

Washington D. C. Parent Meeting

We are 10 months away from the annual 8th grade Washington D.C. Trip. This will be our 7th trip and we have learned that it is best to start communication now in order to ensure that everyone has the greatest chance of joining us.

A few things you need to know:

- The tentative dates for payment are mid February, Mid May, and September 1st. We need an accurate count by the end of the school year, so please sign up early!
- The trip will be in mid October –Leaving Wednesday the 18th and returning Monday the 23rd
- We can take two busses if we have enough people registered by spring.
- We would love to have parents join us – let us know if you are interested. Parent chaperons will need to complete a background check and the Safeguarding God's Children course by September 1 to attend.
- The cost of the trip includes most everything – food, travel, hotel, entry (plan on only about \$50 spending money)
- A night guard will be on duty in the hotel – kids are safe and chaperones can sleep
- A representative from the travel agency will be with the group once we reach Washington D.C. and will help problem solve so we can focus on the kids
- A step-on tour guide will be with us for many of the sites that require explanation
- Estimated cost – 25-29 paid per coach / quad room = \$1000 (this cost goes down if more students attend)
- There is a dress code – not uniforms, but we are representing the school
- We can only do one fundraiser and it has to be approved by the Development Office- contact us if you are interested in volunteering on or chairing a fundraising team.
- The kids do a great job earning some of the money – empower them to see what they can do... babysit, grass cutting, shoveling, odd jobs etc.
- We travel by bus – it's part of the fun and keeps the cost down
- Plan on a mandatory parent meeting in mid-September



1375 E Woodfield Road #530
Schaumburg, IL 60173
(800) 323-6439 Fax (847) 619-0240
www.hemispheretravel.com

Washington DC Tour Parent Letter

St. Catherine's School

October 18-23, 2017

(6 Day / 3 Night Motorcoach Tour)

Transportation Included:

- Deluxe Motorcoach equipped with air conditioning, reclining seats, lavatory and TV's / DVD
 - Group will have exclusive use of Motorcoach for duration of tour
 - Driver's Hotel Accommodations, Meals, and Gratuities are included

Lodging & Meals Included:

- 3 nights hotel accommodations at a hotel similar to the Marriott Fairview Park
(Occupancy Types: Quad= 4 people per room sharing 2 beds, Triple= 3 people per room sharing 2 beds, Double= 2 people per room with 2 beds, Single= 1 person per room)
- 10 total meals included
 - 3 breakfasts (Full Buffet Breakfast at the hotel)
 - 4 lunches (3 Meal Vouchers, 1 Boxed Lunch)
 - 3 dinners (3 Student Friendly Casual Restaurants)

Washington, DC Sites (*sites requiring appointments are based on availability):

- Memorials including Lincoln, Vietnam, Korean, FDR, World War II, Iwo Jima, MLK, Pentagon & Einstein Statue
- Illumination Tour of the Monuments and Memorials.
- Arlington National Cemetery (Wreath* for ceremony, if confirmed)
- Smithsonian Museums on the National Mall
- Capitol Building*, Library of Congress and Supreme Court
- White House*
- United States Holocaust Memorial Museum*
- National Archives
- Gettysburg Battlefield Guided Tour
- Ford's Theatre and Petersen House*
- Basilica of the National Shrine of the Immaculate Conception
- Mt. Vernon Estate
- Newseum

Other Components Included:

- Tour Director to meet and accompany group 24 hrs/day for the duration of the tour
- Night security guard at the hotel hired specifically for your group (10pm to 5am)
- Licensed Professional Step On Guide to accompany group (hours based on itinerary)
- All taxes and gratuities included
- All tour planning and coordinating.
- Comprehensive Accident/Illness Medical Coverage, Professional Tour Operator's Liability Insurance and consumer protection policies for the duration of the tour
- Access to online payment services for individual participants
- Each participant will receive a luggage tag and a lanyard containing 24 hour emergency contact information
- Each participant will receive a Hemisphere drawstring backpack
- Hemisphere has active memberships in SYTA (Student and Youth Travel Association), ABA (American Bus Association) and NTA (National Tour Association), requiring a standard for financial stability and industry ethics.



