

**Prosper High School Theatre
New York City Spring Trip March 4-8, 2020**

Costs and Payments

The cost for our New York Trip is \$1650.00 per person. This price is based on quad occupancy for both students and adults at the Stay Bridge Suites Hotel or equivalent in Times Square. For parents/adults staying less than four to a room there will be an up-charge. In order to facilitate our group payment for the trip, we have put together the following options for payment:

- 1) Write a cashiers check or money order for the full amount on September 11th. Please make the check out to the Prosper High School Theatre. You may pay online as well.
- 2)
- 3) Make a deposit and 6 payments:

a. Payment I	\$275.00	Due by Wednesday, September 11th
b. Payment II	\$275.00	Due by Wednesday, October 9th
c. Payment III	\$275.00	Due by Wednesday, November 6th
d. Payment IV	\$275.00	Due by Wednesday, December 11th
e. Payment V	\$275.00	Due by Wednesday, January 8 th
f. Payment VI	\$275.00	Due by Wednesday, February 5 th

Making the first payment and returning this document signed commits you to the trip. **There can be no refunds after making the first payment and signing permission documentation.** Since these payments are so close to the actual trip, the money will be used immediately to purchase airline tickets, show tickets, etc. We cannot and will not be flexible with this refund policy.

Eligibility

Students of PHS Theatre must be eligible according to TEA/UIIL criteria to participate in this extra-curricular event. Eligibility checks will be processed according to campus guidelines. **Should a student who already committed and paid for the trip become ineligible, that student will not be able to go on the trip and forfeits his money, per the refund policy.**

Questions

Families can direct all questions to Vicki Kirkley at vekirkley@prosper-isd.net.

Signature below and the first payment of \$275.00 indicate participation in this field trip and agreement to the refund policy.

Student Name (Print Please)

Phone Number

Parent Name (Please Print)

Email Address

Parent Signature

Date

Prosper High School Theatre Take Over NYC

Shows to be established later – Sample Itinerary

We are only a few days away from a wonderful trip to NYC. We are thrilled with the opportunity to experience this exciting time. Parents, please reinforce with your student that they are required to abide by all PISD rules and policies and that breaking these rules can result in being sent home at the additional expense of their parents. This includes making sure your students don't pack any school prohibited items including vapes or ecigs, cigarettes, and any other nicotine products. All adults including all chaperones and others you meet, will be treated with the utmost respect and cooperation.

The City

There are some things you need to know about the city. The city is laid out like a grid. Short blocks are Avenues and run North/south and long blocks are streets and run east/west. Everybody moves fast in Manhattan. You need to stay in your groups and be aware of what is happening around you. Traffic doesn't stop if you step out on a "don't walk" and taxis don't care about pedestrians. You will want to take pictures and that is fine but you can't stop in the middle of a sidewalk to do so.

Travel to and from Dallas Love Field

Parents are responsible for transportation to and from Love Field. Since our flight departs at 6:10am and we need to check in as group, we are asking for students to be at Love Field NO LATER than 4:30am to accommodate security and luggage. We will meet at the Southwest ticket counter. Please don't be late! We cannot ask the plane to wait for you. Upon our return, you will pick your student up at the baggage claim for our flight. Flight numbers and information are included in the itinerary.

At The Airport and Luggage

You will meet by the Southwest ticket counter to check bags as a group NO LATER than 4:30am. Southwest will accept ONE checked bag for free provided that the bags do not exceed 50 lbs and 62 inches (L+W+H). Overweight items from 50 to 100 pounds and oversized items in excess of 62 inches but not more than 80 inches will be accepted for a charge of \$75 per item. You will also be allowed to bring ONE carry on bag the size of a backpack. No sharp objects or liquids or gels more than 3.5 oz. will be allowed to carry-on so put items like toothpaste, razors, any liquids or gels ie. hairspray, lotion, etc. in your checked bag. If there are make-up items etc. less than 3.5 oz. it must all go into a quart-sized clear plastic bag that will be put in the x-ray bin along with shoes, coats, purses, and backpacks.

