

## **2020 5<sup>th</sup> Grade Trip: Registration and Payment Information**

**Location:** Ocoee Retreat Center, 186 Hawkins Drive, Ocoee, TN 37361

**Dates:** Wednesday, May 13 through Friday, May 15, 2020

**Cost:** \$210 per student / \$125 per chaperone

Every year, SPARK 5th graders take a 3 day/2-night trip as a culminating educational experience and celebration of the completion of elementary school. This year we're heading to the Ocoee Retreat Center (ORC) in southeastern Tennessee on the morning of Wednesday, May 13 and returning to SPARK on the afternoon of Friday, May 15.

ORC offers amazing opportunities for outdoor challenges, team building skills and explorations in nature. The Creative Discovery Museum of Chattanooga will provide additional educational programming that engages students with hands-on, STEM-based lessons. We'll have lots of fun!

**Our goal is to have 100% of 5th graders participate. We ask you to start making plans this fall for your student to join the trip in the spring.**

This packet contains basic trip information and the instructions and required forms for registration. The first payment and all required forms are due no later than **December 20, 2019**. **Return completed forms to your homeroom teacher using the envelope provided.**

Here is a quick checklist for registration. Detailed instructions are below.

### **CHECKLIST:**

- ☐ **Registration Form (online preferred)**
- ☐ **Submit Payment (online preferred)**
- ☐ **Sign and Return SPARK Permission Slip**
- ☐ **Sign and Return Ocoee Retreat Center Waiver**
- ☐ **Sign and Return Behavior Expectations**
- ☐ **Sign and Return Medication Form (if needed)**

# Detailed Registration Instructions:

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## REGISTRATION FORM

Please complete the registration form on the 5<sup>th</sup> grade page on the SPARK website to register your child for the trip: <https://www.atlantapublicschools.us/domain/14074>. We strongly encourage you to use the online registration form, however, if you are unable to do so for any reason, complete the Registration Form included in this packet and return to your homeroom teacher in the envelope provided.

## PAYMENT

Your payment of **\$210** covers transportation for your child from SPARK to ORC and back, lodging for two nights, 7 meals, and all activities over the 3-day trip.

You can make your payment in full (\$210), or in two installments of \$105 each. **Early payment is encouraged.**  
**The first installment and forms are due December 20, 2019. The second installment is due March 20, 2020.**

*Scholarships are available through the generosity of the SPARK family. Donations toward scholarships are very much appreciated to help give all our 5th graders the opportunity to participate in this experience.*

**\*\*If a scholarship is needed, please indicate the requested amount on your registration form or contact Tamla Watkins at [twatkins@atlanta.k12.ga.us](mailto:twatkins@atlanta.k12.ga.us) as soon as possible.**

Please make your payment(s) online through the 5<sup>th</sup> grade page on the SPARK website, if possible: <https://www.atlantapublicschools.us/domain/14074>. If you cannot or do not wish to pay online, you may also pay by cash, money order or check (made out to Springdale Park Elementary PTO). Either return your payment to your homeroom teacher using the envelope provided or submit to the main office in an envelope marked "5th Grade Trip Committee."

## PERMISSION SLIP AND WAIVER

In order to participate in the class trip, each child will need to have both the **SPARK Permission Slip** and the **Ocoee Retreat Center Waiver** completed and signed by a parent or legal guardian.

## CLASS TRIP BEHAVIOR EXPECTATIONS

To ensure a safe and enjoyable trip for all, the SPARK 5th Grade Team has established written behavior expectations for the class. Please read the **5th Grade Field Trip Behavior Expectations** form with your child, and sign and return to your homeroom teacher. Failure to comply with these behavior expectations may result in a parent being asked to pick their child up from Ocoee immediately.

## MEDICATION

If your child is taking any medication or requires an epi pen, the medication must be left with a teacher who will oversee its use. For the 5th Grade trip, Mary Thurman will be in charge of holding and administering all medications. Refrigerated medication will be kept in a refrigerator in the teacher's lodge.

**You must have a completed APS medication form to send medication for your child.** A form is included in this packet and is also available on the 5th grade website.

## Miscellaneous Trip Information:

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Here is some additional information about the trip. More details will be provided in the Spring.

### BUSES

It is approximately a 2 hour drive to Ocoee. We have chartered comfortable buses, with bathrooms, to transport all students, chaperones and teachers to and from Ocoee. This is a fun and bonding experience for the 5th grade class and all students will be required to ride these buses with their classmates.

### LODGES

Students will be staying in lodges at the Retreat Center, each with individual bunk rooms of varying occupancy and multiple shared bathrooms. Larger rooms will have a chaperone in the room with the kids. Other chaperones will be in adjacent or nearby rooms distributed throughout the lodges. All lodges are air conditioned and have screens. All bunk assignments will be determined by the 5th grade teachers.

### ACTIVITIES

Fun planned activities include high and low ropes courses, STEAM activity rotations with the Creative Discovery Museum (on-site at Ocoee), an adventure race, nature hike, scavenger hunt, bonfire, sports, crafts and more.

### WHAT TO PACK

A detailed packing list is included in this package.

### MEALS

Ocoee will provide delicious and nutritious meals while we're at camp. **Please let us know about special dietary needs or allergies on the registration form as soon as possible.** Ocoee is able to accommodate special requests, we just need to let them know. Fruit and water will be available on demand throughout the day. A Canteen is available for snacks in the afternoon. Students may bring no more than \$5 to purchase something from the Canteen. Dry, healthy snacks can be brought by students but are not necessary. No nuts please!

### CHAPERONES

The trip will be chaperoned by the 5th Grade teachers and SPARK parent/guardian volunteers. Chaperone selection and assignments will be managed by the 5th grade teaching team. All chaperones attending the trip will have completed level 3 volunteer clearance from Atlanta Public Schools.

### EMERGENCY CONTACT INFORMATION

Cell service is spotty at Ocoee (Verizon seems to be a little better than AT&T). In the event that you must contact your child, you can call the Ocoee Retreat Center office, 423.338.9575, and they will be able to reach us. You are also welcome to try our mobile numbers and/or send an email.

Laurie Sheehan, [atlsheehans@comcast.net](mailto:atlsheehans@comcast.net), 404-805-0630

Courtney Wagner, [cdwgner@comcast.net](mailto:cdwgner@comcast.net), 404-441-3048

Laura Rebillot, [laurarebillot@gmail.com](mailto:laurarebillot@gmail.com), 404.455.1698

Beth McCormack, [ersm@bellsouth.net](mailto:ersm@bellsouth.net), 678.575.5976

### QUESTIONS?

If you have any questions or concerns, please don't hesitate to reach out. We're looking forward to a fun adventure with your children!

## **2020 5th Grade Trip Registration and Payment Form**

**NOTE: Online registration and payment is strongly encouraged.**

**<https://www.atlantapublicschools.us/domain/14074>**

**Please only use this form if you can not register/pay online.**

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

Parent/Guardian Name(s): \_\_\_\_\_  
\_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_  
\_\_\_\_\_

Yes, I would like to request a scholarship in the amount of \$ \_\_\_\_\_

Yes, I would like to donate to the scholarship fund in the amount of: \$ \_\_\_\_\_

Does student have any dietary restrictions or allergies?

☐ Yes

☐ No

Please explain (use back if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Payment:**

☐ \$210 - Full Payment

☐ \$105 - First Installment due December 20, 2019 (Second payment due March 20, 2020)

☐ Donation to Scholarships (amount) \_\_\_\_\_

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