify transportation or lodging arrangements. In the event of changes being made, refunds will be given only in accordance with the provisions of the "Explorica Terms and Conditions" supplied herewith.
11. I understand that it is my responsibility to secure all necessary travel documents, including passport, visas, travel visa and any required travel insurance unless specifically arranged for the group by Explorica. Failure to do so does not constitute grounds for a refund except according to the normal cancellation guidelines as outlined in the "Explorica Terms and Conditions."
12. I acknowledge my choice to travel with the teacher/Group Leader organizing my group, and I understand that this choice is not the responsibility of Explorica. I understand that Explorica reserves the right to reassign my group to a replacement teacher/Group Leader should my original Group Leader be unable to, or determine not to, participate in the tour and that the standard cancellation policy will apply if I choose not to travel with the new Group Leader.
13. Any film or video likeness taken of me while participating in an Explorica program and any comments or statements made by me while participating in an Explorica program may be used in future promotional or other materials published by Explorica without payment of any consideration therefor.
14. I understand that as a participant or as a parent of a participant I authorize my first name and last initial to be included in an online roster.
15. This Agreement, and the Terms & Conditions supplied herewith constitute the entire Agreement (collectively, "Agreement") between Explorica and me. I understand that no warranty or representation not herein, including but not limited to any oral statements made to me by agents of Explorica or by my school or Group Leader, applies to any Explorica tour. This agreement may be amended or modified only in writing, signed by an Explorica officer at Explorica's main office in Toronto, Canada.

Explorica terms & conditions

The following terms & conditions are valid until August 31, 2019, and for travel between October 1, 2018, and September 30, 2021 for Explorica Canada Inc. (operating as Explorica, Meeting & Worldtrides) hereafter referred to as "Explorica".

What does the tour fee include?

- Round trip airfare from your departure city, unless otherwise noted
 - Accommodations that sleep 3 in a room (except on night trains, cruises, and ferries), always with private bathrooms, unless otherwise noted; participants may be roomed with other same-gender participants from the entire bus group
 - Airport transfers at destination and all transportation between cities, except when departing from your group
 - Local public transportation to all scheduled itinerary activities
 - Full European or buffet-style breakfast daily, unless otherwise noted
 - Dinner daily at your destination, unless otherwise noted
 - All excursions, led by professional local guides per program description
 - City walks led by an Explorica Tour Director, per program description
 - Visits to select attractions and theatre tickets per program description
 - Full-time services of a professional Tour Director
 - 24-hour emergency service
- If we fail to deliver any of the above services, we will promptly refund you its value.

What does the tour fee not include?

- Passport, visa, foreign entry/departure taxes or fees, and any required travel insurance
- Beverages at dinner
- Lunch, unless specified in the itinerary
- Optional excursions and/or extensions (including cruise shore excursions)
- Explorica's Travel Protection Plan
- Local transportation to unscheduled activities
- Tips to Tour Director, bus drivers, local guides, and cruise staff
- Weekend supplement of \$40 if your departure or return flight falls on a Friday, Saturday, or Sunday (does not apply to tours to the U.S., Canada, Puerto Rico)
- Any applicable private group fee or small group supplement
- Any applicable baggage handling fees imposed by airlines

How do I enrol?

We use the Internet and email as our primary method of communication, a system that enables us to keep our costs-and yours-down. As such, we require a valid, current email address with which we may effectively correspond with you.

Online, phone and fax enrolments require a valid credit card (MasterCard or Visa), or a valid chequing account for electronic payment.

To enrol online:

Explorica strongly recommends you enrol online. It is the most immediate and seamless enrolment method, and it allows us to keep our prices low. To enrol online, go to explorica.ca and click on "Sign Up".

To enrol by phone:

Call toll-free 1.888.378.8845 x209 to speak to a Customer Care Representative.

To enrol by fax:

Complete the registration form in the Participant Registration Booklet and fax toll-free to 1.888.378.8845. Faxes received after 5 PM EST will be entered the following business day.

To enrol by mail:

Fill in the registration form in the Participant Registration Booklet and mail it to:

Explorica Canada Inc.
Attn: Admissions
3080 Yonge St., Suite 5052, Box 77
Toronto, ON M4N 3N1

All mailed enrolments may be paid by cheque, money order or credit card (MasterCard or Visa) or valid chequing account. Sign up date is considered date of receipt.

Enrolment deadlines

Our tours fill up fast; enrol as early as possible. All enrolments, including chapters, received less than 90 days prior to departure will be subject to a \$145 late enrolment service fee and must immediately be paid in full, including the service fee, by debit or credit card, certified cheque, or money order. After enrolment, additional charges (for last-minute flight reservations, increased tour fees, etc.) may apply. Late applicants will be placed on a waiting list; if no space becomes available we'll refund the full payment, minus any reinstatement or previous cancellation fees that may apply. Please be aware we cannot guarantee that participants whose enrolments are accepted less than 90 days prior to departure will share the same flight itinerary as the rest of their group.

For the complete terms governing late enrolments, please contact Explorica at 1.888.378.8845 x209 or visit explorica.ca/late.

What is the payment schedule and process?

Explorica offers three main payment options for our tours. We accept MasterCard, Visa, electronic chequing account payments, money orders and national cheques made payable to "Explorica Canada Inc."

Monthly automated plan

Pay your \$50 deposit and optional travel protection plan costs with credit/debit card or chequing account upon enrolment, and the balance of your tour fee will be automatically charged to your card or debited from your account in equal monthly instalments until 30 days prior to your departure date (chequing account) or 35 days prior to your departure date (credit/debit card). Please note that you must make all payments by credit card, debit card, or chequing account. If two consecutive payments are returned NSF or declined by your bank or credit card company, we will change your account to the designated Manual Plan.

Full payment

Pay in full at time of enrolment.

3-step manual plan

Pay your \$195 non-refundable deposit and selected travel protection plan costs upon enrolment, and then pay \$500 toward your Tour Fee 30 days later. The total remaining balance is due 90 days prior to departure and can be paid by cheque, credit card (MasterCard or Visa), or electronic chequing account payments. Explorica will send email reminders of payments due approximately two weeks in advance of the payment due date. Please note that we do not automatically deduct payments on this plan; you must make each payment manually.

General payment information

We accept electronic chequing account payments, MasterCard, Visa, money orders, online banking and personal cheques. Any payments made past the final payment deadline must be paid by certified cheque, money order, or credit card. Please note personal cheques are only accepted until 30 days prior to departure.

Each month we will automatically charge the credit cards or debit the chequing accounts of participants who choose our monthly payment plan; we will send email reminder of payments due to all other participants approximately two weeks in advance of the payment due date. You will receive payment reminders only through email and not through the mail. Payments that are late are subject to a \$50 late fee. The date of payment is determined by the date of receipt at Explorica. If you do not meet the conditions of your payment plan, your tour reservation will be cancelled (subject to standard cancellation policy).

Payments rejected due to insufficient funds, disputed by your credit company, returned to us by the drawer's bank, or returned due to a stop payment order are subject to a \$35 non-refundable fee. We reserve the right to cancel reservations for any participant who does not meet his or her contractually obligated payment schedule.

Payments from Quebec residents are held in a trust account until tour departure.

Mail cheques or money orders to:

Explorica Canada Inc.
Attn: Accounts Payable
3080 Yonge St., Suite 5052, Box 77
Toronto, ON M4N 3N1

What is the cancellation policy?

Before the tour begins, Explorica reserves space for each enrolled traveller and thus incurs costs. For this reason, we must charge cancellation fees. In order to protect your travel investment in the event you need to cancel your trip, Explorica strongly recommends purchasing its travel protection plan. The following cancellation policies apply:

If you withdraw this many days prior to departure	You will receive a full refund minus the following amounts
More than 140 Days	\$300 + \$195 non-refundable fee
140-100 days	\$500 + \$195 non-refundable fee
99-31 days	50% of All Fees + \$195 non-refundable fee
30 days or less	No refund*

*If you notify us of your cancellation in writing at least 24 hours prior to your departure, you will receive a \$100 refund.

All cancellation requests must be submitted in writing by mail, fax, or email to cancellations@explorica.ca. If you cancel and name a replacement participant in writing at least 100 days prior to departure, we will refund \$200 of your cancellation fees. If successfully, we cannot refund late fees, bank fees, transfer fees, travel protection plan costs, or visa fees and we cannot transfer any payments between participants. Most participants will receive their refund within six weeks.

Reinstating enrolment

Participants who have cancelled and then want to rejoin the tour must pay a \$50 reinstatement fee, plus any difference between the old and new tour fees and any applicable late fees, and their enrolment is subject to availability and to all conditions governing late enrolments (if applicable). Travellers must also re-purchase insurance (if applicable).

What about a travel protection plan?

Through Trip Mate, our third-party travel protection plan provider, four out of five Explorica travellers protect their tours with our travel protection plans. Explorica offers two great plans that help protect your educational travel investment.

Explorica's travel protection plan

Trip Mate's standard travel protection plan may cover you for the following events:

- Theft of passport or visas
- Flight cancellations due to strike or bad weather
- Loss of luggage and personal effects
- Trip cancellation or trip interruption due to covered reasons such as a covered sickness, illness, injury or death
- Trip cancellation or trip interruption due to terrorist acts, as defined in Explorica's travel protection plan plus

Along with providing you the same benefits as our standard Travel Protection Plan, the Explorica Travel Protection Plan Plus also includes a Cancel For Any Reason Waiver.

With our Cancel For Any Reason Waiver, if you cancel your trip for any reason not otherwise covered by this policy, we will reimburse you for 75% of the non-refundable cancellation fees which apply to your trip, provided:

- 1) Payment for this plan is received by Explorica within 14 days of your initial deposit/payment for your trip; and
- 2) you cancel your trip thirty (30) days or more before your scheduled trip departure date.

This Cancel For Any Reason Waiver does not cover: 1) penalties associated with any air or other travel arrangements not provided by Explorica; or 2) the failure of Explorica to provide the bargained-for travel arrangements due to cessation of operations for any reason.

The Cancel For Any Reason Waiver is provided by Explorica and is not an insurance benefit underwritten by Arch Insurance Canada, Ltd. and must be purchased within 14 days of your initial payment for your trip.

Travel protection plan benefits

The following benefits apply to both of Explorica's high quality travel protection plans:

Trip Cancellation or Interruption. If you have to cancel or interrupt your Explorica trip after departure due to a covered injury, sickness, or death (your own or that of a travelling companion or a family member) or for other covered reasons such as: cancellation or interruption of your trip due to: incident weather, unannounced strike, or mechanical breakdown that causes complete cessation of services of your common carrier for at least 12 consecutive hours; a documented traffic accident while en route to departure; being hijacked or quarantined; jury duty; destruction of your primary residence or destination by fire, flood, burglary or natural disaster; being called to the emergency service of government to provide aid or relief in the event of a natural disaster; a documented theft of passport or visas; a transfer of employment at 250 miles or more; a terrorist incident which occurs in a city listed in the itinerary of your trip provided the terrorist incident occurs within 30 days prior to the scheduled departure date for your trip; or resumption of military leave due to war; or the cancellation of your trip by the school board due to a teacher's labour strike or the school board determines there is a risk of harm to you during your trip when you are scheduled to visit a destination listed on the itinerary of your intended trip. Applicable in elementary or high schools only; the school board cancels your trip due to a union directed work-to-rule job action.

Travel delay. Reimburses up to \$100 per day (maximum of \$500) for reasonable accommodation and travelling expenses until travel becomes possible if you are delayed for 12 hours or more due to a covered reason such as a common carrier delay; injury, sickness, or death of you or your travelling companion; quarantine; loss of passport, travel documents; or money or natural disaster.

Medical expense/emergency evacuation. Provides reimbursement up to \$1,000,000* for reasonable and customary medical expenses incurred while on your trip; emergency dental treatment received during your trip not to exceed \$750; up to \$50,000 for the cost of emergency evacuation to home or an appropriate hospital, including escort expense (with, if deemed necessary by the attending physician), for a covered injury or sickness which occurs while on your trip; or the cost of homebound carriage if needed.

*The accident and sickness medical expense benefits of this plan are subject to a maximum benefit limit of \$25,000 for those persons who at the time of a covered injury or sickness do not have valid hospital and medical insurance under a Government Health Insurance Plan of a province or territory of Canada.

