

February 24th, 2016

Dear Parents,

The fifth grade is looking forward to our big trip to Williamsburg April 6th – April 8th, 2016. We will have an extensive informational meeting for all parents and chaperones on Monday, March 21st, at 6:30 PM in the school cafeteria. It is essential that all chaperones be present for this meeting to receive information regarding chaperone responsibilities, as well as to meet the parents of students you will be responsible for on our trip.

If your child requires medication, prescription or over-the-counter, we must have your doctor complete the CMS Medication Authorization Form (even if you are planning on being a chaperone). This form needs to be returned to your child's teacher by Friday, March 18th. We strongly recommend you have a form filled out for a fever reducer, motion sickness, and sunscreen. These are the most common occurrences, and we cannot give any medicine without the CMS Medication Authorization Form. Each doctor's office handles these requests differently. Some offices may require a visit if your child has not been seen in the last 12 months.

Two meals on the trip have not been prepaid. On Wednesday, we will eat lunch at a fast food restaurant prior to touring Jamestown. On Thursday, students will be eating lunch at a restaurant of choice in Colonial Williamsburg. You may want to consider putting your child's food money in an envelope and asking your child's chaperone to hold it.

We recommend \$8 for the fast food lunch and \$15 for the Williamsburg lunch. If your child will be purchasing souvenirs, please help your child plan to select appropriate souvenirs by following CMS Rights and Responsibilities Handbook guidelines. No item should be able to be interpreted as a weapon or have inappropriate messages or language.

Most importantly, we need two Medical Emergency Forms for every student, even if you are planning on being a chaperone. These forms are attached. If you have been through this trip with us before, please note there have been some changes. We no longer need to have these forms notarized. **We do need two copies of this form completed and both must include the front and back of your health insurance card and have original signatures.** Students will not be allowed to travel on this trip without these two forms. Please return these forms along with the medication authorization form by Friday, March 18th.

Our final payment is due on Friday, March 11th (\$155.00 per person). We look forward to meeting with you at the parent and chaperone meeting on March 21st. Students will know their chaperone assignments by this date, so you will have a chance to meet your child's chaperone. It is essential that all chaperones attend the meeting for this reason, as well as to gain an understanding of your responsibilities on our trip.

Thank you for helping us to make this a meaningful experience for your child.

Sincerely,

The Fifth Grade Team