We will go through security as a group. If you are 18 years old, you must have a valid government issued ID to get through security. If you aren't 18 yet, your school ID needs to be brought as a picture ID or an official document with your birthdate. Please let me know if there is any problem with this. The odds are one or more of you will be pulled for additional security screening. Please cooperate with security personal and don't joke around. We will be flying into LaGuardia Airport. We will be traveling in a charter bus through Golden Touch to and from the City/Airport.

Medication

The district policies on medication clearly state that all medication must be held and dispensed by an PISD employee. All medication must be documented and in it's original package/bottle and have a medication document with it. These must put in a Ziploc bag with your student's name on it. You are only allowed to take enough medication for the length of the trip. You will need to turn over the medication to Mrs. Kirkley upon meeting at the airport.

The Hotel

While in NY, we are staying at STAYBRIDGE SUITES 340 West 40th Street, New York, NY 10018. This suite like hotel will be providing breakfast each morning and dinner on our first night. The phone number for the Staybridge Suites is 212-757-9000. You will be taped into your hotel rooms each night. After room check, you are not to leave your hotel room for any reason without calling Mrs. Kirkley. Breaking this rule will result in heavy consequences.

SECURITY

Your safety is the utmost concern for us. We will travel in groups 100% of the time. No one is allowed to go ANYWHERE without the permission of your chaperone and in a group. Ignoring our security requests will have serious repercussions. If we feel you are becoming a risk to yourself or others on our trip, we will send you home at your parent's expense.

Meals

There are multiple meals included in this trip. This was done to help with the extra expenses during the trip. Please be grateful for the meals and don't ask if you can eat somewhere else. We eat together unless we are in our small chaperone groups. Food is expensive in NYC, so it is a blessing that we were able to do this for you. You must order from the choices given and cannot order off the general menu. You may add onto the meal but you are responsible for the expense, tax and gratuity. It is expected that you tip at least 20%, even for Starbucks.

What to Wear

Wednesday, you will not have time to change clothes before the 2pm show. Please dress nice but casual and comfortable for travel and the show. You may wear nice jeans to the theatre with a nice shirt. The weather is supposed to be comfortable while we are there. Highs in the mid 50s and lows in the 40s. You will want a jacket or coat because the wind coming through the buildings can make it chilly. You need very comfortable shoes, even when you are heading to a theatre. There is a lot of walking on this trip. Leave your heels at home and bring a versatile pair of flats for the theatre. Don't bring a pair of shoes that aren't broken in, we don't want you to get blisters.

Communications: We will be using GroupMe as a communication tool during this trip. Please do not mute this tool and make sure that you are checking it regularly. Notifications need to be turned on.

How much money do I need to bring?

Everything is more expensive in NYC. Starbucks costs over \$7.00 there! You need money for some meals and snacks plus shopping and souvenirs. Show souvenirs are particularly expensive with show shirts selling between \$30-\$50. Plan accordingly. You also need to bring an envelope with 10 \$1 bills to cover the tips for ground transportation to and from the airport and for luggage handlers. It needs to have your name on it and hand it to Mrs. Kirkley when you arrive at Dallas/Love Field Airport. You will also need appx \$15 cash for a Metrocard for travel outside of Times Square. If you are planning to use a bankcard or credit card during the trip, don't forget to tell your bank that you are travelling. Often banks will turn off your card if it is used out of your normal space because of fraud. This can be very frustrating, so save yourself the trouble and plan ahead!

Theatre Etiquette: Good theatre etiquette is expected during all performances. You may not take pictures in a theatre. The ushers will confiscate your phones so don't take the chance. You will need to turn off your phones and put them away while in the theatre. One of the shows we

are going to see, *Waitress*, includes some heavy profanity, a couple of moments of simulated sexual intercourse but no nudity, adult themes such as marital affairs and adultery.