Baggage & personal effects. Coverage up to \$2,000 for direct physical loss or damage to your baggage, passports, or visas while on your trip. A \$500 maximum limit applies to jewellery, pens, watches, cameras and camera equipment, and furs; a \$100 per article limit applies to all other items. If, while on your trip, your baggage is delayed for more than 24 hours, we will reimburse you up to \$100 for the purchase of necessary additional clothing and personal articles.

Pre-existing conditions waiver. The plan exclusion for pre-existing conditions is waived if you purchase the plan within 14 days of your initial deposit/payment for your trip; the booking for the trip is your first and only booking for this travel period and destination; and you are not disabled from travel at the time you make your payment for this plan.

INFORMATION YOU NEED TO KNOW: Benefits on this page are described on a general basis only. There are certain restrictions, exclusions and limitations that apply to all insurance coverages. This advertisement does not constitute or form any part of the Plan. Description of any other contract of any kind. Plan benefits, limits and provisions may vary by state jurisdiction. Full plan details are available by searching our website for "Travel Protection Plan" or at any time by request. Or, go online to: www.ihpma.com/vpn/C432C.

View trip Mate's complete Travel Protection Plan details and current Travel Insurance Certificate at: www.ihpma.com/vpn/C432C.

For inquiries regarding the Explorica Travel Protection Plan: Trip Mate, Inc. (in CA & UT, also Trip Mate Insurance Agency), 9225 Ward Parkway, Suite 200, Kansas City, Missouri 64114; tel. 1.800.888.7292.

Explorica's Insurance Benefits are underwritten by Arch Insurance Canada, Ltd., 77 King Street West, Suite 3600, Toronto, Ontario, Canada M5K 1K2.

The cost for Explorica's Travel Protection Plan is CAD \$15 per day of your tour, maximum \$225. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

The cost for Explorica's Travel Protection Plan Plus is \$20 per day of your tour, maximum \$300. This plan should be purchased at the time of enrolment, and cannot be refunded (after the Province-required free look period).

POLICY LIMITATIONS AND EXCLUSIONS

Benefits are not payable for any loss due to, arising or resulting from: due to a Pre-Existing Condition, as defined in the plan. This Pre-Existing Condition exclusion does not apply to the Emergency Medical Evacuation or Repatriation of Remains coverage; suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; war, invasion, acts of foreign enemies, (hostilities between nations (whether declared or undeclared), or civil war; participating in maneuvers or training exercises of an armed service or police force of any country; diving or driving in races, or speed or endurance competitions or events; mountain climbing (climbing in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); participating as a professional in a stunt, athletic or sporting event or competition; participating in skydiving or parachuting (except parasailing), hang gliding, bungee cord jumping, extreme skiing, skiing outside marked trails or heli-skiing, any race or speed contests (not including any regatta races), scuba diving if the depth exceeds 130 feet or if You are not PADI or NAUI certified to dive and a dive master is not present during the dive, and spelunking; piloting or learning to pilot or acting as a member of the crew of any aircraft; being intoxicated or under the influence of any controlled substance unless taken as administered or prescribed by a Physician; the commission of or attempt to commit a felony or being engaged in an illegal occupation; normal pregnancy (except complications of pregnancy) and/or resulting childbirth, except as otherwise covered under trip Cancellation or Trip Interruption; or voluntarily induced abortion; any amount paid or payable under any Worker's Compensation, Disability Benefit or similar law; a loss or damage caused by detention, confiscation or destruction by customs officials; any non-emergent treatment or surgery; routine physical examinations, hearing aids, eye glasses, contacts or any Elective Treatment and Procedures; any loss occurring during a trip booked or taken for the purpose or intent of securing medical treatment; failure of any tour operator, Common Carrier, or other travel supplier, person or agency to provide the bargained-for travel arrangements for reasons other than bankruptcy or Default; business, contractual or educational obligations of You, a Family Member, Business Partner, or Traveling Companion; a mental, or nervous or psychological disorder, unless Hospitalized for that condition while the plan is in effect for You; a loss that results from an illness, disease or other condition, event or circumstance that occurs at a time when the plan is not in effect for You; bankruptcy or Default or failure to supply services by a Travel Supplier; directly or indirectly, the actual, alleged or threatened use, discharge, dispersal, seepage, migration, escape, release or exposure to any hazardous biological, chemical, nuclear radioactive weapon, device, material, gas, matter or contamination; (traveling against) the advice of a Physician and any loss occurring during such a Trip; expenses resulting from a motor vehicle accident, unless You are properly licensed to operate the vehicle at the place and time of the accident; treatment, services or expenses related to or resulting from travel in a specific country, region or city for which Foreign Affairs and International Trade Canada has issued a formal Travel Warning, before Your departure date, advising Canadians to avoid all travel to that specific country, region or city; or sickness or injury resulting from a motor vehicle accident where You are entitled to receive benefits pursuant to any policy or legislative plan of motor vehicle insurance.

Are there optional extras for individual participants?

Explorica offers various options to enhance your overseas experience. You must register for the following optional extras at the time of your enrolment. Any changes to your itinerary after time of enrolment will be subject to availability and additional charges will apply. For further details, please contact an Explorica Customer Care Representative at 1.888.376.8845 x239.

Alternate departure airport. Depart from an airport different from your fellow group members. You pay the Tour Fee from the alternate airport, plus a service fee of \$145 if requested up to 130 days before departure. If requested between 120-90 days before departure, the fee is \$195. This option is not available less than 90 days before departure. Additional fees may apply, and your alternate airport must be one of Explorica's gateways.

Land-only tours. On many of our tours, you may arrange for your own airline tickets and join the group at the first hotel at the first overseas destination. We will discount your Tour Fee. Special conditions may apply for travelers who are minors. Please keep in mind that you should not make any flight arrangements until you receive your final tour itinerary and departure date from your Group Leader. For more details, go to explorica.ca/faq.aspx.

Stay-ahead and stay-behind options. You may wish to spend time at your destinations before or after the scheduled tour. The fee for this service is \$145 upon enrolment. If requested or changed after enrolment and up to 90 days before departure, the fee is \$195. Additional fees may apply if requested between 90-60 days before departure. This option is not available less than 60 days before departure. We will change your airline ticket, and you are responsible for all accommodations, meals, and transfers before and after the scheduled tour. Because we will arrange your airline tickets separately from your groups, we cannot guarantee that you will share any of the same flights, and additional fees may apply.

Accommodations. All participants aged 22 and younger at time of departure room together in same gender triples or quads from the entire bus group (unless otherwise noted). Hotel rooms are furnished with either single or double beds; single beds sleep just one person and double beds may be shared. Participants aged 22 and younger at time of departure may choose to upgrade to stay in a double/twin room for an additional \$40 per night (\$75 per night on cruises and ferries). Participants aged 23 or older at time of departure are required to stay in a double/twin room and are therefore automatically charged the additional \$40 per night (\$75 per night on cruises and ferries). All participants aged 23 and older at time of departure room together in same gender twins from the entire bus group unless a single room upgrade is selected. Participants aged 23 or older at time of departure may choose to upgrade to stay in a single room for an additional \$80 per night. Single rooms are not available on night cruises, cruises and ferries. The deadline for requests for double/twin or single room upgrades is 60 days before departure. For more information on accommodations, visit explorica.ca/get-ready.aspx.

Optional excursions. On each program, we offer a number of optional activities pre-negotiated with our overseas suppliers. Enrolling prior to departure helps us plan; we offer you a lower price on each of these activities if you enroll 45 days or more before departure. For most optional activities, you can enroll and may online up to 99 days prior to your departure date, and you can enroll and pay over the phone for most excursions up to 45 days prior to departure. After that date, you can register on a space-available basis only during the tour itself. Some activities require pre-booking; please refer to the individual tour itineraries for booking specifics. All optional excursions are based on 20 paying participants. If there are fewer than 20 paying participants enrolled on an optional excursion, Explorica reserves the right to add a surcharge or cancel the optional excursion at its discretion.

Are there optional tour enhancements for the group?

The following additions and alternatives must be reserved for the entire group when the Group Leader creates a Tour Centre:

Stay-ahead and stay-behind. If the entire group would like to arrive at the first destination a few days earlier or stay at the final destination for a few days later than the scheduled tour, Explorica can change your airline tickets. The service fee is \$50 per participant plus additional costs for land arrangements which will be passed along to the participants. This optional tour enhancement requires a minimum of 10 paying participants.

Tour extensions. Many of our programs offer extensions to the normal tour. These extensions must be booked at the time of enrolment, must apply to the entire group, and any changes will incur additional charges. All tour extensions are based on 25 paying participants. If there are fewer than 25 paying participants enrolled on a tour extension, Explorica reserves the right to add a surcharge or cancel the tour extension at its discretion.

Land-only tours. Some Group Leaders may opt for the group to arrange for your own airline tickets and begin your tour at the first hotel at the first overseas destination.

Accommodations. All participants aged 22 and younger at time of departure room in same gender rooms with travelers from the entire bus group. Alternatively, your Group Leader may choose to include our "Exclusive Rooming" option, which ensures that students from your group will not be mixed with students from other groups during hotel stays.

Adults and children under 6

Our programs are primarily developed for youths, but adults are welcome to participate. As our prices are based on youth rates, we charge a flat rate adult supplement of \$125 per adult (23 years of age and older, at time of departure). Adults are automatically placed in twin

rooms unless a single room is requested. The double/twin or single room supplement will apply in addition to the adult supplement, and will be charged even if the adult requests a single room. We do not accept applications for travelers under the age of 6 at time of departure.

Adult tours. Our programs are primarily developed for youths; however, some groups are predominantly college-age students or adults. We offer the option of designating the group as an Adult Group. For this type of group, all participants will pay a reduced adult fee and all participants will room in double or single occupancy rooms. Depending on the selected tour type, adult groups may be combined with student groups.

General information

Any requested changes to itinerary, travel date, package type, group size or other aspects of your tour made after your tour has been chosen may be subject to additional fees.

Please note that once a Group Leader chooses a new itinerary, new departure date, or small group supplement, that decision is binding for the group. Participants wishing to cancel their commitments at that point must pay any applicable cancellation fee. Additionally, once a Group Leader or school board cancels a tour on behalf of the group, standard cancellation fees apply.

Guaranteed Travel Date tours. If your group enrolls on a Guaranteed Travel Date tour, your itinerary and departure date is guaranteed not to change. Please note that tour extensions and stay-ahead/stay-behind are not guaranteed on Guaranteed Travel Date tours, and require a minimum number of travelers in order to run.

Private & Custom tours. Your group may elect to have its own bus and Tour Director rather than traveling with one or more other groups. A minimum group size is required for this option, and the group leader is responsible for ensuring that the minimum is met. A private tour will follow the published itinerary (including any tour upgrades or options your group has selected). Your initial price quote includes a private group fee based on your estimated group size, and that fee is variable based on the final group size and tour length. If your final group size is less than the initial quoted group size at 90-30 days prior to departure, participants will be required to pay an increased private group fee. If individuals in the group choose to cancel, or the minimum group size is not met, all applicable cancellation fees would apply.

Canceled tours. In order for us to offer the lowest possible Tour Fees, our prices are based on a minimum of 25 paying participants. We therefore sometimes combine smaller groups into one larger group of approximately 50 participants, giving you the benefit of meeting students and teachers from schools other than your own. If an insufficient number of participants sign up for a tour, Explorica will communicate to the Group Leader any changes to a comparable tour and participants will then pay the fees for the new tour. If no similar tour is available, the group may pay a small group supplement to run the original tour.

Changes in travel dates. For Private, Custom and Canceled tours, Explorica reserves the right to change the date of departure due to heavy demand on certain peak travel dates. From October 1 to April 30, the change of date will be no more than one day in either direction. From May 1 to September 30, the change of date may be up to three days in either direction. If we suggest a change of departure from a weekday to a weekend, Explorica will waive the weekend supplement.

Changes in itineraries. Explorica reserves the right to make changes in the itinerary when deemed necessary. These changes might include shifting the order of cities visited, reversal of the tour, separate flight itineraries, or changes in airlines, cruise ships, or modes of transportation. On certain days some alterations might be closed, so we will offer a similar activity or refund you the cost of the cancelled event. If your group's flight arrives late on the scheduled arrival day, we will attempt to reschedule any activities you miss on that day or provide an adequate substitute activity on another day of your tour. We cannot offer refunds for missed activities.

