



January 7, 2011

Dear School's Out Trip participant,

Thank you for your interest in the School's Out field trip to the Miami Recreation Center. Below are details about the trip:

Where & When to Meet:

-The trip is on Friday, January 21, 2011.

-Meet & return from the Recreation Annex Building which is at 10115 Montgomery Rd. Once everyone has checked in, we will all board the bus.

-The time of the trip is **9:00 a.m. to 4:30 p.m.** If we encounter an unforeseen delay in returning from the trip (ie. traffic) we will contact you on the emergency contact phone number to give you an update on our return time.

-Transportation is by Sycamore School bus.

What to bring:

-Please bring **swimwear and a towel**. Since we will be starting off our adventure at the pool, we strongly encourage kids to come dressed in their swimwear.

-Please bring **gym shoes, sweat clothes and any other clothes to change into (undergarments)** since after the pool time we will be active with the climbing wall and in the gym area.

-**Sack lunch and drinks.**

-**Your two required waiver forms.** Please bring these with you on the morning of the trip. Both are printable when you purchase this activity at [montgomeryohio.org](http://montgomeryohio.org) or you can call 891-2424 to request these forms.

Who to contact:

-The trip is led by the City of Montgomery Recreation staff. Our contact information is:

**Julie Machon, Assistant Recreation Director, 792-8316, Cell Phone for Day of Trip is: 513-295-3399 & Amber Morris, Recreation Director, Cell Phone 513-476-4825.**

-We are headed to the Miami University Recreation Center and their phone is 513-529-6868.

Other information:

- Safety is our #1 priority. There will be lifeguards and a wall climbing instructor at Miami University as well as our chaperones who will be actively watching the group. During pool time, chaperones will be in their suits and in the water with the kids.

-Our chaperones include: Julie Machon, Assistant Recreation Director, Amber Morris, Recreation Director and City of Montgomery police officers, Officer Pat Giblin and Officer Paul Payne. We have 4 chaperones for a maximum of 30 kids.

-We plan to arrive at Miami University at 10 a.m. and start our fun adventure with pool time. Then, we will eat lunch and spend time at the climbing wall and in the gym until 2 p.m. We plan to be back in Montgomery at the Recreation Annex building at 3:15 p.m. and spend the rest of the time playing games.

We look forward to the trip. If you have any questions, please don't hesitate to contact me at 513-792-8316, on my work cell at 513-295-3399 or at [jmachon@ci.montgomery.oh.us](mailto:jmachon@ci.montgomery.oh.us).

Sincerely,

Julie Machon  
Assistant Recreation Director