



## Manice Education Center

Please fill in the following information and submit to the MEC Director prior to your Field Trip.

The bus will arrive at your school's address \_\_\_\_\_ at 8am on your departure day.

Names and cell phone numbers of the school staff/chaperones attending the MEC Field Trip for communication purposes during transit.

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Numbers of boys/girls attending and their respective grades

Girls: \_\_\_\_\_ Grades: \_\_\_\_\_  
Boys: \_\_\_\_\_ Grades: \_\_\_\_\_

Allergies (food, medications, etc.), other medical alerts

Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
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Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Medical alert: \_\_\_\_\_

Special dietary needs or restrictions

Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_  
Name: \_\_\_\_\_ Dietary alert: \_\_\_\_\_

\*Please feel free to add additional pages or use your own template to compile and send this information.



## Manice Education Center Field Trip Activity & Tent Group Assignments

School: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

**Directions:**

This form should be completed and ready to submit the moment the bus arrives. Please assign students to Activity Groups below by printing both first and last names. Make sure that the three groups are nearly equal in size. Girls' Tent Group A and boys' Tent Group A, comprise Activity Group 1, and so forth. Please make sure to disperse students who may be disruptive (not all in the same tent!), and evenly distribute students who work well together to help ensure successful group dynamics. Please remember you need to contact the MEC Director to discuss any groups with more than 18 girls or 18 boys, with a total of no more than 36 participants and two school staff/ chaperones. The school will need to provide additional school staff/chaperones for any group over 18 girls or 18 boys as described in the MEC Field Trip Handbook.

**Activity Group I**

**Activity Group II**

**Activity Group III**

**A** (Leader: \_\_\_\_\_)

**B** (Leader: \_\_\_\_\_)

**C** (Leader: \_\_\_\_\_)

MEC Staff  
We'll assign  
leaders  
upon arrival

- |          |       |       |
|----------|-------|-------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |
| 4) _____ | _____ | _____ |
| 5) _____ | _____ | _____ |
| 6) _____ | _____ | _____ |

BOYS

**A** (Leader: \_\_\_\_\_)

**B** (Leader: \_\_\_\_\_)

**C** (Leader: \_\_\_\_\_)

MEC Staff  
We'll assign  
leaders  
upon arrival

- |          |       |       |
|----------|-------|-------|
| 1) _____ | _____ | _____ |
| 2) _____ | _____ | _____ |
| 3) _____ | _____ | _____ |
| 4) _____ | _____ | _____ |
| 5) _____ | _____ | _____ |
| 6) _____ | _____ | _____ |

GIRLS

NYCDOE Insurability Form Sample  
(suggested)

(NYCDOE Letterhead)

Date

Christodora-Manice Education Center  
1 East 53rd Street, #1401  
New York, NY 10022

Re: [School Name]'s Field Trip to Christodora-Manice Education Center

To Whom It May Concern:

Please be advised that the New York City Department of Education (the "Department") is a self-insured municipal corporation, sharing in the self-insurance funds available to the City of New York as a whole.

In connection with [School Name]'s field trip scheduled to occur at the Christodora-Manice Education Center in Florida, Massachusetts, on [date of departure] through [date of return], please be advised that the Department acknowledges its responsibility for the negligent acts and/or omissions of its pupils, agents, and employees while they are on the premises of the Christodora-Manice Education Center (the "Premises"). The Department shall indemnify and hold harmless Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents for any liability that may arise as a result of such negligent acts and/or omissions.

The Department does not indemnify or hold harmless Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents for any liability that may arise as a result of the condition of the Premises and/or any negligent act(s) of commission and/or omission of Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents.

Sincerely,

[Name]  
[Position]