Airlines and airports. For international flights to and from Scotland, Explorica uses Glasgow and Edinburgh airports interchangeably. For international flights to and from Ireland, Explorica uses Shannon, Dublin, and Cork airports interchangeably. For international flights to and from Italy, Explorica uses Venice and Milan interchangeably. For international flights to and from the UAE, we use Dubai and Abu Dhabi airports interchangeably. The passenger contract in use by the airline, when issued, shall constitute the sole contract between the airline and the passenger. The airlines mentioned above shall have no responsibility to any traveller aside from their liability as common carriers.

Airline tickets and final itinerary. We will pass all travel details, including flight schedule, hotel names, and your Tour Director's name, on our website (at your personal Tour Centre) prior to departure. Airline tickets or e-tickets confirmation numbers will be sent to your Group Leader before departure. Flight times, airlines, itineraries, Tour Directors, and hotel information are subject to change. Please note any request to correct a participant's first, middle, last name, or gender under 45 days prior to departure will incur a fee. Participants are responsible for making sure that their travel documents match their airline ticket. Those who have not done so risk being unable to board their flights. All airline tickets are non-transferable.

Passports and visas. It is each traveler's responsibility to obtain a valid passport, visa, transit visa and any required travel insurance coverage (if applicable), and maintain pertinent content form. We suggest that this process be completed well in advance of departure. Please note that customs officials may not allow you to enter a country unless your passport is valid for at least six months after your return date. All travellers must contact the appropriate embassies and consulates to inquire about and obtain any necessary visas for all countries to be visited.

Passengers with Disabilities. Any disability or allergy requiring special attention should be reported to Explorica at the time you make your reservation. We will make reasonable attempts to accommodate special needs, but we are not responsible for any denial of services by carriers, hotels, restaurants, and other independent suppliers. Travellers requiring extraordinary assistance must be accompanied by a companion who is capable of and totally responsible for providing the necessary assistance. Please refer to the Special Needs and Disabilities section of our FAQ at www.explorica.ca/faq for more information.

Additional Information. Each Explorica tour begins when you leave from your departure airport and ends upon completion of the return flight to North America.

Explorica reserves the right to cancel a tour at its discretion and in any such case all monies paid to Explorica for the trip will be refunded. Decisions to cancel a tour may be based on activities to avoid travel to a destination city on that tour issued by the Government of Canada. No additional compensation, for example, pre-trip preparation expenses, will be made.

Providers of certain tour activities or inclusions may require that additional waivers or terms & conditions are signed by the Group leader, chaperone, or traveller prior to participation in that activity or inclusion. These documents are not governed by Explorica, and it is the Group leader, chaperone, or participant's responsibility to read and understand them prior to signing. Failure to complete these documents may result in delays or modification/cancellation of the tour inclusion, and no refund from Explorica will be provided.

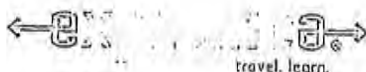
Without limitation, Explorica is not responsible for any injury, loss, or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services whether occasioned by or resulting from, but not limited to, acts of force majeure, war, civil unrest, insurrection, strikes or other labor activities, criminal or terrorist activities of any kind, lost or stolen belongings, overbooking or downgrading of accommodations, mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers associated with animals, sanitation problems, food poisoning, lack of or quality of medical care, illness or disease, difficulty in evacuation in case of a medical or other emergency, exclusion, perceived or threatened epidemics, or for any other cause beyond the direct control of Explorica. For further information regarding travel to your specific destination(s), please visit the Government of Canada and Health Canada's website (www.travel.gc.ca and www.hc-sc.gc.ca). I hereby acknowledge and understand the risks associated while traveling and voluntarily assume these risks in order to participate in the event sponsored by Explorica.

Please note that a participant will not be allowed to travel on an Explorica tour if his/her name does not appear on the travel roster on the day of departure or if he/she has not agreed to Explorica's terms and conditions.

Travel Registration Number: 50012536
DOC Number: 702910

CANTEL

←EXPLORICA→



explorica.ca | 1.888.378.8845



When you travel with Explorica, you're backed by the strength of North America's largest and most trusted educational travel organization. The following is just a sampling of the comprehensive safety and support services Explorica provides each individual and group.

Total travel protection

No one wants to think about having to cancel their trip, but sometimes life happens. Unlike other companies which only provide a credit for a future trip, Explorica gives travellers the option to protect their investment with a choice of two trusted travel protection plans, both of which provide a cash refund:

- 1 Explorica Travel Protection Plan: This standard plan covers school board cancellations, baggage loss, misplaced tickets or passports, sickness or injury during the tour and other common travel mishaps.
- 1 Travel Protection Plan PLUS: Explorica's exclusive upgraded plan includes everything in the standard plan, and adds total peace of mind by allowing the traveller to cancel their tour for any reason up to 30 days before departure and receive a cash refund—the only "cancel for any reason" policy in the industry.

Comprehensive liability coverage

Explorica's liability insurance is the largest in the industry at USD \$50 million. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while travelling with Explorica.

And, as a member of the Travel Industry Council of Ontario (TICO), a self-governed, not-for-profit corporation whose mission is to promote a fair and ethical market place where consumers can be confident about their travel purchases, tour investments with Explorica are fully protected by TICO's Compensation Fund.

With an extensive network of nationally and internationally trusted travel safety and security associations such as iJet, the International Airlines Travel Agent Network (IATAN), and the Ontario Motor Coach Association (OMCA), Explorica is the educational travel provider you can trust.

Provincial registration and legal compliance

Explorica is registered in accordance with the Travel Industry Act and upholds the standards and policies of this Act. The registration number with TICO is 50019951.

Trusted experience

Explorica has been organizing safe and reliable tours across the globe since 2000. And now, as a WorldStrides organization, Explorica travellers benefit from an additional 50 years of risk management experience and a worldwide network of support:

- 1 Proactive risk management: Safety protocols are built into every aspect of Explorica's operations. From rigorous safety checks and detailed site visits, to continuous safety trainings conducted by veteran risk management professionals, every precaution is taken to ensure a safe and enjoyable travel experience for all participants.
- 1 Global vigilance: The Vice President of Risk Management, supported by Explorica's team of risk management professionals, continually assesses all travel destinations. They also partner with iJet, a leading worldwide security and risk management organization, for additional assistance monitoring and evaluating global conditions.

Unparalleled on-tour support

Explorica is by your side every step of the way to provide guidance and assistance:

- 1 Expert tour directors: Explorica tour directors live and work in the cities in which tours visit, and are fluent in the local languages and customs. They advise travellers on how to ensure their safety and the safety of their belongings, and are thoroughly trained to handle any situation that may arise. Explorica maintains regular contact with all field staff to provide up-to-date information on local conditions.
- 1 Global presence: As a WorldStrides organization, Explorica has a network of more than 45 offices around the world, so they are always nearby and ready to help in person if the need arises.
- 1 24/7 emergency support: Explorica operates a dedicated, 24/7 emergency contact line to assist travellers with any problem, anywhere, at any time.



A WorldStrides Organization

Explorica - Safety and Security

Explorica takes every precaution possible to ensure the safety of you and your group. With more than 17 years experience organizing trips to all seven continents, and an additional 50 years of collective experience provided by our partnership with Keating and WorldStrides, we have cultivated the resources that makes us an industry leader in safety.

Explorica Travel Protection Plan PLUS

Our standard plan covers school board cancellations, including teacher labour strike, work-to-rule, or school board determination of risk of harm; baggage loss; misplaced or stolen tickets or passports; flight cancellations due to strike or weather; sickness or injury during the tour and more.

Our upgraded plan provides total peace of mind by allowing the traveller to cancel their tour and receive a cash refund for any reason up to 30 days before departure--the only such "cancel for any reason" policy in the industry.

Comprehensive coverage

Explorica's liability insurance is the largest in the industry at \$50 million. This policy extends coverage to the group leader and chaperones, as well as the school and school board. So you and your academic organization can rest assured that you are protected while travelling with Explorica.

Global presence

Our partnership with WorldStrides means that we are part of a family that gives 400,000 students from more than 5,000 K12 schools and universities the opportunity, each year, to connect with their education in new and meaningful ways around the globe. We now operate out of 45 operation centres on six continents, meaning wherever you travel, we'll be able to support you.

24/7 emergency support

For any problems that may arise, our dedicated Emergency Contact Line is always ready to provide assistance. And with offices around the world and representatives in every country we travel to, we're there when you need us.

Your tour director is a safety expert

An expert tour director, who's fluent in your tour destinations' languages and customs will be with your group every step of the way, providing constant and immediate guidance. They have been thoroughly trained to handle any safety situations that may arise.

Doctors on Call

What happens if a student becomes ill on tour? In addition to the medical support provided through our TripMate protection plans, all Explorica travellers have access to an immediate consultation with a doctor via our Doctors on Call program. Facilitated by our exclusive partnership with the George Washington University Department of Emergency Medicine, the program is available 24/7 and includes translation services in over 100 languages. A George Washington University doctor serves on our staff as Medical Director, overseeing medical response planning and case management. Participants on local Washington, D.C. tours can even receive an in-person doctor visit.

Above and beyond

Explorica goes above and beyond to ensure our travellers have a safe and enriching experience on our tours. From our rigorous safety checks and detailed site visits to our continual safety trainings, we take every possible precaution to ensure a safe and worry-free tour for all participants.

Proposed St. Peter Catholic Secondary School, Indigenous Studies
Exchange Excursion to Haida Gwaii, British Columbia, May 28-June
2, 2020.

R.A.: that the proposed St. Peter Catholic Secondary School Exchange Excursion to Haida Gwaii, British Columbia, from May 28, 2020 to June 2, 2020, be approved in principle and that the trip will include mandatory insurance for all travelers. Such insurance must cover school board or principal rulings for cancellation of the trip.

October 7, 2019

Administration

CATEGORY 5 APPROVAL FORM

To be used for travel outside of Canada or travel requiring flights

Teacher/Organizer: Sharon Lajoie	School: St. Peter CSS
Adult Supervisors Attending: Sharon Lajoie, Michael Nasello and one (1) teacher (TBD)	
Destination: Haida Gwaii, British Columbia	Mode of Transportation: Bus, Flight, Ferry
Grade/Course: Grades 9, 10, 11 (NDA3M, NDG4M)	Date of Submission: October 11, 2019
Departure Date: May 28, 2020	Return Date: June 3, 2020
Number of Students: boys: TBD girls: TBD = 20 total	Number of Adult Supervisors: female: TBD male: TBD
Name of Travel Agent: Experiences Canada	Type of Excursion: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Co-instructional
Total cost to be paid by each Student: \$400	

Summary of Proposed Activity:

Twenty students from St. Peter CSS will engage in a reciprocal Indigenous Cultural Exchange with students from GidGalang Kuuyas Naay Secondary School. St. Peter CSS will host the visiting students on April 14-21, 2020 and engage in learning activities with community Elders and Knowledge Holders.

Curricular Relevance: (provide the overall expectations addressed)

- Contemporary First Nations, Métis, and Inuit issues and perspectives
- First Nations, Métis, and Inuit Governance of Canada

Estimated Cost for Entire Group:		Anticipated Sources of Revenue:	
Accommodation	N/A	School Accounts	N/A
Travel	\$3,250	School Fund-raising	\$2,000
Cost of Supply Teachers	\$2,040	Student/Parent share	\$8,000
Meals	\$850	Other: Ind. Education funding	\$3,400
Programs/Materials	\$2,100	Other: Teacher contributions, if applicable	N/A
Other (honoraria, registration fees, insurance, baggage costs)	\$5,200		
Total	\$13,400	Total	\$13,400

It is understood that this excursion **will not** proceed without the approval of the Board and signed parental forms completed.

