



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

Demarest Middle School

Washington, DC · May 24, 2016 - May 26, 2016

Dear Demarest Middle School Parents:

CTA is proud to coordinate your child's trip to Washington, DC.

Since 1982, NJ 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 11/04/15]

-Online Registration (via our secure website)

Visit www.CTAfieldtrips.com

Click on "Register/Make Trip Payment"

Enter Trip Code " **PeREGse7** " (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

Demarest Middle 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 04, 2015.



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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 **PeREGse7**

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 (\$684 enclosed) No ICW, Full Payment (\$639 enclosed)

Yes ICW, Installment payments (\$175 enclosed) No ICW, Installment payments (\$130 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 \$170.00 by 12/04/15 , \$170.00 by 02/12/16 and Final Balance by 03/18/16.

Registration and payment deadline: 11/04/15; 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 **PeREGse7**

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 (\$45.00)

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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 "**PeREGse7**" (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 : May 24, 2016 - May 26, 2016
Demarest Middle School

<i>Tue.</i> 05/24	05:45 AM	Meet 2 buses from J+R Tours at Demarest Middle School (relief drivers meet en route)
	06:00 AM	Prompt Departure: from school
	09:15 AM	Maryland House I-95 plaza: Meet CTA Trip Director(s) and relief driver(s); reserve right front aisle seat
	11:00 AM	Union Station Food Voucher: provided for lunch
	12:15 PM	Arlington Cemetery: Walking tour (incl Kennedy graves and Tomb of Unknowns)
	02:15 PM	Iwo Jima Memorial: Drive by the National USMC Memorial
	02:45 PM	U.S. Capitol Building: Arrive security (no backpacks/food/liquid/gel/sharp~pointed items)
	03:30 PM	U.S. Capitol Building: Guided tour [arranged by CTA; pending]
	05:00 PM	Pentagon City Mall: time to shop and browse at individual expense
	06:00 PM	Pentagon City Mall Food Voucher: dinner voucher provided
	07:00 PM	DC By Foot: Lincoln Assassination Walking Tour
	08:30 PM	Night Light Monument Tour: Lincoln, Korean War + WWII Memorials
	10:30 PM	Marriott at Fair Oaks: Check In
		2 Private Security Officers on duty all night (every student floor)
<i>Wed.</i> 05/25	07:00 AM	Marriott at Fair Oaks: Full American Breakfast included
	07:45 AM	Meet bus(es): depart hotel
	08:30 AM	Pentagon 9/11 Memorial: to the 184 victims of the 2001 attack
	09:45 AM	White House: Photo stop (exterior)
	10:15 AM	Smithsonian Museum: American and Natural History Museums
	12:00 PM	Lunch: at individual expense
	01:15 PM	Group Photo DC - US Capitol: Panoramic group photo (included)
	01:45 PM	Holocaust Memorial Museum: Permanent Collection (arranged by CTA; pending)
	03:45 PM	Memorial Walking Tour: FDR, Jefferson and ML King, Jr.
	05:15 PM	Meet bus(es): return to hotel with time to freshen up for evening activity
07:00 PM	Student Dinner Theater-DC-Fairfax: Game Show Mania and DJ (with dinner)	
07:00 PM	Student Dinner Theater-DC-Fairfax: Buffet dinner: salad, bread, chick. picata, stuffed shells, veggies, cookies, brownies, and beverage	
	2 Private Security Officers on duty all night (every student floor)	
<i>Thu.</i> 05/26	07:00 AM	Marriott at Fair Oaks: Full American Breakfast included
	08:00 AM	Marriott at Fair Oaks: Check Out
	08:15 AM	Meet bus(es): depart hotel
	09:00 AM	Vietnam Veterans Memorial: Includes CTA rubbing activity
	09:45 AM	Washington Monument: Exterior visit
	10:15 AM	International Spy Museum: Admission
	11:30 AM	Meet bus(es): depart for home
	01:00 PM	Maryland House I-95 plaza: lunch at individual expense; CTA Trip Directors depart
	05:30 PM	Bus drop off at Demarest Middle School

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

Trip Parent Meeting at 6:30 PM Wed., October 21, 2015 in Demarest MS

Prepared for Demarest Middle School by Eileen Fechtmann at CTA on October 5, 2015