



Curriculum Travel of America, Inc.
Professionally Designed Educational Tours
Allentown, PA - 800-541-6606 (fax: 610-395-8693)
Long Island, NY - 866-541-6606 (fax: 516-342-1661)
www.CTAfieldtrips.com

Longwood Junior High School
Washington, DC · Apr 26, 2018 - Apr 28, 2018

Dear Longwood Junior High School Parents:

*CTA is proud to coordinate your child's trip to Washington, DC.
Since 1982, NY schools select CTA for top-quality, educational tours, combined with plenty of fun!
We hope you choose to have your child attend this trip, filled with memories that will last a lifetime.*

Trip Registration and all payments are direct with CTA. No payments are made to school.

- You may register your child for this trip either Online or by mail, for the same cost
- Installment payments are offered with no finance charges or service fees whatsoever
- ICW is available at registration, guaranteeing 100% refund of trip payments if individually cancelled for any reason; it even covers school infractions, and no medical verifications are required.

Register today using one of these methods: [Registration deadline is 11/03/17]

-Online Registration (via our secure website)

- Visit www.CTAfieldtrips.com
- Click on "Register/Make Trip Payment"
- Enter Trip Code "y5QrP" (no quotes; case sensitive)
- Complete the forms and use your credit card to make the payment

-Mail-In Registration

- Complete the "Student Mail-In Registration Form" (attached)
- Include payment as indicated by your choice of options (see ICW Flyer for details)
- Note: Returned check fee is \$25
- Mail check payable to "CTA" along with completed Registration Form to:
CTA, 5194 Hamilton Blvd., Allentown, PA 18106

Why Register Online?

- Our website is 100% Verisign® certified secure with all credit card data fully encrypted
- Registration is processed immediately, placing you at the "front of the line" (some trips have limited space)
- Information supplied online is 100% confidential and never made available to any other source
- Receive an immediate email confirmation plus future email reminders when payments are coming due
- Email reminders include a "Quick Pay Link" connecting directly to your trip account with no required login

Longwood Junior High School and CTA look forward to traveling with your children on this safe, high-quality, and immensely enjoyable trip. The adult chaperone ratio is at least one chaperone for every ten students. Be assured that we will all work diligently to make this a rewarding experience for everyone involved.

If you have any questions about a payment or about any trip detail, call CTA at 1-800-541-6606.
Please do NOT call school with a question about your payment or invoice.

Remember, registration and payment must be received or submitted Online by Nov 03, 2017.



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Student Mail-In Registration Form

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Note: On-line registration available at www.CTAfieldtrips.com using Trip Code **y5QrP**

Only use this form to enroll by Mail (please print neatly, completing all blanks)

Student Name _____ (Check one: male / female)

Parent/Guardian _____ E-mail _____
Enter up to 2 email addresses to receive account notices

Home Address _____
street city state zip

Phones : Home - (____) _____ - _____ Cell - (____) _____ - _____ Other - (____) _____ - _____

Payment option (check one option below; enclose payment; rates based on 4 students per room):

Yes ICW, Full Payment (\$414 enclosed) No ICW, Full Payment (\$365 enclosed)

Yes ICW, Installment payments (\$124 enclosed) No ICW, Installment payments (\$75 enclosed)

***Note: "ICW" only available with initial registration; Without ICW, all trip payments are 100% non-refundable**

Amount Enclosed : \$ _____ [Total price is the same whether paying in full or by installment]

Parents are invoiced for future installment payments of \$100.00 by 01/05/18 , \$100.00 by 02/02/18 and Final Balance by 03/02/18.

