

LEONARDTOWN HIGH SCHOOL  
MUSIC DEPARTMENT



COMPETITION TRIP:

**Orlando 2018**

*Student Information Handbook*



## Leonardtown High School Music Department

Ms. Kylie Oosterink, Choral Director  
Mr. John Oplinger, Orchestra Director  
Mr. Hunter Martin, Band Director  
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Phone: (301) 475-0200 x 27136



Wednesday, November 15, 2017

Dear Students and Parents/Guardians,

At last, we are beginning the process toward our competition trip! We are excited and exhilarated to see our students perform and learn in Orlando, Florida. However, before we can board the buses and get on that stage, there is a long process to prepare for this event.

We will be leaving Leonardtown High School on the evening of Wednesday, April 4, 2018 and returning in the morning on Sunday, April 8, 2018. All students are invited to participate, but no one is required to do so. This is a completely voluntary trip and obviously will involve students staying overnight in assigned hotels.

The primary purpose of this trip is to perform in the Disney workshops, organized by Disney Performing Arts. Students and Chaperones will get the opportunity to enjoy the wonderful world of Disney and Universal Studios. These jam packed days will include a full day at Universal Studios, Epcot and Magic Kingdom!

Unfortunately, this jam-packed weekend does not come without a price. Each student must fundraise or pay \$875 for the trip fees. The details of the fees and everything they include will be itemized in this handbook.

In this handbook, **there are several forms that must be filled out, signed, and submitted before a student can participate.** Please read this handbook very carefully so that all forms and fees are turned in on time and following appropriate procedures.

Thank you ever so much for your time and consideration. If you have any questions about information in this packet or about the competition at all, please don't hesitate to contact us at (301) 475-0200 x27136. Thank you and hope to see you in Atlanta!

Most sincerely,

Ms. Kylie Oosterink  
Choral Director  
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Mr. John Oplinger  
Orchestra Director  
[jpoplinger@smcps.org](mailto:jpoplinger@smcps.org)

Mr. Hunter Martin  
Band Director  
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## **Rules of Conduct**

Any student who does not adhere to these standards of conduct will no longer be allowed to participate in the competition trip. **NO EXCEPTIONS** will be made and no refunds will be given to students who have been excluded.

In the event that a student breaks one of these rules, the student will be subject to disciplinary action, and they may be required to leave the competition and return to Leonardtown **at their parent's expense**. As always, **NO REFUNDS** will be given.

1. **Students will follow all LHS school rules while participating in the trip. Refer to the SMCPS handbook for more details.**
2. **Students will be assigned to a chaperone for the duration of the trip. Students must report to their assigned chaperone whenever instructed to do so. NO EXCEPTIONS.**
3. **Students will not engage in any illegal activities, including smoking, drinking alcoholic beverages, or the use of illegal drugs. Violators will be prosecuted as appropriate.**
4. **Students will not be permitted to visit hotel rooms of students of the opposite gender FOR ANY REASON.**
5. **Any inappropriate physical interaction between students will result in immediate dismissal from the trip.**
6. **Students will stay at their specified areas for the duration of the trip.**
7. **All prescription medication information MUST be provided to the student's director and their respective chaperone. This is the ONLY medication to be in the student's possession.**

## Calling all available Chaperones!

We are looking for available parents/guardians to serve as chaperones for this trip! If you are interested, you will likely be responsible for the following:

- Checking in students for events
- Keeping track of students assigned to you
- Keeping order among students assigned to you
- Bed-checks at the end of each day at the hotel
- Reporting on any student discipline issues

### Fees

Fortunately, the company that is organizing the trip offers the chaperones a discount in price. **They only need pay \$450.00 to participate.** If you wish to do so, chaperones may earn their trip fees through fundraising as well. Please see the fundraising information for details. All fees are to be paid on the same schedule as the students. Equally, medical information forms, VOLUNTEER FORMS, and commitment forms must be completed by all chaperones for emergency preparation purposes.



# Tentative Itinerary

(May change as the trip gets closer.)