Checklist of Criteria: Include all of the applicable information below in the package submitted to the Superintendent

- | | |
|--|--|
| <input checked="" type="checkbox"/> Itinerary (including Mass if on the weekend)
<input checked="" type="checkbox"/> Contract Information
<input checked="" type="checkbox"/> Additional Medical Coverage needs considered
<input checked="" type="checkbox"/> History of Excursion – number of years: 2
<input checked="" type="checkbox"/> Certification required by staff attending: First Aid/CPR
<input checked="" type="checkbox"/> Educational objectives stated | <input checked="" type="checkbox"/> Information and consent letter to parents
<input checked="" type="checkbox"/> Liability waivers signed
<input checked="" type="checkbox"/> Supervision ratio in alignment with A.P. 305
<input checked="" type="checkbox"/> List of destination/emergency phone numbers provided
<input checked="" type="checkbox"/> Passports (if required) – N/A |
|--|--|

- ☒ This excursion complies with the OPHEA Guidelines for the High Care Activities listed below:
- Outdoor education (canoeing) – swim test/PFD worn

Sherry Lajoie
Teacher Signature

Leslie M. Bell
Principal Signature

L. M. Bell
Superintendent Signature

Oct 11/19
Date

Oct 11/19
Date

Oct 11/19
Date

**Document Checklist for Category 5 Approval Form - St. Peter CSS & GidGalang Kuuyas
Naay Secondary School, Haida Gwaii, Exchange - 2019-20**

- 1) Itinerary (including Mass if on the weekend)
- 2) Contract Information
- 3) Additional Medical Coverage needs considered
- 4) History of Excursion
- 5) Certification required by staff attending
- 6) Educational objectives stated
- 7) Information and consent letters to parents
- 8) Liability waivers to be signed
- 9) Supervision ratio in alignment with A.P. 305
- 10) List of destination/emergency phone numbers provided
- 11) Passports (if required)
- 12) Additional Information - Host Families

Preamble:

In 2018-19 (second semester) a group of students enrolled in NDG4M (First Nations, Métis and Inuit Governance in Canada) at Holy Cross CSS engaged in an Indigenous Cultural Exchange with youth from the Gitksan First Nation, British Columbia. This class at Holy Cross CSS was twinned with the Gitksan First Nation group based on an application to Experiences Canada (formerly SEVEC) submitted by the PVNCCDSB Indigenous Education Lead in February 2018.

Experiences Canada (EC) is a not-for-profit and charitable organization, funded principally by Canadian Heritage. This organization facilitates reciprocal Youth Exchanges within Canada and each year there are 5,000 youth, 12-17 years old, who participate in EC exchanges. By exploring another community, youth develop cultural awareness, break down social barriers, create friendships and improve self-confidence. Reciprocal youth exchanges enhance learning and give participants an experience that lasts a lifetime. <https://www.experiencescanada.ca/en/>

The HCCSS-Gitksan First Nation Indigenous Cultural exchange was an overwhelming success and many relationships were built and much learning took place, for the students and chaperones, and also within the PVNCCDSB community.

In the spring of 2019 the PVNCCDSB Indigenous Education Lead again submitted an application to Experiences Canada for an Indigenous Cultural Exchange for 2019-20. On October 7, 2019 we received confirmation that we have been successfully twinned with GidGalang Kuuyas Naay Secondary School, Queen Charlotte, Haida Gwaii, British Columbia.

The students from PVNC who will participate in the exchange this year will be Grade 9, 10 or 11 students at St Peter CSS who will be enrolled in NDA3M - Contemporary First Nations, Métis, and Inuit Issues and Perspectives OR NDG4M - First Nations, Métis, and Inuit Governance in Canada, depending on their grade level. This combined course will be run as a Continuing Education course.

Experiences Canada funds the travel costs for 20 students and 3 chaperones to participate in this reciprocal exchange. PVNC will host the students from GidGalang Kuuyas Naay Secondary School April 14-21, 2020 and our group will travel to the Haida Gwaii May 28 - June 3, 2020. Students will be billeted in each other's homes. Each community is responsible for all costs while hosting.

Gidgalang Kuuyas Naay Secondary School is a Grade 8-12 school with approximately 125 students (2016). It is located in the town of Queen Charlotte (population 850 in 2016), in what was formerly known as the Queen Charlotte Islands, an archipelago off British Columbia's west coast. In 2010, under the Haida Gwaii Reconciliation Act (BC Legislation), the name of the islands was formally changed to Haida Gwaii. The population of Haida Gwaii is about 4300. The islands, sometimes called Canada's Galapagos, are known for their diverse and abundant plant and animal life, totem poles, longhouses and rich cultural traditions.

Next steps:

- | | |
|---------------|--|
| Oct. 22, 2019 | -Presentation to the board for trip approval |
| Oct. 23, 2019 | -parent-guardian/student meeting at SPCSS |
| Oct. 30, 2019 | -deadline for submission of applications to participate in the exchange |
| Nov. 8, 2019 | -successful applicants informed and provided with registration links |
| Nov. 15, 2019 | - deadline for completing online (or paper) registrations |
| Nov. 21, 2019 | - Submit to Experiences Canada: <ul style="list-style-type: none">-Group Demographics;-Waiver forms for all Youth and Chaperones;-signed Host Family Applications;-signed Reference forms OR the completed Home Visit forms |

1) Itinerary & Projected Costs

PVNC hosting GidGalang Kuuyas Naay Secondary School - April 14-21, 2020

		Estimated Costs
Tues., Apr. 14	Travel - Queen Charlotte - Peterborough	Covered by Experiences Canada
Wed., Apr. 15	SPCSS School Visit Grandfather Teachings(with Elder) @ SPCSS & Getting to know each other (bracelet activity) Bus tour of Peterborough (Lift Lock, Little Lake, George St., etc.) Nogojwanong Friendship Centre - Tipi Teachings, Art Activity	\$300 honorarium & supplies \$500 fee to Nogo FC \$200 busing
Thurs., Apr. 16	Field Trip - Ottawa - Parliament (meet MP or Senator Sinclair or Cindy Blackstock), Canadian History Museum	\$1600 busing \$400 entrance fees \$500 dinner
Fri., Apr. 17	Curve Lake - Cultural Centre, Medicine Walk, Whetung Gallery YMCA - open gym	\$350 busing \$300 honorarium \$100 YMCA fee
Sat., Apr. 18	Field Trip - Toronto - ROM, CN Tower, Turtle Island Sculpture, Nathan Philips Square	\$800 busing \$350 dinner (for guests only) Free entrance to ROM for classes with Indigenous Students \$300 CN Tower fee
Sun., Apr. 19	Mass Canoe Museum / First Peoples House of Learning & TRACKS program Pot luck dinner/farewell	\$300 busing \$400 entrance fee \$400 TRACKS
Apr. 20	Travel - Peterborough - Queen Charlotte	Covered by Experiences Canada
	Total cost	\$6,800

PVNC travel to Gitxsan Community

Thurs., May 28	Travel - Peterborough - Queen Charlotte, BC Welcome dinner at the high school
Fri., May 29	Morning: Meet at Haida Heritage Centre in Skidegate https://haidaheritagecentre.com/

	<ul style="list-style-type: none"> • Guided tour of the museum which focuses on Haida culture. There is a new section on settler history. • Interpretive tour of the Haida village totem poles. <p>Afternoon:</p> <ul style="list-style-type: none"> • Performance house-view documentary about the blockade at Athlii Gwaii in 1985. This blockade was a pivotal time for the Haida Nation and for Haida Gwaii as it led to the protection of a large area that is now a national park managed cooperatively by the Haida Nation and the Government of Canada. We will invite representatives from both organizations to talk about co-management, protection plans, etc. • Break out for stations with Haida mentors: carving, weaving, fish splitting, canoe rides
Sat., May 30	<p>Morning:</p> <ul style="list-style-type: none"> • Meet at Skidegate Haida Immersion Program (SHIP) to meet with elders who are working to preserve the Haida Language. (http://www.skidegate.ca/Pages/programs/ship.html). Students will practice some Haida language and learn to say a few simple phrases. • Interpretive walk of Spirit Lake with botanist. Practice using Haida language. <p>Afternoon</p> <ul style="list-style-type: none"> • Return to high school to participate in school activities. We will work with Student Council to organize a fun activity with school house teams. Fun relays, traditional games, etc. • Flex time 3:30-5:30 <p>Evening</p> <ul style="list-style-type: none"> • With host family OR screening of Edge of the Knife at the high school with pizza. (https://www.tiff.net/events/edge-of-the-knife)
Sun., May 31	<p>Morning:</p> <ul style="list-style-type: none"> • As there is no Catholic Church in the community, we will prepare a liturgy for our students to participate in. • Transportation to Tow Hill/ Hiellen at the north end of Graham Island. We will stay in a traditional long house style lodge and enjoy a day of exploring the area. (http://www.haidalonghouses.ca/) • Blow Hole/Tow Hill hike with local story telling that highlights the mythical significance of the area. <p>Afternoon:</p> <ul style="list-style-type: none"> • Beach Exploration • Possibly demonstration of clam harvesting---depending on time of year. • Free time..., journaling, walks <p>Evening around campfire. Sharing stories. Playing games. Music?</p>
June 1	<p>Morning:</p>

	<ul style="list-style-type: none"> • Short tour of Masset. Visit to Old Masset and traditional longhouse where we may be able to watch artists at work carving. • Travel to Port Clements, once a thriving community on logging heyday. Group photo at the iconic wharf. <p>Afternoon:</p> <ul style="list-style-type: none"> • Misty Meadows, part of Naikoon Park. Presentation by park rangers to discuss the geology, flora and fauna of the area. • Rock art contest at the beach. • Travel to Charlotte. Stop at Balance Rock. <p>Evening:</p> <ul style="list-style-type: none"> • With host families
June 2	<p>Morning:</p> <ul style="list-style-type: none"> • Meet at Spirit Square and Visitor Information Centre in Queen Charlotte with Mayor Kris Olsen who will lead us on a walking tour of the town. <p>Afternoon:</p> <ul style="list-style-type: none"> • Lunch at the Youth Centre • Students participate in a legacy project of some kind....painting a mural? Planting some trees? Local stream maintenance? Town clean-up <p>Evening:</p> <ul style="list-style-type: none"> • Farewell dinner—at the high school • We will work with student council to organize a dance.
June 3	Travel - Queen Charlotte - Peterborough

2) Contract Information

Appendix A - Confirmation of Twinning - 30460-ECE-19-20

Appendix B - My Exchange Timeline

3) Additional Medical Coverage needs considered

All Experiences Canada participants are covered by a group accident insurance plan during the two weeks of their exchange. Travel or cancellation insurance, which includes emergency hospital/medical insurance, is not part of Experiences Canada's plan however it can be purchased directly from their travel provider.

PVNCCDSB will purchase, from Uniglobe, EC's travel agent, on behalf of all participants, the mandatory travel insurance that covers school board or principal rulings for cancellation of the trip as per AP-S-305.

Appendix C - Group Accident Benefit Summary

4) History of Excursion - number of years

This is the second year that PVNCCDSB has made an application to Experiences Canada and been offered a twinning opportunity. The first year we were twinned with youth from the Gitksan First Nation and this year we have been twinned with students from GidGalang Kuuyas Naay Secondary School, Queen Charlotte, Haida Gwaii, British Columbia.

5) Certification required by staff attending

Group Chaperones have Red Cross Standard First Aid and CPR Certification.

6) Educational objectives stated

Appendix D - Exchange Learning Plan

7) Information evening and course structure

Parent-guardian/student meeting to be held October 23, 2019 to inform and recruit interested Grade 9 to 11 students, Indigenous and non-Indigenous.

The structure of the exchange group this year differs slightly from that of last year. In 2018-19 we had applied for this opportunity based on a specific course being offered at Holy Cross CSS. For 2019-20 the application was not attached to a specific school or course. When we received the offer of twinning, we approached St Peter Catholic Secondary School, as it is the school in PVNCCDSB with the highest number of self-identified First Nation, Métis and Inuit students. Currently, the only FNMI Studies course running at SPCSS this year is a Grade 12 course with only Grade 12 students registered. Therefore, we decided to offer advertise this opportunity to all grade 9 to 11 SPCSS students and to offer them NDA3M or NDG4M as Continuing Education programming. This structure honours the commitment of the students and offers them credit for their learning.

8) Liability waivers - To be signed by parents/guardians by November 15, 2019

For PVNCCDSB

Appendix E - LSS 10 - Informed Consent/Permission Form for Education Trips (under 18 years)

For Experiences Canada

Appendix F - Waiver of Liability, Assumption of Risk and Indemnity Agreement for Group Organizers and Chaperones

Appendix G - Waiver of Liability, Assumption of Risk and Indemnity Agreement for Youth Participants

9) Supervision ratio in alignment with A.P. 305

3 Chaperones as per Category 5 Requirements - Sharon Lajoie, Michael Nasello, Teacher (TBD)

10) List of destination/emergency phone numbers provided - Emergency Plan

Experiences Canada Guidelines regarding Medical Issues - All host families will be provided with any relevant medical information and treatment for the youth participant they are hosting. This will include medical history, current conditions necessary to be aware of, medication currently being taken and emergency phone number for the participant's parents or legal guardian. If the participant becomes ill or has an accident while being hosted, the host family must take them to a clinic or hospital for treatment and call the group organizer immediately.

