

JUMPSTREET

Tuesday, March 25, 2008

Bonjour Kyle and Robert!

On the following pages, you will find your ****FINAL TOUR PACKAGE****:

1. A copy of your **Final Itinerary**.

Please make sure everyone has a copy of the MOST recent itinerary

(The one that says  at the top).

Please also give a copy of the "FINAL ITINERARY" to the parents. On it, they have the phone number of the hotel(s) where their child will be staying.

Also, IN CASE OF AN EMERGENCY WHILE THE TOUR IS OCCURRING, the parents are welcome to use the 24 hr. "800" number printed at the bottom of the itinerary.

2. A copy of your invoice.
3. "Things you should know..." (helpful hints).
4. **Travel papers needed for border crossing** & a list of Chaperones Duties & Responsibilities.
5. Behavior guidelines for travelers aboard a motor coach.
6. Suggested list of what to bring & Rules regarding Body Piercing & tattoos.
7. Directions to Place des Arts in Montreal, the meeting point with your tour leader.

Also, here is some additional information that you might need...

Your motorcoach companies will be MGV Express Bus co. Inc and Wertz Motor Coaches. If you should need to get in touch with them MGV may be reached at **1-888-430-0900** and Wertz can be reached at **610-485-1320**. You can also consult the MGV web-site at: <http://mgvexpress.com/>.

Oscar Calderon, Christopher Atkins, Marie-Ève Michaud will be your tour leaders. They will meet you in front of Place des Arts upon your arrival. Please make sure that all your students stay together while you go looking for your tour leader, as it will be easier to talk to the students this way.

All of our tour leaders are bilingual. However, our tours are primarily run in English (museum visit, video presentations, etc.). If you would like to have your tour run completely in French, please let us know so we can notify our suppliers well in advance.

Regarding Tipping: The industry standard for tipping your tour leader and motorcoach operator is about 40\$ (each) per day. Usually, schools who love their tour are extra generous with their tour leader (\$200-\$300 tips are not uncommon).

Have a great tour!

780 Brewster Avenue, Suite 02-300, Montreal, QC H4C 2K1 Canada

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WEATHER

The average temperature to expect in Montreal in the early Spring is between 40° F & 50° F (5° C & 10° C). The weather can be cold, especially with the rain and wind-chill factor. Please make sure everyone brings appropriate clothes (boots, hats, scarves, snow gear, sweaters, plenty of warm socks, etc.)

For a four-day forecast of the weather:

Quebec City: http://weatheroffice.ec.gc.ca/forecast/city_e.html?qc-133&unit=i

Montreal: http://weatheroffice.ec.gc.ca/forecast/city_e.html?qc-147&unit=i

CHAPERONES DUTIES & RESPONSABILITIES

- ♥ *We will do everything in our power to ensure that your tour will run as smoothly as possible, however, teacher/chaperone cooperation is indispensable.*
- ♥ *Here is a list of basic responsibilities that should be assigned to chaperones.*
- ♥ *These are **only guidelines**. You might have already assigned specific duties & responsibilities to your chaperones. However, please make sure that the following points have been covered.*
- ♥ *Upon arrival at destination, please inform your tour leader of who is in charge of what.*

1- Bed Check : His/ Her responsibility is to ensure that everyone is in their room after curfew. He / she is also the one that the hall monitor will go to in case of difficulty with a specific room.

2 - Bus Monitor: His/ Her responsibility is to sit in the back of the motorcoach with the students (when needed). This has proven to be an immediate remedy to the occasional cases of chronic whispering and giggling.

3- Counter: His/ Her responsibility is to ensure that all students and chaperones are always accounted for.

4- Floor Monitor: His/ Her responsibility is to be on the floor at the hotel whenever students are there. For example, when students go back to their rooms after breakfast in the morning to brush their teeth and gather their personal belongings, an adult must accompany them.

5- Whip Cracker: His/ Her responsibility is to pull up the rear of the group to keep everyone together.

CURRENCY & CUSTOMS (For our U.S. Tours)

The present exchange rate is approximately 1. You should therefore expect to get approximately 1.00\$ Canadian for every US dollar. If at all possible, the students should buy Canadian currency before coming on the trip. However, we can arrange for currency exchange stop at a bank, once you are here. Almost every store in Canada will accept US currency, but the rate that they will give you will be a lot lower than that of a bank.

Finally, articles acquired abroad and brought back with you are subject to duty and Internal Revenue tax. U.S. Customs currently allows each U.S. citizen to bring back \$400 worth of merchandise duty free, provided the traveler has been outside the United States for at least 48 hours, has not already used this exemption within the preceding 30 day period, and provided the traveler can present the purchases upon his or her arrival at the port of entry.

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TRAVEL PAPERS

All students and chaperones must carry proof of citizenship AND identity.

To **establish citizenship**, you will need a document that will show the following:

- Full legal name
- Date of birth
- Gender
- Nationality
- ♥ You will need a **photo ID** to **establish identity**.
 - with a government-issued card, such as passport, drivers license, school ID or library card.
- ♥ **Foreign students may need a visa.**
 - Their guardian must call the appropriate immigration office as soon as possible to determine which documentation is required and how to obtain a visa, if necessary. Please refer to links on our website for the Canadian or American Consulate nearest you.

