

Lakeview *Lioness* Yearbook Program

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Memo to: Parents of Students Attending the Columbia Scholastic Press Association annual convention in New York City, New York, March 19-23, 2019

From: Jennifer Chittaro, Adviser

Regarding: Details of the trip

Date: March 14, 2019

Thank you so much for making it possible for your student to attend the convention of the Columbia Scholastic Press Association in New York City, the nation's premiere scholastic press organization for student journalists. This letter is to give a packing list and tentative itinerary.

The attached sheet provides you with the pertinent trip details. I worked on a tentative itinerary for the days we will be there. Understandably, this may change.

Covered in the initial cost are the following: convention registration fee, airfare to and from New York City, hotel for four nights, ground transportation including shuttle from airport to the hotel and a Metro subway pass for five days, and one Broadway ticket.

Meals are not covered by the trip cost. Breakfast, lunch, dinners and snacks need to be purchased by the student. New York City is not cheap, and neither are the meals. A suggested minimum amount of money for meals would be \$50 per day, not including snacks. I would also suggest sharing some of the larger meals that we may encounter such as in Little Italy. I am attaching dinner menus to a few of the places where we will be eating.

If you have any questions, feel free to contact me at any time. Please know that I will support and nurture the students on this trip—and, a big “thank you” again for letting them take part in this great convention!

Kind Regards,
Jennifer Chittaro

Trip Details

[Columbia Scholastic Press Association Annual Convention](#)

New York, March 20-22, 2019

Airline information

Departure: We will be flying non-stop on **Delta Airlines (Flight 2948)**, departing at **4:30 PM** on Tuesday, March 19. We will arrive at LaGuardia Airport, New York City (LGA) at **6:49 PM**.

- Return: We will return on **Delta Airlines (Flight 897)**, leaving at **1:59 PM** on **Saturday** and arriving in Atlanta at **4:26 PM** on **Saturday**, March 23.
- I am driving an SUV down and can carry up to 7 students with me, but we may need to make room for luggage. I will also bring students back to LA on Monday where they will attend the school day. If needed, another chaperone may drive their car with students and luggage down and back as well.
- Cost for the plane ticket is included in the overall price. This does not include the price for a checked bag (usually \$25). Students will need to bring a way to pay if they choose to check their bag.

Hotel information

We will be staying at the iconic hotel [The New Yorker – A Wyndham Hotel](#) [481 Eighth Ave., New York, NY 10001; 212-971-0101].

- We will have hotel rooms for the students with 4 students per room.
- The hotel has a nearby [diner](#) that serves breakfast and other food 24/7. In addition, we are staying directly across the street from a [Metro station](#) (subway) with access to the subway to take us to the convention daily and to our various destinations around the city.

Ground transportation

- On Tuesday, Mrs. Chittaro and an additional chaperone will drive from Lakeview Academy to the Atlanta Airport.
- Upon arrival to New York, we use a car service shuttle ([Super Shuttle](#)) to get us from the [LaGuardia Airport](#) (LGA) to the hotel, rather than cabs. This is both for security and logistical purposes. We do the same on Saturday for the trip from the hotel to the airport for the return home. (Included in the overall price)
- During the week, we use the [subways](#) to get around in Manhattan. We will purchase a five-day Metro card Wednesday morning for their use (included in the overall price). This helps with security so that we are not pulling out cash every time we need to use the subway.

Clothing for convention

- The main concern is to dress for the weather. Manhattan in March is usually cold. And, it can be brutally cold at times. This means a heavy coat, scarf, gloves, warm

pants, warm—but comfortable shoes (we do a lot of walking) —and maybe an umbrella. “Layering” is the way to go. It looks like the weather will be sunny with highs in the 50s and lows in the 30s.

- Dress for the convention is casual: nice jeans, LS shirts, sweatshirts, etc. “Non-uniform, school appropriate” is best - **no leggings, sweatpants**, etc.
- Please: no letter jackets, school sweats, school insignia clothing! We want to blend in to the city crowd, not stand out. And, this is not just for vanity; it’s for students’ safety, as well.