PVNCCDSB Group Organizer: Sharon Lajoie -

Haida Gwaii Group Organizer: Megan Romas -

Experiences Canada 24-hour emergency #: 1 888 737 2410

11) Passports Not required for domestic travel

12) Additional Information - Host Families

Appendix H - Host Family Application

Appendix I - Host Family Confidential Reference Form



Sharon Lajoie <slajoie@pvnccdsb.on.ca>

Confirmation of Twinning - 30460-ECE-19-20

1 message

Experiences Canada <info@experiencescanada.ca>

Thu, Oct 10, 2019 at 8:14 AM

To: "sthabet@experiencescanada.ca" <sthabet@experiencescanada.ca>, "slajoie@pvnccdsb.on.ca" <slajoie@pvnccdsb.on.ca>

Cc: "emailtosalesforce@155ygac3s9vgw0fvhcn6bfuvr3gvfdydn9wb35s8d7d9of7f.41-2l2ateai.na35.le.salesforce.com" <emailtosalesforce@155ygac3s9vgw0fvhcn6bfuvr3gvfdydn9wb35s8d7d9of7f.41-2l2ateai.na35.le.salesforce.com>



Dear Ms. Sharon Lajoie,

**** IMPORTANT ** PLEASE RETAIN THIS EMAIL FOR FUTURE REFERENCE ******THIS EMAIL CONTAINS YOUR ORGANIZER'S PORTAL ACCESS, YOUTH-PARENTS' REGISTRATION LINKS AND IMPORTANT DUE DATES ****Congratulations! I am pleased to inform you that your exchange is **confirmed**.Your project number is **30460-ECE-19-20**

****IMPORTANT**** An **Organizer Portal** account has been created and a separate email will shortly be sent to you with your login information. Please check your email Inbox and Spam folders and access your Organizer Portal today. Click the link in the separate email, then click "Forgot my password" to receive a new email and set a password. Login to your Organizer Portal is mandatory to submit your group demographics and participants' list. All forms and resources are also posted on your portal. Please be sure to log in!

Here are the next steps for a successful exchange. There are two deadlines to note.**1. DUE on 24/10/2019 or before please.**

- Watch the **Exchange Process Tutorial** and visit the secure website to access your **Group Organizer Manual**. Please refer to the Tutorial Agenda for easy reference during the video; also download and print the **Exchange timeline** as well as the information to plan your 1st Parents-guardians's meeting and tips for a **successful twinning**

- Once the tutorial is complete, please sign HERE https://www.tfaforms.com/4635089?project_id=a0u1K00000XfLle to submit your online **certificate of completion**.

- Complete your online request for Travel dates HERE https://www.tfaforms.com/4635126?project_id=a0u1K00000XfLle

- Send in your **Registration fees**. Please note that Registration fees are **non-refundable**. If you require an official invoice, please request one from your Experiences Canada Coordinator. This is

based on a non-refundable \$100 x number of youth and adult participants.

Payment can be made by:

- Interact E-transfer to fees@experiencescanada.ca. Please indicate in the memo line the name of your group and project number. Password is not required. Do not add password.
- Visa or MasterCard by calling Experiences Canada at 1-800-387-3832
- Cheque payable to Experiences Canada. Please clearly indicate on your cheque the name of your school or Association and the Group Organizer's name, and mail to Experiences Canada at 202-2148 Carling Ave., Ottawa, ON K2A 1H1

The travel arrangements for your group are contingent upon reception of the Exchange Group Participation Agreement. Thank you for submitting it by the due date indicated in the corresponding email.

2. DUE on 21/11/2019 or before please.

- Complete online registration for all participants;
- Complete your group Demographics on the portal;
- Submit Waiver and Consent forms for all Youth and Chaperones you registered yourself;
- Submit signed Host Family Applications;
- Submit signed Reference forms OR completed Home Visit forms
- *As an alternative to Host Family Applications and Reference forms/Home Visit forms, your Common stay request letter.

For your convenience, refer to the suggested points of discussion found in the **1st Meeting with parents** checklist.

The Waivers, Consent forms, Host Family Applications, Reference forms or Home Visit forms must be uploaded to your portal, faxed or emailed, organized BY PARTICIPANT. Alternatively, the documents may be sent to Experiences Canada by Xpresspost or Priority mail. Please keep copies for your records. Thank you.

- YOUTH Registration by PARENT/GUARDIAN URL is:

English URL: https://www.tfaforms.com/4623940?project_id=a0u1K00000XfLle

French URL: https://www.tfaforms.com/4632355?project_id=a0u1K00000XfLle

- CHAPERONE Registration by CHAPERONE URL is:

English URL: https://www.tfaforms.com/4622646?project_id=a0u1K00000XfLle

French URL: https://www.tfaforms.com/4632415?project_id=a0u1K00000XfLle

Once these steps are completed, we will go over the last steps to finalize your travel arrangements (airline tickets and/or bus reservations).

*EXPERIENCES CANADA offers **financial assistance** to promote participation by youth with disabilities or other special needs, youth from low-income households, participants from rural areas, visible minority youth and/or Indigenous youth. An application form is available in your Group Organizer Portal. Please note that funding is limited, and requests are considered on a case-by-case basis. The deadline to apply is **December 6th**.

As the designated Group Organizer, responsible for the administration and organization of this exchange, you are required to:

- Designate a Youth Ambassador (within your group of Exchange participants) to document and report of the Exchange;
- Send quality testimonials and photos of your Exchange to Experiences Canada;
- Reach out to your Federal Member of Parliament and local media within your municipality to inform them of the Exchange and any activities taking place during the exchange;
- Brand the Exchange as an Experiences Canada exchange and use Experiences Canada's logo and templates in official communications about the Exchange;
- Provide to Experiences Canada a final hosting plan 1 month prior to the hosting week;
- Encourage participants and parents to complete the surveys, questionnaires and evaluations provided by Experiences Canada for the purposes of assessing the impact of the exchange program and improving the program for future participants; and
- Complete all final reporting requirements imposed by Experiences Canada.

If you have any questions or require further information, please feel free to contact me at 1-800-387-3832 or by e-mail at the address below.

Sincerely,

Sandrine Thabet

Manager Exchanges Program - Gérante du programme Échanges

Experiences Canada

Tel. tél : (800) 387-3832 x 217

Fax/téléc. : (613) 727-3831

2148 Carling Avenue, Suite 202

Ottawa, Ontario K2A 1H1

www.experiencescanada.ca

MY EXCHANGE TIMELINE

Below is a reminder of the milestones and key due dates for your Exchange, based on your travel/hosting schedule. **Due to airline ticketing deadlines and financial commitments, your attention to the deadlines is essential. Thank you.**

Step	Document	Description	Due Date		✓
1	Request for Travel dates	Finalize your Travel dates Finalize your Number of participants	14 days after "Confirmation"		
	Registration Fees	Registration fees for youths and adults are non-refundable . No air or bus reservations can be made without your payment.	14 days after "Confirmation"		
	Mandatory Training	Complete mandatory online training	14 days after "Confirmation"		
	Branding	The exchange must be branded as an Experiences Canada project.	Before the first meeting with parents		
Once both groups' registration fees and travel date requests are received, EXPERIENCES CANADA will authorize Uniglobe Travel to book both groups' travel arrangements. Please note that airline deposits are non-refundable and that lost deposits will be invoiced to the group.					
2	Final List of Participants & Group Demographics	Register all youth and adult participants on line and complete your Group Demographics , then click 'submit'. Use legal First and Last names only (no middle names) Complete address, phone numbers, e-mail address, birthdate, parent's names for all participants)	6 weeks after "Confirmation"		
	Waiver of Liability For youth & Chaperones/Adults Consent to the collection and use of personal information for youth & Chaperones / Adults	To be completed through online registration, or send paper/PDF copies of forms 3 & 5 to EXPERIENCES CANADA To be completed online through online registration, or send paper/PDF copies of forms 4 & 6 to EXPERIENCES CANADA	6 weeks after "Confirmation"		
	Host Family Screening Documents	All volunteers and adults 18 years and over living at the host family's address during the exchange week must provide a clear police criminal record with vulnerable sector check to the Group Organizer. *DO NOT SEND TO EXPERIENCES CANADA - For the Group Organizer to keep on file. The following documents must be sent to EXPERIENCES CANADA by fax, mail or e-mail:	6 weeks after "Confirmation"		

		1 x Host Family Application Form 7 2 x Host Family References form 8 <i>OR</i> 1 x Home Visit form 9 The Group Organizer must verify all documents and ensure all forms are signed. KEEP COPIES.			
3	Hosting Activities Plan	Send to EXPERIENCES CANADA your Hosting activities plan. Must contain 30% history/heritage related activities.	1 month prior to hosting		
	Youth Ambassador	Assign one youth as the Youth Ambassador	1 month prior to start of exchange		
	Reach out to the media as well as your local MP/Mayor	Reach out to local media as well as your local MP/Mayor to inform them of your exchange and/or any special activities taking place	1 month prior to start of exchange		
The following documents will be sent to you by e-mail from your EXPERIENCES CANADA Coordinator and must be returned in order for the tickets to be issued.					
4	Travel Purchase Memo Tickets cannot be issued without this signed document	The final Participant List - to be authorized by the Group Organizer and his/her Principal	Within 48 hrs. of receipt		
	Statement of Group Organizer Tickets cannot be issued without this signed document	One page checklist	Within 48 hrs. of receipt		
5	<ul style="list-style-type: none"> Financial Report & Non-monetary Contributions Electronic Post-Exchange Questionnaires 	Final documents of the exchange Please submit your financial documents and complete the electronic Post-Exchange Questionnaires. <i>*These questionnaires are important to EXPERIENCES CANADA and our funder, Exchanges Canada, to help secure future funding. The results of the surveys are analysed by Exchanges Canada and used to determine the value of our youth exchanges. It is essential to complete them after you complete your exchange.</i>	1 week after the 2 nd leg of the exchange		
	Testimonials and Photos	Send quality testimonials and photos to your Experiences Canada coordinator	1 week after the 2 nd leg of the exchange		





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SEVEC **CANADA**



EXPERIENCES CANADA

Group Accident Benefit Summary

Policy Number 056/020841A

Eligibility	Participants in a National Exchange Program supervised by a proper Authority
Scope of Coverage	Your protection applies for any injury sustained 24-Hours a day, while participating in a National Exchange Program supervised by a proper Authority. All coverage under this policy is limited to Canada.
Insurer	Certain Underwriters at Lloyd's London through Sutton Special Risk Inc.
Claim Procedures	Written notice must be given to Insurer within 30 days and written proof must be submitted within 90 days of the date a claim arises.
How to Claim	For claims and benefit inquiries please contact Risk Balance Inc. at the following coordinates: Serge Paquette 1-866-931-8003 ext 244 spaquette@riskbalance.com or Susan Farrell 1-866-931-8003 ext 226 sfarrell@riskbalance.com
Currency	Benefits will be payable in Canadian currency.

