



Little Red School House & Elisabeth Irwin High School

Friday, May 2, 2008

Dear Soon-to-be-Seventh Grade Families:

Before you know it, students will be packing and hitting the road for the annual seventh grade trip to Williamsburg and Jamestown, Virginia, which is scheduled for the week of October 20th.

The attached form provides information about payment for the trip. **Please note that payment should be made directly to New Century Tours (NCT) who are handling the tour for us and NOT to LREI.** You can pay the full tour amount (\$675) in one payment or you can pay the deposit fee (\$150) and make installment payments for the remaining amount. Deposits are due to NCT by June 1, 2008, and full payment must be made by September 1, 2008.

Unless you indicate "No" on the payment form, you will automatically be enrolled in NCT's "Full Refund Guarantee Program," which is an additional cost of \$100.

If you have any questions about payment, please do not hesitate to contact Michel De Konkoly Thege or me.

We look forward to your child's participation in this important component of the middle school educational experience. Additional information about the trip will be forthcoming and we will schedule a parent meeting in October to discuss the trip.

Sincerely,

A handwritten signature in black ink that reads 'Mark Silberberg'. The signature is written in a cursive, slightly slanted style.

Mark Silberberg  
Middle School Principal

Dear Parents and Students:

As part of the seventh grade core curriculum, the seventh graders will be making their annual trip to Williamsburg, VA in October 2008. Your child will experience firsthand our nation's history during one of the most interesting periods in our nation's history. The company LREI has chosen to plan this historical adventure is New Century Tours. New Century Tours "On-Tour Experts" carefully plan each detail of the trip to ensure that students learn in a safe and fun environment.



The tour will be four days and four nights in duration. We will depart from the school on Monday morning, October 20th via deluxe motor coach bound for Williamsburg, VA. We'll spend four days sightseeing in and around Williamsburg, VA. We will return home Friday afternoon, October 24th. Parents will be provided detailed information regarding the full itinerary and school trip policies and procedures in a final letter prior to departure.

A chaperone ratio of approximately one adult per ten participants will be maintained. This tour is school-sponsored and affiliated, and will be chaperoned by the core teachers along with other middle school faculty members.. In addition, New Century Tours staff will be on call 24 hours and provide nighttime security at the hotel from late evening to early morning.

The cost of the tour is \$675 per student (4 per room). This figure includes: round trip ground transportation, lodging, complete sightseeing each day, all meals, nighttime security, comprehensive insurance (accident and illness), and evening activities (a night tour and social-recreational activities).

The tour will provide a valuable insight into our nation's heritage for all participants. This letter should answer most of your questions regarding payment and NCT. If additional questions arise, please call me at school at (212) 477-5316, call New Century Tours during regular business hours at (410) 573-2360 ET, or visit New Century Tours on the web at www.nctours.com.

Mark Silberberg, Middle School Principal

REGISTRATION and PAYMENT PLAN: Complete the registration form at the bottom, detach, and mail with the deposit amount of \$150 to New Century Tours, Inc. at the address listed below Final payments must be received by September 1, 2008. If you use your credit card, the total tour price of \$675 will be charged at the time of registration unless "Deposit Amount" is indicated on the registration form. PLEASE NOTE: There will be a \$40 service charge for checks returned by your bank for any reason. Any questions about payments should be directed to Mark Silberberg or Michel de Konkoly Thege.

The Full Refund Guarantee Program is in addition to the tour price stated above. Please refer to the General Terms and Conditions on the back of this registration form. You will automatically be enrolled in this program unless you check the box on the registration form.

Please make all checks payable to New Century Tours, Inc.

Mail payments to: New Century Tours – 147 Old Solomons Island Road, 4th Floor, Annapolis, MD 21401. Your canceled check is your receipt.

(Detach and Return)

REGISTRATION FORM (PLEASE PRINT)

Male [ ] Female [ ] Student [ ] Adult [ ]

Name of Group: LRSH

Tour ID 76308

Registration Information

Tour Participant's Name \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Father's work or cell # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mother's work or cell # \_\_\_\_\_

Home Phone # \_\_\_\_\_

Parent Email \_\_\_\_\_

Signature \_\_\_\_\_

(By signing here, you agree to the General Terms and Conditions on the reverse side of this form)

[ ] No, I do not want to purchase the Full Refund Guarantee Program

(see next page) trip insurance for \$100. I understand that my decision is final, and that I may lose up to 100% of the tour price if I must cancel.

THIS BOX IS FOR CREDIT CARD USERS ONLY. Includes fields for VISA/MasterCard, Card Security Code (CSC), Card Issued to, Expiration, Amount to be Charged, Cardholder's Signature, and For Office Use Only.