## Wednesday, April 4, 2018

- 5:00 pm Chaperones' meeting, Chorus Room, B24
  - 5:30 pm Students report, load bus & truck
  - 6:00 pm Buses leave LHS. Florida, here we come!
- (stops will be made during the night as needed, though buses will have restrooms)

## Thursday, April 5, 2018

- 8:00am Breakfast (not included)/restroom stop
- 10:00am Arrive and enjoy Universal Studios
- 1:00pm Lunch on your own
- 7:30pm Dinner at Park (meal Voucher)
- 8:00pm Leave for hotel
- 8:30pm Check-in to hotel
- 10:00pm Bed check (students not allowed to leave their room after this time)
- 10:30pm Chaperones' meeting—reviewing tomorrow's activities and needs
- 11:00pm Lights out!

## Friday, April 6, 2018

- 7:00am Students check-in and report for breakfast (included)
- 9:00am Depart for Magic Kingdom
- 11:30am Lunch on your own in Magic Kingdom
- Note: Marching Band performs at Epcot this day
- 1:00pm Leave for Epcot (MB ONLY)
- 7:00pm Dinner in Park (Included)
- 10:30pm Head back to Hotel
- 11:00pm Bed Checks
- 11:30pm Lights out!

## Saturday, April 7, 2018

- 7:30am Students check-in and report for breakfast (included)
- 8:30am Load buses for Animal Kingdom
- 9:30am Arrive at Animal Kingdom
- 7:00pm Dinner in the park (Meal Voucher)
- 8:30pm Depart for Workshop
- 9:00pm Workshop for Band/Orchestra and Chorus
- 11:30pm Load buses for Leonardtown
- 11:45pm Leave for Leonardtown

## Sunday, April 8, 2018—3:45pm—Arrive at LHS!!!

# Explanation of Forms

## Student Participation Commitment Form (Due November 21<sup>st</sup>)

Students and parents must complete and sign this form in order to declare that you commit to participating in this competition. Once this form has been submitted, you are expected to turn in all fees and forms by the due dates. If your forms and/or fees are not completed and turned in by the due date, you will no longer be allowed to participate. Any fees paid after the respective due date cannot be refunded.

## Chaperone Commitment Form (Due November 21<sup>st</sup>)

Just as the students, we as chaperones must declare that and commit to all the responsibilities and standards that our job will involve. Fortunately, the company that is organizing the trip offers the chaperones a discount in price. **They only need pay \$50.00 to participate.** If you wish to do so, chaperones may earn their trip fees through fundraising as well. Please see the fundraising information for details.

## Chaperone SMCPs Volunteer Form (Due November 21<sup>st</sup>)

All chaperones must complete the SMCPs volunteer form by November 21<sup>st</sup> and have that application approved in order to chaperone this trip. Ms. Oosterink and Mr. Oplinger will check with the LHS Administration to verify each chaperone's approval. The form can be found at <http://www.smcps.org/safety-and-security/volunteer-information>

## \$100 Non-refundable deposit (November 21<sup>st</sup>)

Unfortunately, FourWinds travel requires that our organization put forth a non-refundable deposit which will be applied to our bill. The music budget cannot absorb this cost without your help. In the event that the trip must be cancelled, your deposit will be refunded. Thank you in advance.

## Medical Information Form (Due March 15<sup>th</sup>)

**To be distributed after Winter Break.**

CHAPERONES & STUDENTS: For the safety of your children, we need as detailed information as possible on this form. In addition to insurance information, we need listed any medications that your child takes on a regular basis, the dosage, and how often that medication is taken. In the event of an emergency, we need to know to what medications (if any) your child may be allergic. For example, if you child cannot accept Tylenol or Penicillin (in a hospital E.R.) for whatever reason, we need to know that. Of course, all records will be kept confidential. **In addition all chaperones must complete the same form.**

## LHS Field Trip Form (Due March 15<sup>th</sup>)

**To be distributed after Winter Break.**

This form must be completed by each and every student. On the form, there is insurance information needed, as well as a place for parent/guardian signature for approval of their participation in this trip. Because this is an overnight trip, your signature must be notarized. For those who aren't familiar with this process, a notary must validate that the parent/guardian (YOU) are the one who physically signed the form. They will verify with their signature and a stamp. Our main office staff can direct you to notaries in the area.