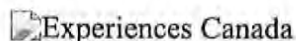
Accidental Death & Dismemberment Insurance

Benefit Amount	You are insured for the Principal Sum indicated below: \$5,000	
Additional Benefits	<ul style="list-style-type: none"> ▪ Accident Medical Expense Benefit - maximum \$15,000 ▪ Accident Dental Expense Benefit - maximum \$2,500 ▪ Surgical Reattachment - 50% of specific loss benefit ▪ Rehabilitation - maximum \$5,000 ▪ Seat Belt - 10% of Benefit Amount ▪ Special Confinement Benefit - maximum \$2,500 ▪ Critical Disease - 5% of Benefit Amount to a maximum of \$5,000 ▪ Fracture Schedule - maximum \$1,000 ▪ Emergency Taxi - maximum \$50 ▪ Tuition Expense - limited to \$15 per hour and overall maximum of \$2,500 ▪ Accident Vision Benefit - maximum \$100 ▪ Prosthetic Appliance Benefit - maximum \$2,500 ▪ Emergency Transportation Benefit - \$250 maximum for land or sea transportation, \$2,500 maximum for air transportation, \$1,000 maximum for alternate transportation and \$750 maximum for parent or guardian transportation ▪ Repatriation Benefit - maximum \$5,000 ▪ Identification Benefit - maximum \$5,000 <p><i>The additional benefits provided under the plan include the benefits listed above. For coverage provisions and limitations contact your plan administrator.</i></p>	

This Benefits Summary highlights the principal features of the plan, which is governed by the terms of the master policy

Exposure	If, while this coverage is in force, you are unavoidably exposed to the elements due to an accident and if, as the result of such exposure and within 365 days of the accident, you suffer a loss which would otherwise be payable, such loss will be covered.																																						
Disappearance	If you disappear and your body is not found within one year and sufficient evidence is provided and confirms that you sustained accidental bodily injury which caused your death, the Insurer will pay the Principal Sum, provided that the person or persons to whom such sum is paid sign an undertaking to refund such sum to the Insurer if you are subsequently found to be living.																																						
Aggregate Limit	\$250,000 for any one known accumulation and \$250,000 per any one Aircraft accumulation																																						
Loss Schedule	<p>If Injury sustained by an Insured Person results in any of the following losses within 365 days of the date of Accident, the Insurer will pay the benefit amount set opposite such loss. Indemnity provided under this part will not be paid under any circumstances for more than one of the losses, the greatest, sustained by any one Insured Person as a result of any one Accident.</p> <table> <tr><td>Loss of Life</td><td>\$5,000</td></tr> <tr><td>Loss of or Loss of Use of Both Hands</td><td>\$25,000</td></tr> <tr><td>Loss of or Loss of Use of Both Feet</td><td>\$25,000</td></tr> <tr><td>Loss of Entire Sight of Both Eyes</td><td>\$25,000</td></tr> <tr><td>Loss of or Loss of Use of One Hand and One Foot.....</td><td>\$25,000</td></tr> <tr><td>Loss of or Loss of Use of One Hand and Entire Sight of One Eye</td><td>\$25,000</td></tr> <tr><td>Loss of or Loss of Use of One Foot and Entire Sight of One Eye.....</td><td>\$25,000</td></tr> <tr><td>Loss of Speech and Hearing in Both Ears.....</td><td>\$25,000</td></tr> <tr><td>Loss of or Loss of Use of One Arm</td><td>\$15,000</td></tr> <tr><td>Loss of or Loss of Use of One Leg</td><td>\$15,000</td></tr> <tr><td>Loss of or Loss of Use of One Hand</td><td>\$15,000</td></tr> <tr><td>Loss of or Loss of Use of One Foot.....</td><td>\$15,000</td></tr> <tr><td>Loss of Entire Sight of One Eye</td><td>\$15,000</td></tr> <tr><td>Loss of Speech or Hearing in Both Ears.....</td><td>\$10,000</td></tr> <tr><td>Loss of Use of Thumb and Index Finger of Any One Hand.....</td><td>\$5,000</td></tr> <tr><td>Loss of Hearing in One Ear</td><td>\$5,000</td></tr> <tr><td>Paraplegia (Both Lower Limbs)</td><td>\$10,000</td></tr> <tr><td>Hemiplegia (Upper and Lower Limbs on the Same Side of the Body).....</td><td>\$10,000</td></tr> <tr><td>Quadriplegia (Both Upper and Lower Limbs)</td><td>\$10,000</td></tr> </table>	Loss of Life	\$5,000	Loss of or Loss of Use of Both Hands	\$25,000	Loss of or Loss of Use of Both Feet	\$25,000	Loss of Entire Sight of Both Eyes	\$25,000	Loss of or Loss of Use of One Hand and One Foot.....	\$25,000	Loss of or Loss of Use of One Hand and Entire Sight of One Eye	\$25,000	Loss of or Loss of Use of One Foot and Entire Sight of One Eye.....	\$25,000	Loss of Speech and Hearing in Both Ears.....	\$25,000	Loss of or Loss of Use of One Arm	\$15,000	Loss of or Loss of Use of One Leg	\$15,000	Loss of or Loss of Use of One Hand	\$15,000	Loss of or Loss of Use of One Foot.....	\$15,000	Loss of Entire Sight of One Eye	\$15,000	Loss of Speech or Hearing in Both Ears.....	\$10,000	Loss of Use of Thumb and Index Finger of Any One Hand.....	\$5,000	Loss of Hearing in One Ear	\$5,000	Paraplegia (Both Lower Limbs)	\$10,000	Hemiplegia (Upper and Lower Limbs on the Same Side of the Body).....	\$10,000	Quadriplegia (Both Upper and Lower Limbs)	\$10,000
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Hemiplegia (Upper and Lower Limbs on the Same Side of the Body).....	\$10,000																																						
Quadriplegia (Both Upper and Lower Limbs)	\$10,000																																						
Exclusions	<p>This insurance does not cover any claim arising out of bodily injury caused or contributed to by:</p> <ol style="list-style-type: none"> declared or undeclared war or any act thereof or invasion; actively participating in acts of terrorism, civil commotions or riots of any kind; training, serving or taking part in any capacity in the armed forces (land, sea or air) or their operations, of any country or international authority; while serving as a pilot or crew member of any aircraft or while as a passenger in an aircraft which is being used for a purpose other than transportation; suicide or attempted suicide or intentional self-injury; injury sustained while you are riding in, boarding or alighting from an aircraft owned or leased, by or on behalf of the Insured, or any subsidiary or affiliate of such Insured, unless specific written agreement has been obtained from the Insurer; or acts of terrorism which involve the use or release or the threat thereof of any nuclear weapon or device or chemical or biological agent, regardless of any contributory cause(s). 																																						
Payment of Benefits	Benefits for Loss of Life are payable to Insured Person's estate. All other claims will be paid to the Insured Person. In the event the Insured Person is a minor, incompetent or otherwise unable to give a valid release for the claim, We through our Underwriter may make arrangement to pay claims to the Insured Person's legal guardian, committee or other qualified representative.																																						

This Benefits Summary highlights the principal features of the plan, which is governed by the terms of the master policy



Exchange Learning Plan

WHAT IS AN EXCHANGE LEARNING PLAN?

The Exchange Learning Plan is a preliminary summary of objectives and activities. The Exchange Learning Plan helps Group Organizers plan a quality program for the youth participants and ensures the safety and security of the youth.

Please ensure that a minimum of 30% of your activities include Canadian history and heritage content.

Canadian history and heritage content is any activity that encourages youth to learn about, gain knowledge of, or experience; i) significant events, places, people, or artifacts from Canada's past (history); and/or ii) accounts of the diverse traditions that have had, and still have, an influence on the lives of Canadians (heritage).

The Exchange Learning Plan includes:

- Learning Objectives (historical, educational, cultural, linguistic, thematic, etc.)
- Learning Plan (identifies activities that will be organized pre, during, and post-exchange)

Who prepares the Exchange Learning Plan?

Each Group Organizer is to plan the activities during the time they are hosting their twin; however, both Group Organizers should collaborate and agree in advance on the schedule of activities in both communities.

Program Objectives:

- **Canadian History and Heritage:** Provides an opportunity for Canadian youth to strengthen national identity and help build a deeper understanding of our shared history and heritage.
- **Risk Management:** The safety and security of participants is our number one priority. Identifying potential risks will help you prepare should risk scenarios arise. Group Organizers may be asked to submit a risk management plan.
- **Youth Engagement:** Youth involvement is an inherent part of EXPERIENCES CANADA's exchange model. Describe the youth-led aspects of your exchange, such as how youth will make decisions, adopt leadership roles and take a proactive role in the program. Having youth involved in completing the Exchange Learning Plan is an excellent way of empowering them and encouraging a high level of commitment.
- **Community Engagement:** If you are doing an exchange activity that involves participants having a positive impact on their community, please provide a brief description of the project you will undertake. EXPERIENCES CANADA encourages activities where youth develop a stronger sense of belonging.

Who participates in the planned activities?

It is expected that all youth and chaperones from both groups will participate together and fully in both parts of the exchange.

My EXPERIENCES CANADA Project number:

30460-ECE-19-20

My Group Name:

PeterboroughVictoria NorthumberlandClarington

Education Focus *

Indigenous Education

Objective 1

Objective 1 *

Develop a greater understanding and appreciation of our history, heritage and community ▼

Pre-Exchange Activity *

Students will research information about Haida Gwaii, including: 1) Cultural Identity & Continuity; 2) political, economic and social issues; 3) political, constitutional and legal issues; and physical environment.

Contains History?

☒ Yes

During Exchange Activity *

Students will meet Elders and Knowledge Keepers, visit Curve Lake First Nation, the Petroglyphs, Canadian History Museum, Canadian Canoe Museum and learn about Anishnaabe history and culture.

Contains History?

☒ Yes

Post Exchange Activity *

will present their learning to others in the school community.

Contains History?

☒ Yes

Objective 2

Objective 2 *

Develop an appreciation for Canada's regional diversity ▼

Pre-Exchange Activity *

Through research and interactive learning student they will learn about the demographics and history of this territory.

Contains History?

☒ Yes

During Exchange Activity *

Students will engage in formal and informal conversations with Elders and Knowledge Keepers and each other to learn more about each other.

Contains History?

☒ Yes

Post Exchange Activity *

Through the final presentation and blog/discussion posts students will demonstrate a greater appreciation of Canada's regional diversity.

Contains History?

☒ Yes

Objective 3

Objective 3 *

Develop environmental responsibility ▼

Pre-Exchange Activity *

Students will develop an understanding on Indigenous connections to the land through conversations with Elders & Knowledge Keepers. They will research the work of the Sacred Water Circle, Autumn Pelletier, etc.

Contains History?

☐ Yes

During Exchange Activity *

Students will engage in Medicine Walks, learning Medicine Wheel and Grandfather Teachings

Contains History?

☐ Yes

Post Exchange Activity *

Students will make connections between environmental issues here and in Haida Gwaii that come through in their final presentaati

Contains History?

☐ YesContact Information

3. Waiver of Liability, Assumption of Risk and Indemnity Agreement ("Agreement") for Group Organizers and Chaperones

Group Name: PVNCCDSB EXPERIENCES CANADA Project Number: 30460-EC E-19-20

Name of Group Organizer or Chaperone Sharon Lajoie

PRINT FULL NAME AS PER OFFICIAL TRAVEL IDENTIFICATION DOCUMENTS AND INDICATE IF YOU ARE THE GROUP ORGANIZER OR CHAPERONE.

ACKNOWLEDGEMENT AND ACCEPTANCE OF RISK AND RESPONSIBILITY

I, being a Group Organizer/Chaperone, understand and acknowledge that I have been offered an opportunity to take part in EXPERIENCES CANADA – Exchanges (the "Exchange Program"), which is funded by EXPERIENCES CANADA and her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage ("hereinafter "Her Majesty"). I acknowledge that I have read a description of the Exchange Program and its objectives, which are aimed at enhancing the youth participants' knowledge of Canadian history, heritage and community and the development of second language skills and community engagement. I further understand that the Exchange Program has among its learning objectives the promotion of physical activity and the development of environmental responsibility. I understand all the inherent and potential risks of the activities related to the Exchange Program and that participation in the Exchange Program involves travel, the use of private accommodations and other facilities where Exchange Program activities take place. I acknowledge that I have been informed of my right to obtain as much information about the Exchange Program as I feel is necessary.

In signing this Agreement, I acknowledge that I am not relying on any oral or written statements that may have been made by EXPERIENCES CANADA to induce me to participate in the Exchange Program, other than those set out in this Agreement. I acknowledge that in all circumstances, the liability of EXPERIENCES CANADA and Her Majesty in relation to the Exchange Program shall be determined in accordance with the terms of this Agreement.


Risks

I understand that my participation in the Exchange Program involves a risk of serious and/or permanent injury or death and damage to or loss of property. The risks include such events as slips, trips, falls, collisions, equipment failure and illness. I understand and acknowledge that I may suffer serious and/or permanent injury or damage to or loss of property, resulting directly or indirectly from my own negligence, failure to follow directions, misadventure or unavoidable or unintentional accident. I also understand and acknowledge that all of the potential risks cannot be listed in this Agreement.

I understand that the Exchange Program may involve other risks including restricted availability of immediate medical assistance, the conduct of other Group Organizers/Chaperones whether or not such conduct is negligent or reckless; and the contraction of a contagious illness or communicable disease. I understand that my participation in the Exchange Program may negatively affect my future ability to work or engage in social and recreational activities.