Registration and payment deadline: 11/03/17; Note: Returned check fee is \$25

In case of emergency we will follow the policy of the nearest hospital. I hereby give permission for my child (named above) to attend this trip and do agree to the terms stated herein

Parent's Signature _____ Date _____

[Detach and return upper portion with payment to "CTA", 5194 Hamilton Blvd., Allentown, PA 18106]

REFUND POLICY : Without "ICW", all payments are 100% nonrefundable. See separate ICW Flyer for specific details guaranteeing up to 100% refund of trip cost if participant is individually canceled for any reason. Parent hereby agrees that: 1) School may cancel child at any time for academic, behavioral or other reason, and; 2) School is not liable for any monetary loss due to such cancellation, regardless of ICW participation, and; 3) CTA may only cancel individual for delinquent payment within 45-days of trip departure (75-days when airfare included). If CTA cancels the entire group trip, a full refund is issued.

DAMAGE : Parent whose signature appears above hereby agrees to accept responsibility for the actions of the above named student with regard to any damages incurred at any point during the trip, either to property, self, or to another individual, and further agrees to make restitution in full for any and all such damages within seven (7) days of the return of this trip. In case of hotel damage, parent agrees to submit credit card settlement at time of group check out.

RESPONSIBILITY : Curriculum Travel of America, Inc. ("CTA") acts as an agent for educational and travel related suppliers in all matters relevant to transportation, meals, lodging accommodations, entertainment, attractions, sightseeing, and other tour related features. As an agent CTA has no control over the personnel, actions, facilities, or equipment of such suppliers and accepts no responsibility or liability for loss, damage, personal injury, accident, inconvenience, delay, or irregularity, regardless of the cause, related to, or during a trip. CTA retains the rights to substitute any tour component with another of comparable value, and to cancel any trip at any time and provide all participants with a full refund. Registration or payment for any CTA trip constitutes acknowledgment and acceptance of this policy by registrant or by registering parent of a minor registrant.

Note: Secure On-line registration available at www.CTAfieldtrips.com using Trip Code **y5QrP**

Online registration is free, fast and a big advantage when a trip is filled on a first-come basis!



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ICW Flyer

Individual Cancellation Waiver (\$49.00)

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100% trip refund when individually cancelled for any reason

Without ICW, all trip payments are non-refundable.

Benefits : 100% trip cost refund if individually canceled before departure (includes no-shows)

Provisions:

- ICW registrant qualifies for ICW trip refund when individually canceled for any reason at any time
- Cancellation accepted by mail, phone (800-541-6606), fax (800-561-7447) or email (cancel@CTAfieldtrips.com)
 - Cancellation only valid from: 1) registering parent, 2) School official, or;
 - 3) CTA for nonpayment of an unpaid balance within 45-days of departure (75-days when airfare is included)
- Parent requested to notify both CTA and school when canceling child from trip
- ICW refund is paid within 30 days following cancellation (\$35 fee applies for subsequent reinstatement)
- ICW refund is paid only to parent whose name appears on Trip Registration Form
- ICW benefit is void if registrant participates in any part of the trip (i.e., Trip Interruption is not covered by ICW)
- ICW refund DOES apply even if registrant is canceled individually by school for any reason
 - Registering Parent agrees and accepts School's authority to cancel registrant at School's full discretion
- If the School cancels the entire trip for ALL trip registrants:
 - ICW is void for all registrants, and no trip refund applies for any registrant whatsoever
 - ICW fee is refunded by CTA to each ICW registrant individually
- ICW fee is non-refundable unless the entire group trip is canceled by CTA or by the School

ICW Enrollment procedure: (choose one method of registration)

- 1) **Mail:** On Student Mail-In Registration Form, select a payment option "YES ICW"
 - a. Make check payable to "CTA" for amount specified on form
 - b. Mail form by deadline to: CTA, 5194 Hamilton Blvd, Allentown, PA 18106Note: Registration Form without correct payment amount voids ICW enrollment
- 2) **Register Online:** by deadline using Trip Code "**y5QrP**" (case sensitive; no quotes)
 - a. Select "Yes" option for ICW when prompted on 3rd screen
 - b. ICW cost is automatically added to your initial payment