## Fees & Fundraising

All students must pay **\$875.00** to the LHS School Bank, Account #156 (Music Dept Trip Account) by the listed due dates (see next page). The fees are calculated in the following way:

Costs included	2 nights at hotel	\$675.00
	2 breakfasts at hotel	
	Admission to Universal Studios	
	Admission to Animal Kingdom	
	Admission to Magic Kingdom	
	1 meal voucher at Universal Studios	
	2 meal vouchers at Animal/Magic Kingdom	
	Marching Band Performance	
	Disney Workshop	
	LHS T-Shirt	
Bus transportation	Motor coach with on-board restroom, a/c, overhead and undercarriage storage	\$200.00
<b>Total Cost to Students</b>		<b>\$875.00</b>
<b>Total Cost to Chaperones</b>		<b>\$450.00</b>

**NOTE:** Once respective due dates have passed, **ALL FEES ARE NON-REFUNDABLE.** The only exception would be a refund of money BEFORE the respective due date occurs. Please understand that we would love to be able to refund your money, however, we pay every dollar to the companies responsible for allowing us to participate and our payment to them is equally non-refundable.

### Participant Limits: 100 students, 10 chaperones

Due to the enormous expense of transportation, we must limit our numbers of students and chaperones who may participate. If we don't reach our minimum number of 100 students, we will have to cancel the trip. If the number of students goes above 100 we will put those additional students on a waiting list. **Students and chaperones still on the waiting list by December 15, 2017 will be refunded their deposit.** Students must pay their deposit to be counted as a participant or placed on the waiting list. Admission is first-come, first-serve by deposits paid to the LHS Bank. We will use Bank receipt numbers to determine acceptance order.

**If more than 150 students enroll and make their deposit by the due date, we will order a third bus for the trip and the waiting list will be activated.**

### Fundraising

All students and chaperones may fundraise up to and above their entire trip cost. The chorus boosters are organizing several fundraisers throughout the school year. If you are interested in participating or wish to help organize a fundraiser, please see any of the music teachers for details.

## **Participating in the Competition**

### **Schedule and Checklist**

#### **Due Tuesday, November 21, 2017**

- ☐ Student Participation Commitment Form
- ☐ Chaperone Commitment Form
- ☐ Chaperones—SMCPS Volunteer Form
- ☐ Chaperones & Students—\$100.00 non-refundable deposit

#### **Due Wednesday, January 3, 2018**

- ☐ \$400.00 to LHS School Bank, Account #156(Students)
- ☐ \$200.00 to LHS School Bank, Account #156 (Chaperones)
  - If \$500.00 (total) already fundraised or paid, no balance due

#### **Due Wednesday, February 7, 2018**

- ☐ Chaperones: \$200.00 to LHS School Bank, Acct #156
- ☐ Students: \$200.00 to LHS School Bank, Acct #156
  - If \$700.00 (total) already raised or paid, no balance due

#### **Due Thursday, March 1, 2018**

- ☐ All remaining fees (\$175.00 for students) to LHS School Bank, Account #156

#### **Due Thursday, March 15, 2018**

- ☐ Medical Form (Students AND Chaperones)

#### **Due Thursday, March 15, 2018**

- ☐ LHS Field Trip From (must be NOTARIZED)

**ANY FEES OR FORMS NOT TURNED IN BY THE DUE DATES MAY RESULT IN REMOVAL FROM THE COMPETITION TRIP.**

**REMINDER: ALL FEES ARE NON-REFUNDABLE AFTER THEIR RESPECTIVE DUE DATE.**



# Student Commitment Form

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Student Name: \_\_\_\_\_

Student ID

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of 2<sup>nd</sup> Parent/Guardian: \_\_\_\_\_

Home Phone Number: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Cell Phone Number: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Work Phone Number: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Parent/Guardian Email: 1. \_\_\_\_\_

2. \_\_\_\_\_

T-Shirt Size (unisex): \_\_\_\_\_

We, the above-listed student and parent/guardian(s), agree to participate in the 2018 Orlando Trip and agree to follow all rules of conduct and understand that students may be subject to disciplinary action if they fail to meet those standards. We agree to have all forms and fees turned in by the specified due dates or we may forfeit my/our participation in this trip. We have read, understand, and accept all the policies and items listed in this packet.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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# Chaperone Commitment Form

Chaperone Name: \_\_\_\_\_

Parent/Guardian of: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

T-Shirt Size (unisex): \_\_\_\_\_

I, the above-listed chaperone, agree to serve as a chaperone for the LHS Music Department 2018 Orlando Trip. I agree to have all forms and fees turned in by the specified due dates or I may forfeit my participation in this trip. I have read, understand, and accept all the policies and items listed in this packet.

\_\_\_\_\_  
Chaperone Signature

\_\_\_\_\_  
Date

\_\_\_\_\_