

Summer in the City (SITC) 2018



Cultural Institution Visits

Summer in the City (SITC) offers free, full-day summer programming with hands-on-STEM activities, enriching reading and math curriculum, and visits to museums, parks, and other cultural sites. SITC includes up to two cultural visits per student to cultural institutions over the course of the summer for elementary and middle school students. SITC will run from **July 5** through **August 9** at more than 300 sites across the City. Approximately 20,000 students will participate in cultural institution visits this summer.

Over 50 participating cultural institutions are prepared to host SITC visits throughout the summer. Principals-in-Charge or Site Supervisors should review the [list of participating sites](#), the [Chancellor's Regulation A-670](#), and the [FAQ](#) for school trips for details including permission slips and minimum chaperone requirements, with their Summer Site Council. Trips that follow the guidance below will occur at no cost to schools. In addition, the guidance below advises how to arrange cultural institution visits based upon programmatic and geographic fit. It is suggested that Parent Coordinator(s) and/or support staff assist where possible.

Plan with your Summer Site Council by July 6:

- Determine the number of trips you will need to plan.
 - All mandated students (along with 2nd grade students if your school is participating in the 2nd Grade SITC program) are expected to attend at least one and up to two cultural institution visits.
 - Other Summer Academy programs may elect to participate in cultural visits and are expected to follow the same guidelines with respect to planning.
- Identify which grade(s), and how many students from each grade, will attend each trip.
 - Reference pre-registration numbers in SSPR to identify approximately how many students from each grade would be attending a trip.
 - Schools should take note of the cultural site capacity, which will be listed in the [list of participating cultural institutions](#) and plan visits accordingly.
- Identify staff members/parents as chaperones.
 - See the [FAQ](#) for school trips for minimum chaperone requirements; prepare to provide more than the minimum number in the event that not all chaperones are available on the day of the trip.

Type of Trip	Elementary School	Middle School
Routine Day Trips within NYC*	1 staff member + 2 additional adults for up to 30 students. For each additional 1-10 students, an additional adult is required.	1 staff member + 2 additional adults for up to 30 students. For each additional 1-15 students, an additional adult is required.

*Please see the [FAQ](#) for additional requirements.

- Beginning with the SLT and PA, develop a list of parents who can volunteer to chaperone.
 - Trips with inadequate numbers of chaperones must be cancelled or proceed with fewer students.
 - In the event that a visit must be cancelled, schools should do so a minimum of two weeks prior to the scheduled visit date.
- Determine the date(s) and time(s) of the trip(s).
 - Trips can occur Monday – Thursday, per the [SITC calendar](#).
 - Trips should be scheduled to occur between 8:30 a.m. and 2:00 p.m. to ensure that students arrive back at school before dismissal at 2:30 p.m.
 - If buses are scheduled as transportation for the visit, buses will generally not be available to leave the summer school location before 9:30 a.m. and **absolutely** must return to the summer school location no later than 1:30 p.m.

- Schools that do not use yellow buses for transportation to and from a cultural visit must arrive back at the summer school site no later than 2:00 p.m.
 - Schools that arrange trips outside of these hours must handle any associated costs (i.e. teacher per session, school aide overtime, additional transportation costs, etc.).
 - Schools are encouraged to take advantage of institutions in their borough or within an hour transit time on public transportation.
- Select [participating cultural institutions](#).
 - Trip(s) to participating cultural institutions will be paid for by Central DOE. Schools should not provide down payments or purchase orders when scheduling visits. If institutions request payment from the school directly, schools should escalate to CIPLHelp@schools.nyc.gov.
 - Cultural institutions that run education programs in school facilities will also qualify as a visit, even if students do not leave the summer site.
 - Schools that attend visits to cultural institutions that are not on the approved list will be responsible for the full cost of trips.
 - Add-ons at the cultural institution (lunches, shows, etc.) will not be paid for by Central. Please review the [list of participating institutions](#) to identify which services at participating institutions will be paid for by Central DOE.
 - If your school cannot schedule a visit with any of the approved organizations, please contact SITC@schools.nyc.gov.
 - Larger summer sites should consider planning multiple cultural institution visits, while smaller sites may opt to consolidate student trips across a building.
 - As trips should have an educational purpose or support learning outcomes, schools should take advantage of programmed or organized activities instead of “open admission” or unstructured time at cultural institutions.
 - Visits to City parks or playgrounds do not qualify as visits to cultural institutions absent a sponsored organized activity.

Transportation:

- Determine what form of transportation is needed (e.g., yellow buses, public transportation).
 - Public transportation is the preferred method of transportation wherever possible. Yellow buses should only be considered when public transportation is not an option.
 - Yellow buses will be available to districts depending on day of the week. Please see [here](#) for guidance on scheduling busing for cultural institution visits.
 - If you are not able to secure MetroCards or yellow buses, your school may pay to charter a bus. Charter buses will not be paid for by Central.
- [Arrange for transportation](#) (e.g., busing, MetroCards) as needed. See the [Office of Pupil Transportation](#) website for further information. [The field trip application to request buses](#) will be available on **June 27**.

Use the Trip Planning Tool:

- Once you have completed the above steps, visit the [SITC Culturals Trip Planning tool](#) for payment coordination.
 - Provide the name(s) of the cultural institution(s) that your site plans to attend.
 - Provide the estimated number of students that will be attending each visit.
 - Provide the formal quote or booking receipt from each cultural institution. Quotes should include the date, estimated number of students and chaperones, and cost of the proposed visit.
- Schools should aim to log this information in the [planning tool](#) by **July 6**. However, the use of the tool will be ongoing throughout the summer to track any changes.

Permission Slips:

- See the [FAQ](#) for details on permission slips.

- Distribute permission slips to participating students.
- Ensure permission slips are returned. Students without returned permission slips cannot attend the trip.

Submit Online Record for Payment Process:

- After the visit is completed, submit an attendance roster to the SITC team.
- Keep all invoices and documentation (e.g., student attendance list and chaperone list) from the visit for your records.