1375 E. Woodfield Road; Suite 530
 Schaumburg, IL 60173
 Toll Free: 800-323-6439 Fax: 847-619-0240
 www.hemispheretravel.com

GROUP TOUR PARTICIPATION AGREEMENT

The undersigned Participant agrees to participate in the following tour subject to the following "Tour Terms and Conditions/ Release Form" on page 3 & 4, and subject to the Tour Contract executed with the Tour Leader:

WEB CODE / ACCOUNT #: 17TA9732

GROUP NAME: St. Catherine's High School Washington, DC Tour

TOUR DATE(S): Wednesday, October 18, 2017 until Monday, October 23, 2017, 6 Days and 3 Nights

TOUR Leader: Theresa Konkel Dixon

PER PERSON PRICING* (Quad = 4 Students Sharing 2 Beds, Triple = 3 Students Sharing 2 Beds, etc)

40-49 Paid Participants Per Coach: Quad: \$785.00 Triple: \$815.00 Double: \$865.00 Single: \$1,015.00

35-39 Paid Participants Per Coach: Quad: \$845.00 Triple: \$875.00 Double: \$925.00 Single: \$1,075.00

30-34 Paid Participants Per Coach: Quad: \$939.00 Triple: \$965.00 Double: \$1,015.00 Single: \$1,175.00

Adult Participants Add the Following to Above Tour Costs: Quad: \$10.00 Triple: \$10.00 Double: \$10.00 Single:\$10.00

*Registration is on a first come first served basis. A wait list will be formed if you tour reaches the maximum capacity listed above.

*Prices are based on current taxes and fuel prices. In the event of a tax increase or fuel surcharge, participant will be responsible for the increase in cost.

*Cost per participant is based upon the number of paid participants listed above at the final payment deadline date. If the minimum is not met, the price per person will increase on a pro-rata basis as provided in the Tour Contract executed with the Tour Leader.

*Adults are responsible for single occupancy if they do not have a roommate.

PAYMENT SCHEDULE (payment and forms must be received to be registered):

DEPOSIT #1 DUE: 2/16/2017 AMOUNT: \$200.00 PER PERSON

DEPOSIT #2 DUE: 5/11/2017 AMOUNT: \$300.00 PER PERSON

FINAL PAYMENT: 8/17/2017 AMOUNT: BALANCE DUE. Please refer to Statement for payment amount.

TO REGISTER ONLINE AND PAY BY CREDIT CARD - VISIT www.hemispheretravel.com;

1. Click on the 'Online Payments and Tour Center' button on the right side of our home page.
2. Click on 'Click here if you have a Hemisphere Web Code'.
3. First time users click on the 'First time users click here' link OR enter your login information if you have previously set up an online account.
4. Enter your Web Code - YOUR HEMISPHERE WEB CODE IS 17TA9732. Proceed to enter in the requested information.
5. Once information is completed, you will receive a confirmation email.
6. As a reminder, your registration is not complete until the Permission for Medical Treatment form is completed.
7. You may log into your account by using your email and password to make future payments.

IF PAYING BY CHECK: All checks/money orders must indicate the participant's name, school name and Your Tour Web Code, 17TA9732 on the lower left portion. Please make checks or money orders payable to "HEMISPHERE" and SEND TO: 1375 E. Woodfield Road, Suite 530, Schaumburg, IL 60173. Hemisphere processes all checks immediately. No post-dated checks accepted. The Tour Terms and Conditions Form and Medical Form must be mailed in with your payment.



GROUP TOUR PARTICIPATION AGREEMENT (CON'T)

1375 E. Woodfield Road; Suite 530
Schaumburg, IL 60173
Toll Free: 800-323-6439 Fax: 847-619-0240
www.hemispheretravel.com

HEMISPHERE OFFERS OPTIONAL TRAVEL PROTECTION INSURANCE:

You are eligible to purchase the **Student Deluxe Plan with Cancel For Any Reason** policy at an additional cost.