Sharon Lajoie

 **Name of Group Organizer or Chaperone:** _____

Unforeseen Events

I understand that EXPERIENCES CANADA, sometimes in partnership with the organizers, will be facilitating some of the Exchange Program activities. I understand that despite all reasonable precautions being taken to provide proper organization, circumstances may arise which are not foreseeable or which are beyond their/its control. I understand and acknowledge that EXPERIENCES CANADA is not responsible for any damages caused for the delay or failure to perform or complete any activities or to provide any transportation or accommodation when such delay or failure is due to fires, strikes, floods, acts of God, war, terrorist activities, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

Responsibility

As a Group Organizer/Chaperone, I further understand that I have full responsibility for all participants under my supervision. I will participate in all activities while I am hosting and being hosted. I will also ensure that everyone involved in the Exchange Program abides by EXPERIENCES CANADA's Code of Conduct.

I hereby provide my full and voluntary informed consent to my participation in the Exchange Program. I freely and fully assume all risks, including but not limited to any serious and/or permanent injury or death and damage to or loss of property associated with participation in the Exchange Program and all responsibilities outlined above associated with my participation in the Exchange Program.



Initials

PARTICIPANT'S FITNESS

To the best of my knowledge, I do not have any contagious illnesses and am physically, mentally and emotionally capable of participating in all of the activities of the Exchange Program. I am not aware of any reason, health related or otherwise why I would not be capable of participating in the Exchange Program activities.

If, to my knowledge, I have any significant change in my health condition prior to the Exchange Program start date, or during the Exchange Program, I will inform EXPERIENCES CANADA immediately. I acknowledge that my failure to do so may result in my inability to participate or remain in the Exchange Program.

RELEASE AND INDEMNITY

In exchange for EXPERIENCES CANADA allowing my participation in the Exchange Program, I hereby agree:

1. to waive any and all liability of EXPERIENCES CANADA and/or Her Majesty, including vicarious liability, except in circumstances of gross negligence or wilful misconduct;
2. not to commence or participate in any type of claim or lawsuit against EXPERIENCES CANADA and/or Her Majesty, except in circumstances of gross negligence or wilful misconduct;



To be
completed by **Group Organizer** and/or **Chaperones**
Return by email/fax to EXPERIENCES CANADA

3. to release, indemnify, hold harmless and forever discharge EXPERIENCES CANADA and/or Her Majesty for any losses, damage, injury or expenses related to the my participation in the Exchange Program, except in circumstances of gross negligence or wilful misconduct.

!

Initials

"Gross Negligence or Wilful Misconduct" means any act, omission or failure to act (whether sole, joint or concurrent) by a person that was intended to cause, or was in reckless disregard of, or wanton indifference to, the harmful consequences to the safety of another person which the person acting or failing to act knew (or should have known) would result from such act, omission or failure to act.

EXCLUSIVE JURISDICTION

I agree that any dispute relating to my participation in the Exchange Program shall be litigated, if at all, in the Superior Court of Ontario located in Ottawa, Ontario. The applicable law to be applied to any dispute shall be the law of the Province of Ontario.

MISCELLANEOUS PROVISIONS

EXPERIENCES CANADA includes its employees, directors, officers, designates, representatives, agents, successors and assigns. This Agreement enures to the benefit of and binds the parties and their respective heirs, executors, administrators and representatives, successors and assigns.

This Agreement constitutes the entire Agreement. If any provision of this Agreement is held by a court to be unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect as drafted.

By my signature I indicate that I have read, understand and agree with all of the terms of this Assumption of Risk, Waiver of Liability and Indemnity Agreement. I am aware that by signing this document, I am waiving certain legal rights, including the right to sue or claim compensation from the Releasees following an accident and I voluntarily agree to its terms.

!

I understand that EXPERIENCES CANADA and Her Majesty are relying on my full assumption of risk, release and waiver of all claims when accepting my participation in the Exchange Program.

Sharon Lajoie

Name of Group Organizer/Chaperone (please print)

Oct. 15, 2019

Signature of Group Organizer/Chaperone

Date

5. Waiver of Liability, Assumption of Risk and Indemnity Agreement ("Agreement") for Youth participants

Group Name: PVNCCDSB EXPERIENCES CANADA Project Number: 30460-ECE-10-20

Name of Youth Participant _____
PRINT FULL NAME AS PER OFFICIAL TRAVEL IDENTIFICATION DOCUMENTS.

ACKNOWLEDGEMENT AND ACCEPTANCE OF RISK AND RESPONSIBILITY

I, being the parent/guardian of the Participant, understand and acknowledge that the Participant has been offered an opportunity to take part in EXPERIENCES CANADA - Exchanges (the "Exchange Program"), which is funded by the EXPERIENCES CANADA (hereinafter "EXPERIENCES CANADA") and her Majesty the Queen in Right of Canada as represented by the Minister of Canadian Heritage ("hereinafter "Her Majesty"). I acknowledge that I have read a description of the Exchange Program and its objectives, which are aimed at enhancing the participants' knowledge of Canadian history, heritage and community and the development of second language skills and community engagement. I further understand that the Exchange Program has among its learning objectives the promotion of physical activity and the development of environmental responsibility for all Participants. I understand all the inherent and potential risks of the activities related to the Exchange Program and that participation in the Exchange Program involves travel, the use of private accommodations and other facilities where Exchange Program activities take place. I acknowledge that I have been informed of my right to obtain as much information about the Exchange Program as I feel is necessary.

In signing this Agreement, I acknowledge that I am not relying on any oral or written statements that may have been made by EXPERIENCES CANADA to induce me to permit the Participant to participate in the Exchange Program, other than those set out in this Agreement. I acknowledge that in all circumstances, the liability of EXPERIENCES CANADA and Her Majesty in relation to the Exchange Program shall be determined in accordance with the terms of this Agreement.

Risks

I understand that the Participant's participation in the Exchange Program involves a risk of serious and/or permanent injury or death and damage to or loss of property. The risks include such events as slips, trips, falls, collisions, equipment failure and illness. I understand and acknowledge that the Participant may suffer serious and/or permanent injury or damage to or loss of property, resulting directly or indirectly from his/her own negligence, failure to follow directions, misadventure or unavoidable or unintentional accident. I also understand and acknowledge that all of the potential risks cannot be listed in this Agreement.

I understand that the Exchange Program may involve other risks including restricted availability of immediate medical assistance, the conduct of other Participants, whether or not such conduct is negligent or reckless; and the contraction of a contagious illness or communicable disease. I understand that the Participant's participation in the Program may negatively affect his/her future ability to study, work or engage in social and recreational activities.



Name of Youth: _____

Unforeseen Events

I understand that EXPERIENCES CANADA, sometimes in partnership with the organizers, will be facilitating some of the Exchange Program activities. I understand that despite all reasonable precautions being taken to provide proper organization, circumstances may arise which are not foreseeable or which are beyond their/its control. I understand and acknowledge that EXPERIENCES CANADA is not responsible for any damages caused for the delay or failure to perform or complete any activities or to provide any transportation or accommodation when such delay or failure is due to fires, strikes, floods, acts of God, war, terrorist activities, lawful acts of public authorities or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

I hereby provide my full and voluntary informed consent to the Participant's participation in the Exchange Program. I freely and fully assume all risks, including but not limited to any serious and/or permanent injury or death and damage to or loss of property associated with the Participant's participation in the Exchange Program.



Initials

PARTICIPANT'S FITNESS

To the best of my knowledge, the Participant does not have any contagious illnesses and is physically, mentally and emotionally capable of participating in all of the activities of the Exchange Program. I am not aware of any reason, health related or otherwise why the Participant would not be capable of participating in the Exchange Program activities.

If, to my knowledge, the Participant has any significant change in his/her health condition prior to the Exchange Program start date, or during the Exchange Program, I will inform EXPERIENCES CANADA immediately. I acknowledge that my failure to do so may result in the Participant's inability to participate or remain in the Exchange Program.

RELEASE AND INDEMNITY

In exchange for EXPERIENCES CANADA allowing the Participant's participation in the Exchange Program, I hereby agree:

1. to waive any and all liability of EXPERIENCES CANADA and/or Her Majesty, including vicarious liability, except in circumstances of gross negligence or wilful misconduct;
2. not to commence or participate in any type of claim or lawsuit against EXPERIENCES CANADA and/or Her Majesty, except in circumstances of gross negligence or wilful misconduct;
3. to release, indemnify, hold harmless and forever discharge EXPERIENCES CANADA and/or Her Majesty for any losses, damage, injury or expenses related to the Participant's participation in the Exchange Program, except in circumstances of gross negligence or wilful misconduct.



Initials _____

"Gross Negligence or Wilful Misconduct" means any act, omission or failure to act (whether sole, joint or concurrent) by a person that was intended to cause, or was in reckless disregard of, or wanton indifference to, the harmful consequences to the safety of another person which the person acting or failing to act knew (or should have known) would result from such act, omission or failure to act.

EXCLUSIVE JURISDICTION

I agree that any dispute relating to my participation in the Exchange Program shall be litigated, if at all, in the Superior Court of Ontario located in Ottawa, Ontario. The applicable law to be applied to any dispute shall be the law of the Province of Ontario.

MISCELLANEOUS PROVISIONS

EXPERIENCES CANADA includes its employees, directors, officers, designates, representatives, agents, successors and assigns. This Agreement enures to the benefit of and binds the parties and their respective heirs, executors, administrators and representatives, successors and assigns.

This Agreement constitutes the entire Agreement. If any provision of this Agreement is held by a court to be unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect as drafted.

By my signature I indicate that I have read, understand and agree with all of the terms of this Assumption of Risk, Waiver of Liability and Indemnity Agreement. I am aware that by signing this document, I am waiving certain legal rights, including the right to sue or claim compensation from the Releasees following an accident and I voluntarily agree to its terms.



I understand that the EXPERIENCES CANADA and Her Majesty are relying on my full assumption of risk, release and waiver of all claims when accepting my participation in the Exchange Program.

I consent to the participation of _____
(Please print participant's full name)

Signature of Parent/Guardian

Date

Name of Parent/Guardian (Please print)

Date

7. HOST FAMILY APPLICATION

The Hosting Experience

Each year, nearly five thousand families across Canada open their homes to EXPERIENCES CANADA youth participating in the Reciprocal Exchanges program. Together, they learn more about their country, different cultures, languages, and even more about themselves!

Host families are the most important part of the EXPERIENCES CANADA Reciprocal Exchanges program. To welcome a participant into your home and into your family life is a very generous gesture. On behalf of all youth who have participated in the past and those who will embark on an exchange in the future, thank you for opening your doors and for making this a positive, safe and fun experience.

You will find additional information, tips on hosting, and what your rights and responsibilities are in the Host Family Guide available on our Website or from your Group Organizer.

Philosophy

The safety and security of all participants is the number one priority during an exchange. EXPERIENCES CANADA has developed a number of risk management policies and practices to help ensure that the exchange experience is safe and enjoyable for everyone.

It is important that the Group Organizer and their organization understand that the designated Group Organizer is responsible for ensuring that all youth participants are safe, comfortable, and properly cared for during their homestay experience. Additionally, as a condition of participation, Group Organizers are required to follow, complete, and implement all safety policies and practices developed by EXPERIENCES CANADA.

The reciprocal homestay aspect is an integral part of EXPERIENCES CANADA exchanges and fundamental to the experiential learning process. Staying with a local family from the host community affords youth the opportunity to immerse themselves in the culture of the local community, improve their understanding and knowledge of Canada, foster an appreciation of diversity, and help them to connect with their twin.

The benefits of a positive billeting experience are tremendous, while a poor Host Family experience can be less than satisfying and has the potential to affect the entire exchange experience. **It is a mandatory that every prospective Host Family complete EXPERIENCES CANADA's screening process.**

Policy

All Host Family Programs of EXPERIENCES CANADA must be designed with due consideration for the protection, safety and comfort of all participants. To help ensure this, EXPERIENCES CANADA will provide Group Organizers and potential Host Families with the necessary resources, support and guidelines to conduct a thorough and respectful Host Family Screening process.

Process

Your application will be reviewed, and you will be notified as to the status of your application. The Group Organizer is responsible for determining who is to review the application and give final approval. No reasons for acceptance or rejection will be given. Decisions are final and are not subject to review. Contents of application forms will remain confidential.