A valid **passport** is **ideal for proving your citizenship and identity**. However, there are options if the participant does not have a passport:

- ♥ **Birth certificate** (original or a notarized copy) **with photo id**
 - Photocopies of the birth certificate are *no longer accepted*
- ♥ Permanent Resident card – also known as a Green card (original document) with a photo ID;
- ♥ A Certificate of Immigration (original document) with photo ID;
- ♥ Certificate of Naturalization (original document) with photo ID;
- ♥ Certificate of Citizenship (original document) with photo ID;
- ♥ Report of Birth abroad of a Citizen of the United States (original document) with photo ID;
- ♥ A valid foreign passport & supporting immigration documentation (original documents)

Important:

- ☞ A valid passport is the best documentation available for proving your citizenship and identity.
- ☞ A driver's license or Social Security card is not valid proof of citizenship.
- ☞ Do not forget to bring aboard the motorcoach the Parental Permission Form!

DOCUMENTATION TO BRING WITH YOU ON TOUR

- ♥ **The Consent letter for a child traveling without either parent.** It is a Parental Permission letter signed by the parent/guardian granting their child permission to leave the country. The border-crossing officer may request to see this form before allowing you into the country. Although not mandatory, it is preferable the document be certified.
- ♥ **A document for a child traveling with a divorced parent.** It is a document which indicates the other parent knows that his/her child is leaving the country with the former spouse. It should be signed and indicate a phone number where they can be reached in case the border-crossing officer has any questions. Although not mandatory, it is preferable the document be certified.
- ♥ **Medications:** Prescription drugs and syringes used for medical reasons should be kept in their original and labeled container. Syringes should be accompanied by a medical certificate that shows they are for medical use and should be declared to Customs officials.

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BEHAVIOR GUIDELINES FOR TRAVELERS ABOARD A MOTORCOACH

- ♥ As the motorcoach arrives at the scheduled meeting point, **introduce yourself and your chaperones to the motorcoach operator**. Discuss with him (or her) scheduled breaks for meals or any concerns you may have.
- ♥ **All passengers are to remain in their seats at all times** when not using the restroom.
- ♥ Please sit in the seat, not the armrest.
- ♥ Most motorcoaches have garbage bags at the front and back of the coach; please ask the students to use them.
- ♥ **Use re-sealable containers**. Keeping a clean motorcoach creates a comfortable tour environment on many different levels. The most important is the mood of the coach operator; after a long day of driving the last thing they want is to clean a filthy motorcoach! Some of the failsafe motorcoach food guidelines are: no cans, avoid small candies (like M&M's) and...**NO GUM**.
- ♥ The toilets on motorcoaches should be used sparingly, for they have small reservoirs that can only be serviced at specific garages. The best way to combat a stinky motorcoach is to encourage the use of facilities at rest stops, and during food breaks.
- ♥ **No photos should be taken at night**, as the flash will distract the motorcoach operator.
- ♥ Students should not enter or exit the motorcoach unless authorized by the tour leader or a chaperone.
- ♥ Please use our 800 number to keep us informed of delays or problems that may occur on the road.
- ♥ Noise level should be kept to a minimum. It is very important that the driver be able to hear outside sounds such as horns, sirens, etc...
- ♥ Videos: We ask that all videos be reviewed in advance. Violent and vulgar videos can be offensive and distracting to passengers, chaperones and the driver.
- ♥ Drivers should never smoke on a coach. *Please alert us if they do.*

The above guidelines are for the safety of everyone onboard. We want our customers and their motorcoach operators to have an enjoyable ride and abiding by the above guidelines will also ensure a safe trip.
We thank our teachers & chaperones for helping to enforce these guidelines.

About Body Piercing & Tattoos

In the province of Quebec, there are no regulations regarding minors and body piercing & tattoos. Minors do not legally need parental permission before they can have "art work" performed on their bodies. It is not on every street corner, however one or two youngsters over the years have found locales to have their ears, noses, tongues, eyebrows, etc pierced.

Consequently, parents should be informed of this situation and discuss the matter with their child before going on the trip. If this could present a problem for you, please have a "School rule" regarding piercing in place prior to departure.

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WHAT TO BRING FOR THE TRIP

Bring \$10 US/day for lunch and other meals scheduled to be at individual expense (and a little more if you want souvenirs – budget around \$25 US for a good T-shirt)

While traveling in Canada during the early Spring months, your top priorities should be:

1° Keeping warm & dry from the rain (or sometimes snow) by dressing in layers

2° Being comfortable

With the above in mind, here is a suggested list of what to pack....

- Waterproof windbreaker**
- 2 good, WARM SWEATERS (a wool one is recommended).**
- 2 pairs of socks per day
- Underwear
- 2 pairs of jeans
- 1 pair of pants (other than jeans).
- T-shirts
- Pajama & slippers
- Personal toiletry (toothbrush, comb, etc.)
- A pillow for the motorcoach ride (specially if traveling overnight).
- ONE person per room can bring a hairdryer (no adapters needed)

GOLDEN RULE: PACK LIGHT!

Everything should fit in **ONE** bag **AND** you should be able to **EASILY** carry your own luggage.

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