

2009 School Trips with Bluewater Adventures

SCHOOL TRIP

REQUIRED FORMS: This information package contains ONE copy of each of the following forms:

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| ❶ Program Information Request | ❷ Participant List |
| ❸ Terms & Conditions/Liability Release | ❹ Contract Agreement for Students |
| ❺ Contract Agreement for Adult Supervisors | ❻ Health Emergency/Medical Information |
| ❼ Watch Roster | ❽ Ship's Accommodation |

Copy and distribute forms to your group and follow the instructions set out below. Unless otherwise indicated, all forms must be completed and returned to Bluewater Adventures **no later than February 1st, 2009.**

PROGRAM INFORMATION REQUEST - FORM ❶ School trips are meant to be educational and the best programs bring together enthusiastic, well-prepared students and supervisors. Use this form (A) to help us understand the aims of your program and interests of the students. Your crew will carefully review information provided; you should confirm objectives with them immediately upon arrival.

PARTICIPANT LIST - FORM ❷ Please provide a list of all trip participants including gender, age and grade level (for students), divided into the two groups they will travel in. **Island Roamer** is Ministry of Transport licensed for 18 passengers, plus 2 teachers/supervisors to serve as additional “crew.” The total number of this group must not exceed 20 persons. **Island Odyssey** is Ministry of Transport licensed for 15 passengers, plus 2 teachers/supervisors (additional crew). The total number of the group aboard Island Odyssey must not exceed 17 persons. If you would like to bring additional adults then you must reduce the number of students accordingly so as not to exceed the maximum allowable limit.

TERMS & CONDITIONS/LIABILITY RELEASE - FORM ❸ Each student and supervisor must sign a separate liability release form. Parents or legal guardians must co-sign each student's liability release form.

CONTRACT AGREEMENT FOR STUDENTS - FORM ❹ Each student must read and clearly understand the rules and guidelines for behaviour while aboard Island Roamer and Island Odyssey and sign a **Contract Agreement for Students**.

CONTRACT AGREEMENT FOR ADULT SUPERVISORS - FORM ❺ At least two adult supervisors must accompany students and be fully involved with the program. This includes responsibility for discipline and control. Ensure that they are aware of their responsibilities. All adult supervisors (including teachers) are required to complete and sign a Contract Agreement for Adult Supervisors.

HEALTH EMERGENCY/MEDICAL INFORMATION - FORM ❻ In order to safely plan your trip we need advance information on any allergies or medical preconditions among the group. This information is essential. You may submit your own equivalent school-approved form.

WATCH ROSTER - FORM ❼ Prior to arrival you must divide students into equal “watches” or groups. This allows the program to be organized immediately upon arrival. Please provide this list to the crew upon your arrival.

CABIN ACCOMMODATION - FORM ❽ Please assign each participant to a berth/cabin using this sheet; provide this information to the crew upon your arrival.

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BOOKING: We accept inquiries and requests for reservations throughout the year, but do not confirm reservations until planning for the upcoming season is complete. This usually occurs in June for trips the following year. Typically, school trips are 5-days duration. Some schools may have two or three trips in one year. In scheduling, we ask groups to provide us with optimum dates and then make every effort to accommodate those requests. Final scheduling decisions are based on a number of factors including date the request was received, number of trips requested by a group, previous booking and program history with Bluewater Adventures and interests of the group. Once the schedule is set we will contact you to confirm your booking and the dates allocated.

PAYMENT: A deposit of \$1000.00 per trip is required in order to reserve dates and is payable at time of confirmation. The final payment is due **November 15th, 2008**. If you cancel after October 15th, 2008 your deposit becomes non-refundable unless you can find a replacement.

INFORMATION REQUIRMENTS: As part of our trip planning we require basic information from each group. Please see the instructions (reverse).

DEPARTURE: Your group will embark *Island Roamer* and *Island Odyssey* at **Port Sidney Marina**, located at the foot of the Beacon Street in Sidney, BC. The marina is close to both the Swartz Bay ferry terminal and Victoria International Airport. A covering letter specifies program dates and times. Please confirm your group's travel arrangements with us so that we will know how you are traveling and what time to expect you. Send this information no later than February 1, 2009.

EARLY EVENING ARRIVAL: Groups may choose to arrive aboard *Island Roamer* and *Island Odyssey* the evening before the first day of the charter. This option is available at a cost of \$550.00 (plus GST) and allows the group to make full advantage of the time aboard. If you select this option, you should plan to arrive approximately 7:00 PM. Dinner is not provided for early evening arrivals.

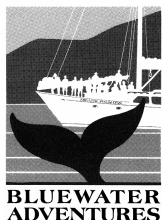
DISEMBARKING: Trips end in Sidney, BC (Port Sidney Marina). The last day of each trip you should expect to disembark in the early afternoon.

MARINE ECOLOGY STATION: We recommend a visit to the privately operated Marine Ecology Station located at Port Sidney Marina; ideally before your trip begins and especially if you are planning an early evening arrival. If you are interested in making this part of your program, you should contact the station directly. Visit the Marine Ecology Station's website (www.mareco.org) for more information or call (250) 655-1555. *please tell our office what time your visit will be.

INSURANCE: Bluewater Adventures carries general business and liability insurance covering its operations. Should your group require more information please give us a call.

DAMAGE

Island Roamer and *Island Odyssey* are beautiful, well-maintained yachts. Any abuse, disrespect or damage will not be tolerated. Cost associated with any damages caused by the group will be the responsibility of the students and the school.



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Contact Bluewater Adventures
FOR MORE INFORMATION, BOOKING OR
RESERVATIONS