ICW is an optional refund benefit program exclusively for CTA trip participants



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Preliminary Itinerary - Washington, DC : Apr 26, 2018 - Apr 28, 2018
Longwood Junior High School

| | | |
|----------------------|----------|---|
| <i>Thu.</i> 04/26 | 06:30 AM | Meet 7 buses from Hampton Jitney at Longwood JHS |
| | 07:00 AM | Prompt Departure: from school |
| | 10:30 AM | Delaware Welcome Ctr: Meet CTA Trip Director(s) |
| | 11:30 AM | Bag Lunch: On Bus - brought from home |
| | 12:00 PM | Smithsonian Museum: NEW African American Museum (timed school tickets pending) |
| | 01:00 PM | White House: Photo stop (exterior) |
| | 01:40 PM | U.S. Capitol Building: Arrive security (no backpacks/food/liquid/gel/sharp~pointed items) |
| | 02:20 PM | U.S. Capitol Building: Guided tour [arranged by CTA; pending] |
| | 04:00 PM | Smithsonian Museum: Natural History Museum exhibits |
| | 05:15 PM | Pentagon City Mall Food Court: Dinner voucher provided |
| | 06:15 PM | Night Light Monument Tour: Vietnam Wall (includes CTA name rubbing activity) |
| | 06:45 PM | Night Light Monument Tour: Lincoln, Korean, WWII + Wash. Monument-exterior |
| | 08:15 PM | Board buses: depart for hotel |
| <i>Fri.</i> 04/27 | 09:00 PM | Marriott Dulles Airport: Check In |
| | | 4 Private Security Officers on duty all night |
| | 06:30 AM | Marriott Dulles Airport: Full American breakfast buffet |
| | 07:45 AM | Board buses: depart hotel |
| | 08:30 AM | Pentagon 9/11 Memorial: to the 184 victims of the 2001 attack |
| | 10:00 AM | Smithsonian Museum: American History Museum exhibits |
| | 11:00 AM | Smithsonian Mall Cash Back: \$10 cash provided for lunch at one of the museums |
| | 01:30 PM | Holocaust Museum: Permanent Collection (arranged by CTA; pending) |
| | 03:45 PM | Smithsonian Museum: Air + Space Museum exhibits |
| | 05:15 PM | Pentagon City Mall Food Court: Dinner voucher provided |
| | 06:30 PM | Memorial Walking Tour: FDR Memorial |
| | 07:00 PM | Night Light Monument Tour: ML King, Jr. and Jefferson Memorials |
| | 08:30 PM | Board buses: return to hotel |
| <i>Sat.</i> 04/28 | | 4 Private Security Officers on duty all night |
| | 06:30 AM | Marriott Dulles Airport: Full American breakfast buffet |
| | 07:30 AM | Marriott Dulles Airport: Check Out |
| | 08:15 AM | Board buses: depart hotel |
| | 09:00 AM | Iwo Jima Memorial: National USMC Memorial |
| | 09:15 AM | Arlington Cemetery: Arrive security (no backpacks/food/weapons) - bring water! |
| | 10:15 AM | Arlington Cemetery: Walking tour (incl Kennedy graves and Tomb of Unknowns) |
| | 10:45 AM | Arlington Cemetery: Guard inspection of 4 student wreath layers |
| | 11:15 AM | Arlington Cemetery: Tomb of Unknowns student wreath laying ceremony (confd) |
| | 11:30 AM | Board buses: depart for home |
| | 01:00 PM | Lunch: buses rotate bet. MD House, DE House + Chesapeake House (\$10 cash provided) |
| | 02:30 PM | Delaware Welcome Ctr: Drop off CTA Trip Director(s) |
| | 06:30 PM | Bus drop off at Longwood JHS |

Time and order of activities may change during the trip; items marked pending awaiting final confirmation.

Trip Parent Meeting at 7:00pm Thu., October 19, 2017 in Longwood Jr. H.S.

Prepared for Longwood Junior High School by Valerie Phillips at CTA on October 18, 2017