Activities, daily schedule

- I have included a tentative schedule at the end of this packet.
- Students will stay within the convention for all classes and must attend class with a buddy. No student will be alone at any point during the trip.
- Mrs. Chittaro will know the individual schedule of each student and once arriving to the session, students are required to check in with Mrs. Chittaro.
- Please do not request that your student be allowed to visit friends or family members who live nearby while on this trip. School policy does not allow students to leave the group for personal visits or other independent activities.
- In the evenings, we do things as a group. We may venture to a restaurant or shopping nearby.

Other information

- As indicated on the Participant Checklist, families are required to sign a variety of forms prior to participation in the trip.
- The Medical Consent Form must be completely filled out and turned in. If your student takes regular medication, per school policy, I will be in possession of it the entire trip and will give the student their medication as prescribed. Please be specific with the medications, dosage, and frequency. Also, please make sure that all prescription medications are in the original prescription bottles or containers.
- I will have copies of each student’s medical forms (provided by the Upper School office) in the event of an emergency. I have also requested a copy of your insurance card just in case.
- Each student should bring their cell phone with them and keep it on at all times, in the event of an emergency. The Academy’s policy regarding appropriate use of technology is in effect on this trip.
- My cell phone number is **678-521-0980**. I’ll have it with me at all times. In the event of an emergency, feel free to call me at any time.

Thank you again for making it possible for your student to accompany us on this trip!

Visit the Lakeview Lioness website for links to all the above information:

<http://lakeviewlioness.weebly.com/cspa-convention.html>

Tentative Itinerary

Tuesday, March 19, 2018

- 8:00 AM – Students drop all luggage off in Mrs. Chittaro's car (top parking level)
- 1:30 PM – Pack cars (Chittaro & chaperone) and leave for airport
- 4:30 PM Flight departs for LaGuardia
- 7:00 PM – Arrive at LGA; take SuperShuttle to hotel
- 8:30 PM – Arrive at hotel; settle in
- Evening – Dinner at [Tick Tock Diner](#)
- 11:00 PM – Lights out

Wednesday, March 20, 2018

- 7:00 AM – Leave hotel rooms, breakfast nearby, head to subway station
- 9:00 AM – Register for conference at [Columbia University](#)
- 10:00 AM – First session begins
- 11:00 AM – Second session begins
- 12 noon to 1:20 PM – Lunch Break as a group ([Tom's Restaurant](#) – from *Seinfeld*)
- 1:30 PM – Third session
- 2:20 PM – Fourth session begins
- 3:30 PM – Fifth session begins
- 4:15 PM – Fifth session ends; head to subway back to hotel
- 6:00 PM – Dinner at [Natsumi Restaurant](#)
- 8:00 PM – Broadway Show – [The Prom](#)
- 11:00 PM – Lights out

Thursday, March 21, 2018

- 7:15 AM – Leave hotel rooms for breakfast and subway, head to Columbia University
- 9:00 AM – Sixth session begins
- 10:00 AM – Seventh session begins
- 11:00 AM – Eighth session begins
- 12 noon to 1:20 PM – Lunch Break as a group ([Chipotle Mexican Grill](#))
- 1:30 PM – Ninth session begins
- 2:30 PM – Tenth session begins
- 3:15 PM – Tenth session ends; head to subway back to apartment
- 6:30 PM – Dinner at [Da Nico Restaurant](#) in Little Italy
- 11:00 PM – Lights out

Friday, March 22, 2018

- Conference in morning
- Lunch
- Afternoon of museums, shopping, sightseeing
- Visit to the [Guggenheim Museum](#)
- Dinner in Rockefeller Center area
- Back to hotel to pack

Saturday, March 23, 2018

- 11:00 AM – Leave for airport
- 2:00 PM – plane leaves
- 4:30 PM – arrive in ATL
- 6:00 PM – arrive at LA