Refer to www.hemispheretravel.com to view the complete description of benefits for the insurance policy. Your policy may include the following benefits;

- **Cancel for Any Reason benefit** = 75% of Non-Refundable Trip Cost, cancellation must be 48 or more hours prior to scheduled departure. Cancel For Any Reason benefit is Not available for New York residents.
- Trip cancellation = Trip Cost (Maximum limit of \$5,000, and no benefit for \$0 trip cost)
- Trip interruption = 150% of Trip Cost (Maximum limit of \$5,000, and \$500 return air only for \$0 trip cost.)
- Trip delay- 6 hours = \$750 (\$150/day)
- Missed Connection = \$500 (3 or more hours)
- Baggage/Personal effects = \$1,500 (\$250 per article)
- Emergency Evacuation & Repatriation = \$100,000
- Accident & Sickness Medical Expense = \$25,000
- Baggage Delay- 24 hours = \$300
- 24-Hr Worldwide Emergency Assistance Services = Included

Hemisphere strongly recommends this product as we are not responsible for the following scenarios resulting in tour cancellation or additional costs (hotel, meals or other expenses) beyond the cost of what is included in your tour package;

- **Flu pandemics, illnesses or medical conditions, Weather delays, Flight cancellations or delays, Participant qualifies for extracurricular activities (athletic competitions, state tournaments, band, scholastic events, etc), School related scenarios (suspensions, bad grades, etc), or any other scenarios beyond the control of Hemisphere Educational Travel**

The price of the nonrefundable insurance plan is as follows and must be received within 14 days of initial trip deposit. The cost of the nonrefundable insurance premium is based upon the nonrefundable total tour cost which includes hotel/adult supplements. If the tour cost increases, you will be responsible for the additional insurance premium.

40-49 Paid Participants Per Coach: Quad: \$37.50 Triple: \$45.00 Double: \$45.00 Single: \$61.50

35-39 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$45.00 Single: \$61.50

30-34 Paid Participants Per Coach: Quad: \$45.00 Triple: \$45.00 Double: \$61.50 Single: \$61.50

Insurance Plan's General Limitations and Exclusions: Insurance benefits are not payable for the following: resulting from suicide, attempted suicide or any intentionally self-inflicted injury while sane or insane (states may vary); due to a mental or nervous condition, unless hospitalized; resulting from an act of declared or undeclared war; while participating in maneuvers or training exercises of an armed service; while riding, driving or participating in races, or speed or endurance contests; while mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); while participating as a member of a team in an organized sporting competition; while participating in skydiving, hang gliding, bungee cord jumping, scuba diving or deep sea diving; while piloting or learning to pilot or acting as a member of the crew of any aircraft; received as a result or consequence of being Intoxicated, as specifically defined in the Certificate, or under the influence of any controlled substance unless administered on the advice of a Legally Qualified Physician; to which a contributory cause was the commission of or attempt to commit a felony or being engaged in an illegal occupation; due to normal childbirth, normal pregnancy through the first 9 months of pregnancy or voluntarily induced abortion; for dental treatment (except as coverage is otherwise specifically provided herein); which exceed the Maximum Benefit Amount for each attached coverage as shown in the Schedule of Coverage and Services: or; due to a Preexisting Condition, as defined in the Certificate. The Preexisting Condition Limitation does not apply to: (a) Emergency Medical Evacuation, Medical Repatriation and Return of Remains coverage; or (b) to coverage purchased prior to Your final Trip payment.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

This product is insured by Travel Insured International Inc.

If you need to file a claim or have any questions about this coverage, please contact

Travel Insured at 1-800-243-3174 ext. 2 - REFER TO GROUP # 60432

WHETHER YOU ACCEPT OR DECLINE THIS COVERAGE, HEMISPHERE'S CANCELLATION POLICIES WILL APPLY AS OUTLINED ON THE TOUR TERMS AND CONDITIONS FORM, PARAGRAPH 5.