Sample Itinerary

Wednesday

- 4:30AM Drop off at Love Field
6:10AM Flight to LaGuardia via Southwest Airlines flight number #1984
10:35AM Arrive at LaGuardia and Travel to Hotel via Golden Touch
12:05PM Stow Luggage and leave in small groups to grab lunch in Times Square, stroll through Times Square and head to theatre
1:45PM Meet at the theatre for the show
2:00PM SHOWTIME - *The Play That Goes Wrong* – Lyceum Theatre – 149 West 45th
Regroup outside of lobby of theatre for head count then walk the hotel
5:00PM Official Hotel Check-In
Hotel – Staybridge Suites – Times Square
340 West 40th
5:00-6:30 Dinner – Provided by the hotel
6:30PM Leave for the theatre and stroll through Times Square
8:00PM SHOWTIME - *Anastasia* – Broadhurst Theatre – 235 West 44th
After the show, meet outside lobby for head count. Break into the small groups to sight see in Times Square and grab a snack if your group would like to.
11:30PM Check in at lobby of hotel
11:45PM Room Check

Thursday

- 7:00AM-8:00 Full Breakfast – Provided By Hotel
8:30AM Meet in Lobby to head to Rockefeller Center Area
10:00AM Rockefeller Center Tour
Top of the Rock
12:00PM Small Group Lunch/Sightseeing/Shopping – Rockefeller Center area, 5th avenue, the St. Patrick’s Cathedral, H&M, etc
3:30PM Meet in front of Radio City Music Hall for a tour of the theatre
5:30PM Dinner in small groups
7:00PM SHOWTIME – *Waitress* – Brooks Atkinson Theatre – 256 West 47th
After the show, meet outside lobby for head count. Break into the small groups to sight see in Times Square and grab a snack if your group would like to.
11:30PM Check in at lobby of hotel
11:45PM Room Check

Friday

- 7:00-8:00 Full Breakfast – Provided by Hotel
8:30AM Meet in Lobby to head to Central Park – we will be taking the subway
You will be in your museum groups. These groups are different than your normal groups and depend on the museum you chose.
Groups should grab a lunch from vendors and such in the park or by the museum.
5:10PM Meet in lobby of the hotel ready for dinner and show
5:30PM Dinner at Carmine’s Italian Restaurant – 200 W 44th

8:00PM SHOWTIME – *Spongebob The Musical* – Palace Theatre – 1564 Broadway
After the show, break into the small groups to sight see in Times Square and grab
a snack if your group would like to.
11:30PM Check in at Lobby of Hotel
11:45PM Room Check

Saturday

7:00-8:00 Full Breakfast – Provided by Hotel
8:00AM Meet in Lobby to check out and store luggage
8:30AM Chinatown – take ACE Subway downtown to Canal Street – In small groups
Shopping/Sightseeing in Chinatown, SoHo, Little Italy areas
Grab lunch in small groups – not provided.
1:20PM Meet at the Hotel to get luggage and load bus to the airport – Transfer to airport
4:45PM Flight to Dallas Love Field via Southwest flight number #3564
7:45PM Approx. arrival time at Love Field

What do I need to pack?

- Clothes for breezy cool weather—Sweaters, Pants, Thick Leggings, Warm Dresses, Long Sleeve Shirts. Please dress in dress code and look nice.
- Government issued ID or school ID
- Jacket, Scarfs, maybe gloves
- Phone Chargers
- Boots/Shoes that are comfortable! We will be doing a lot of walking
- Camera
- Show Clothes—It is nice to dress up for the theatre, so pack a few nice pieces of clothing.
- Girls need to bring a cross body zippered purse of some kind.
- \$\$ for some meals and Snacks. Remember, Starbucks cost \$7.00 there!
- \$\$ for shopping and souvenirs.
- If you plan on getting a lot of souvenirs from the shows we see, plan on bringing more money. Show t-shirts are selling from \$30-50 these days.
- 10 \$1 Bills (in an envelope) to accommodate tips throughout our trip. You'll hand this in to one of the directors when you arrive at Love Field
- \$15 for MetroCard for travel outside of Times Square
- A good attitude!
- Gum/Stuff for Airplane to help with ear pressure etc
- Headphones for the plane
- Medicine—please complete paperwork, put it in a ziplock with your name on it and paperwork inside. You will hand this to Kirkley at the airport.

PLEASE NOTE- This is not a definitive end all -be all list of things to pack! But we caution you about over packing, remember you will most likely be buying lots of fun wearable and non wearable things to bring back home and you need a place to put them in your bag!

Contact Info

Vicki Kirkley- vekirkley@prosper-isd.net