Please retain this page for your reference.

Thank You



1. To be completed by the host family and returned to the group organizer.

2. The organizer signs the application and returns it to Experiences Canada with the accompanying reference and/or home visit forms.

7. HOST FAMILY APPLICATION FORM

This Application must be completed by the parent or legal guardian of any family wishing to host during the exchange. If the visiting youth will be hosted in more than one home, for example with separated or divorced parents, each home must complete a separate application.

HOSTING INFORMATION

Project # _____

1. Family name: _____ Participant: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone (residence): () _____ Mobile: () _____

Parent # 1 name: _____ Phone (work): () _____

Parent # 2 name: _____ Phone (work): () _____

Parent email: _____

2. PLEASE LIST ALL MEMBERS RESIDING IN THE HOME, THEIR AGES, AND RELATIONSHIP TO PARTICIPANT.

NAME	AGE	RELATIONSHIP

3. Please indicate the number of twin participants that can be hosted in your home: _____

4. Your guest (s) will:

☐

Have his/her own room.

☐

Share a room (each participant must have their own bed).

1. To be completed by the host family and returned to the group organizer
2. The organizer signs the application and returns it to Experiences Canada with the accompanying reference and/or home visit forms.

REFERENCES

Please contact two people **not related** to you, who have known you for at least one year, and have seen you within the past six months. These could include friends, neighbours, employers, and/or co-workers, **but may not include family members or relatives**. Addresses must be complete and telephone numbers provided.

Attached are two Host Family Confidential Reference forms. Please forward these to each of your two references to complete and return to you in a sealed envelope. You are then to give the completed references to the Group Organizer of your child's exchange. Your references may alternatively choose to return the reference form directly to the Group Organizer or directly to EXPERIENCES CANADA. The Group Organizer or Screening Committee Representative will then review the references as well as your application and confirm the status of your application.

Note: If your child wishes to participate in this program and you are unable to provide two references or feel unable to host for any reason, please contact the Group Organizer to make alternate arrangements.

MANDATORY POLICE CHECK AND VULNERABLE SECTOR CHECK

All volunteers and adults 18 years of age and over who live in the host family household are required to provide clear police record and vulnerable sector checks. The police record checks are in addition to the existing screening process.

SIGNATURE OF APPLICANT

Your signature on this application form constitutes your personal commitment to the Philosophy Statement of EXPERIENCES CANADA to protect and encourage the development of youth and the positive image of EXPERIENCES CANADA.

If accepted, I agree to host a participant(s) in my home. I understand that I will be responsible for lodging and feeding the participant(s) for the duration of the exchange. **I also agree to ensure that there will be adult supervision in the home for the duration of the hosting period and understand that if there is found to be no adult supervision, the participant may be removed from my home.** I understand that the contents of this application will remain confidential and that no reasons for acceptance or rejection will be given. Decisions are final and are not subject to review.

Name of parent or legal guardian: _____

 Signature: _____ Date: _____

STATUS OF APPLICATION – for Group Organizer or Screening Committee Representative only

To be completed and signed by Group Organizer or Screening Committee Representative at the school/organization who undertook the screening process of the applicant. *This section must be signed and one of the boxes must be checked or the application will not be considered valid.*

The Host Family screening procedure for this family has been completed, and the application is:

ACCEPTED ☐ DECLINED ☐

Name: _____

Project #: _____

 Signature: _____

Date: _____

Please return this application **SIGNED** to Experiences Canada with accompanying reference and/or home visit forms.



TO BE COMPLETED BY THE HOST FAMILY & THE REFERENCE PERSON
MUST BE COUNTER-SIGNED BY THE GROUP ORGANIZER
FORM TO BE SENT/FAX TO YOUR EXPERIENCES CANADA
REPRESENTATIVE

8. Host Family Confidential Reference Form

Name of School/Association _____ Project # _____
To be filled out by the Group Organizer

Instructions for Completion: **Section I** of this form is to be completed by the prospective Host Family.

Section II of this form is to be completed by the Host Family's reference who is a close friend, neighbor, employer, co-worker, family physician, etc. A reference must be a minimum of 21 years old and **not family-related**, have known you for at least one year, and have seen you within the last six months.

To the reference completing this form: This family is applying to EXPERIENCES CANADA to host an exchange participant in their home for one week or more. Please answer the following questions honestly and completely. You may be contacted by the Group Organizer, a member of a Screening Committee, or EXPERIENCES CANADA for verification of this reference. **All information provided by you will be held in strict confidence** according to EXPERIENCES CANADA's Privacy Policy.

This form may be returned to the host family in a sealed envelope. The Host Family will then forward it with their completed application to the Group Organizer for review. Alternatively, this form can be sent directly to the Group Organizer. The host family's application cannot be processed without this confidential reference. Please return it as quickly as possible. Thank you for your support.

The Group Organizer must sign the last page after reading and verifying all the answers provided by the reference. If some of the answers are missing or need clarification, the Group Organizer is required to follow up with the reference before returning the original form to EXPERIENCES CANADA.

Section I:
To be filled out
by host family

Host Family Name: _____
Participant Name: _____
Address: _____
City: _____ **Province:** _____ **Postal Code:** _____

Section II:
To be filled out
by reference

Reference name: _____
Address: _____
City: _____ **Province:** _____ **Postal Code:** _____
Home phone: () _____ **Alternate phone:** () _____



TO BE COMPLETED BY THE HOST FAMILY & THE
REFERENCE PERSON
MUST BE COUNTER-SIGNED BY THE GROUP
ORGANIZER
FORM TO BE SENT/FAX TO YOUR EXPERIENCES CANADA REPRESENTATIVE

1. How long have you known this person/family? _____
2. What is your relationship to the host family? Select all that apply (at least one).
☐ Colleague/Employer/Employee ☐ Neighbour ☐ Friend
☐ Community Leader (Coach, Minister, Instructor, Teacher)
3. Have you visited the applicant family in their home? ☐ Yes ☐ No
 Please briefly describe frequency, living conditions etc. _____
4. Are you aware or have any reason to believe that this person / any member of this family, has problems with alcohol, drug abuse, domestic violence, verbal, physical or sexual abuse or other problems? Please explain: ☐ Yes ☐ No

5. Are you aware of any history of arrest or criminal charges involving any family member? ☐ Yes ☐ No
 Please explain: _____
6. In your opinion, is this family able to provide adequate supervision and to take full responsibility of the visiting exchange participant in their care? ☐ Yes ☐ No
 Please explain: _____
7. Would you feel comfortable placing your son, daughter or any other child for whom you are responsible in this person / family's home for a week or more? ☐ Yes ☐ No
 Please explain: _____
8. Are you able to recommend this family as a host family for EXPERIENCES CANADA's Exchanges Program? ☐ Yes ☐ No
9. In the space below, please feel free to make any further comments or observations which you feel support to accept or decline this family's application.

10. Signature of reference: _____ Date: _____

*Section reserved for School or Association Group Organizer
or a Representative of the School or Organization's Selection and Review Committee*

NAME: _____

SIGNATURE: _____ DATE: _____

Ontario Catholic School Trustees' Association Fees 2019-2020

R.A.: that the payment of the 2019-2020 Ontario Catholic School Trustees' Association membership fees and FACE Levy 2019-2020 in the amount of \$67,129.04 be approved;

AND

that the payment for the 2019-2020 Ontario Catholic School Trustees' Association GSN Funding for Central Bargaining fees in the amount of \$43,017.00 be approved.

October 7, 2019

Administration

BUSINESS AND FINANCE

Report to the Board

Meeting: ☐ In Camera

☒ Open

Presented for: ☐ Information

☒ Approval

Meeting Date: October 22, 2019

Presented by: Isabel Grace, Superintendent of Business/Finance

Subject: 2019-20 Trustee Honoraria

Recommended Action(s): that the Board approve Honoraria for Board members as outlined in the following report, for the period December 1, 2019 to November 30, 2020.

1. Background

- 1.1 Ontario Regulation 357/06, as amended, sets out the method for calculating the limits on honoraria paid to Board members. In addition, the Board has established Administrative Procedure 616 – Honoraria for Trustees in regards to administering and communicating Board member honoraria under the regulation.

2. Components

- 2.1 For a term of office beginning in 2018 (therefore December 1, 2018) the annual honorarium for a member of a District School Board (Trustee) shall consist of the following four components:
1. The Base Amount for the year (constant for the 4 year term);
 2. The Enrolment Amount for the year (to be recalculated annually);
 3. The Attendance Amounts payable for the year (for prescribed Committees)
 4. The Distance Amounts payable for the year (if applicable)

2.2 Base Amount

The limit for the base amount for each Board Member, beginning on December 1, 2018 is \$5,900.

Per trustee: \$5,900

- a) The Chair will receive an additional \$5,000; and
- b) The Vice-Chair will receive an additional \$2,500.

2.3 Enrolment Amount (to be adjusted annually)

The enrolment to be used for each year beginning December 1st is that of the previous fiscal year (therefore the estimated enrolment for the fiscal year ending August 31, 2019 will be used to determine the December 1, 2019 to November 30, 2020 amount). For the Peterborough Victoria Northumberland & Clarington Catholic District School Board the estimated average daily enrolment for the 2018/19 school year was 15,047.50 students.

- a) The basic enrolment amount for the Board as a whole is \$1.75 per student (therefore 15,047.50 students at \$1.75 each yields a total of \$26,333.12).
- b) The total amount for the Board is divided by the number of Board members (therefore \$26,333.12 divided by 7 Members equals an annual amount of \$3,762.00 per Member – rounded to nearest \$).
- c) The calculations contained within the Regulation would add the following amounts to the basic enrolment amount for the Chair and Vice-Chair respectively:

Chair - \$752

Vice-Chair - \$376

2.4 Attendance Amount (for prescribed Committees)

By Board motion September 25, 2006, no committees were approved as eligible.

2.5 Distance Amount (if applicable)

By Board motion September 25, 2006, no amount was approved.

3. Summary

Presented in the table below is a summary of the amount to be paid, by component, for the Chair, Vice-Chair and Trustees for the period December 1, 2019 to November 30, 2020. Comparative amounts for the previous year (December 1, 2018 to November 30, 2019) have also been provided for information purposes.

For the Period December 1, 2019 to November 30, 2020:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,514	4,138	3,762
	\$15,414	\$12,538	\$9,662

For the Period December 1, 2018 to November 30, 2019:			
	Chair	Vice-Chair	Trustee
Base Amount	\$10,900	\$8,400	\$5,900
Enrolment Amount	4,487	4,113	3,739
	\$15,387	\$12,513	\$9,639

Recommended Action from the Policy Committee Meeting, October 1, 2019.

R.A.: Mover: David Bernier
that the Board receive the report and recommendations of
the Policy Committee of October 1, 2019, for publication
and implementation.

October 1, 2019

Policy Committee

Report of the Recommended Actions from the Policy Committee Meeting, October 1, 2019:

1. R.A.: Draft Administrative Procedure – New #814 Critical Injury / Fatality Reporting

that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – #814 – *Critical Injury / Fatality Reporting* be received and posted under Directional Policy – #800 – *Healthy Schools and Workplaces*.
2. R.A.: Draft Administrative Procedure – New #815 Safe Work Procedure: Lock-out / Tag-out of Energy Sources

that the Policy Development Committee recommend to the Board that new draft Administrative Procedure – #815 – *Safe Work Procedure: Lock-out / Tag-out of Energy Sources* be received and posted under Directional Policy – #800 – *Healthy Schools and Workplaces*.
3. R.A.: Revised Administrative Procedure – #206 to include Transfer of Students out of Designated Boundary – #618 Admission to Catholic Schools

that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – #206 – *Admission to Catholic Schools*, be received and posted as amended under Directional Policy – #200 – *Catholic Education*.
4. R.A.: Remove Administrative Procedure – #618 Transfer of Students out of Designated Boundary

that the Policy Development Committee recommend to the Board that Administrative Procedure – #618 – *Transfer of Students out of Designated Boundary*, be deleted.
5. R.A.: Revised Administrative Procedure to include Cell Phones – #909 Code of Conduct

that the Policy Development Committee recommend to the Board that revised draft Administrative Procedure – #909 – *Code of Conduct*, be received and posted as amended under Directional Policy – #900 – *Safe and Accepting Schools*.