



April 6, 2018

Dear Parents/Guardians,

The Fifth Grade outdoor school trip to Canoe Island French Camp is September 11-15, 2018.

Thank you for your patience while we awaited information from the district in order to secure funding, as well as a schedule. Many thanks to Eric and Bernadette for all their hard work in these efforts.

Funding/Cost per Child

We are excited to inform you that we were one of six 4J schools that received funding for Outdoor School.

We are expecting to receive approximately \$400 per student, however the grand total is based on the Sept 2017 cohort's attendance. After adjusting the budget for these monies, prior fundraising, and considering our current class roster and potential scholarship need, we've set the trip price (cost to families) at \$30 per child, and the chaperone fee at \$400 per chaperone.

All fees are due in full by the end of the current school year, 6/15/18. Scholarships for the student fee are available. Please contact Bernadette directly for this request.

Any remaining funds will be reserved for the fifth grade party at the end of the school year. This party is planned in conjunction with the fifth grade teachers.

Administration of trip

Charlemagne staff will be organizing more of the trip than in the past. This will include the medical and scholarship portions as well as the creation of tipi/activity groups. Even most of the transportation coordination will be handled by co-chairs in conjunction with school administration.

Parent volunteers will coordinate travel meals, as well as swag. Advance thanks to Chris Miller for designing the shirt!

Chaperone drawing

The chaperone drawing will be on 5/3/18. This will allow families time to consider the travel dates.

If you are interested in being a chaperone, please complete the form in the attached registration packet and return to the front office **no later than Monday, 4/30/18**. The Canoe Island co-chairs and Eric will use an electronic randomizer for the selection process.

Thank you again for your patience while we arranged so many new policies and procedures. These changes are a great turning point for the Canoe Island program, helping it to be sustainable and equitable.

Sincerely,

Kathy and Madeline

Kathy Gregory and Madeline Combs
2018 Canoe Island Co-Chairs

Registration Packet Contents

There are many documents in this packet. Please read and complete each document carefully. If you have questions about the trip, especially if this program is new to you, please don't hesitate to ask. Contact information for Canoe Island co-chairs is listed below.

These forms are for your information, and to keep at home. Do not return them.

1. Description of Canoe Island Camp, and the program
2. Sample daily schedule
3. Canoe Island Rules and Policies
4. Clothing and Equipment List
5. Chaperone description and lottery process

Use this information to prepare your child for the trip, and to consider signing up to be a volunteer. Each child will need the items listed, and will be expected to follow the rules of Canoe Island French Camp.

Return these forms no later than Monday, April 30, 2018 to the PTO box. Include a check to PTO for \$30 for each child you are registering.

1. Hold Harmless and Indemnification
2. Informed Consent
3. Overnight Field Trip Student Conduct
4. Parent/Guardian Emergency Contact Information
5. Medical form and your child's medicine
6. Health and Overnight Medical Form
7. Student Dietary Needs
8. T-shirt / Travel Day meal order
9. Chaperone Field Trip Guidelines
10. Chaperone Lottery sign up form – drawing on 5/3/18

Questions? Contact the co-chairs:

Kathy Gregory, 541-505-1198, kathy@paloalto.com

Madeline Combs, 541-913-4895, brentandmadeleine@yahoo.com