*Jamestown  
Colonial Williamsburg*

*Shirley Plantation  
Yorktown Victory*

**Included are a mixture of hot, buffet-style breakfasts; food courts, fast-food or cafeteria style lunches & dinners.**

### **GENERAL TERMS & CONDITIONS**

**New Century Tours, Inc. Insurance Resume:** Accident, illness, and accident-related dental insurance coverage are provided for all participants. Limits per single occurrence are: \$5,000.00 for accident, \$1,500.00 for illness and \$750.00 for accident-related dental. Any charges not covered by insurance are the responsibility of the participant. Pre-existing conditions and air travel are not covered under this policy. Participating enterprises all maintain insurance coverage. New Century Tours, Inc. also maintains comprehensive general liability insurance. New Century Tours, Inc. is a proud member of the National Tour Association (NTA) and the Student & Youth Travel Association (SYTA).

**Price Guarantee:** The tour price quoted is fully guaranteed by New Century Tours, Inc. for all groups which meet the group size requirements detailed on the front of this letter. Groups NOT meeting the group size requirement are subject to an increase in the tour price. EXCEPTIONS to the tour price guarantee also include the unlikely event of an imposed increase in air, rail, or motorcoach fare due to circumstances beyond New Century Tours' direct control (fuel surcharges, departure taxes, etc.).

**Supervision/Behavior while on Tour:** Rules for behavior will be established by the chaperones and passed on to the students. Any violation of these rules could result in the student being sent home at the parent's expense and waiving any right for a refund. To make the trip as enjoyable and safe as possible, each participant is expected to exhibit responsible behavior at all times.

**Standard Cancellation Policy:** All cancellation/refund requests must be made in writing to New Century Tours, Inc., 147 Old Solomons Island Road, 4<sup>th</sup> Floor, Annapolis, MD 21401 or by email to [zcancelme@nctours.com](mailto:zcancelme@nctours.com) - and must include the registrant's name, complete address and account number. **Non-Participants in Refund Guarantee Program** - If your cancellation letter is postmarked more than 60 days prior to the group's departure, New Century Tours will retain the deposit amount; if your cancellation is postmarked 45-60 days prior to the group's departure, NCT will retain 50% of the total tour price; if your cancellation is postmarked 44 days or less prior to the group's departure, NCT will retain 100% of the tour price. **Enrollment in the Refund Guarantee Program** - You will receive a refund, minus the cost of this program (and any other non-refundable fees), if you cancel at any time prior to departure for any reason. Tour dates are sometimes changed, due to canceled flights, airline strikes, unavailable flights, etc. If your tour dates are changed by New Century Tours, and you find it necessary to cancel because of this date change, you will be allowed to receive a full refund if your letter of cancellation is postmarked no more than 14 days after the date change is announced. Your letter must state that the date change is your reason for canceling. Reservations are not transferable at any time. Money is refunded to the original payer. Refunds will be processed each week with a two week turnaround time. Fees for late payments, late registration, service and handling fees, returned checks and merchandise are not refundable. Exceptions to our refund policy are not made.

**General Policy:** We accept MasterCard and Visa. No personal/business checks will be accepted after the final payment deadline. If your balance is not paid in full by the final payment deadline, a \$35.00 late fee will be assessed to your account. Any checks returned by your bank, for any reason, will result in a \$40.00 service charge. New Century Tours reserves the right to make additions or deletions in the program when deemed advisable for the well being of the group or changes in circumstances. The right is further reserved to refuse or accept any person as a member of the group. New Century Tours does not accept responsibility for lost or stolen items. Any likeness (video or film) taken of a tour participant or any statement or comment made by a participant of a tour with New Century Tours may be used in materials published by New Century Tours without compensation. Due to the nature of group travel, deviated flights, extended stays and frequent flyer miles are not available to participants. If payment in full is not received by the final payment deadline, as stated in the registration letter, your tour space is not guaranteed. Students are placed four to a room. Unless otherwise noted on the registration form, adults will be registered and invoiced two to a room. ***Additional charges apply for adults: 15% of student price for triple occupancy; 20% of student price for double occupancy; 30% of student price for single occupancy.***

**Arbitration:** Upon demand of any party, whether made before or after the institution of any judicial proceeding, any claim or controversy concerning, arising out of, or related to the trip, including airfare and accommodations, and any and all services booked through New Century Tours, shall be settled by binding arbitration in Annapolis, Maryland, in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and any judgment upon the award rendered by the arbitrator(s) may be entered in any court in Annapolis, Maryland, having jurisdiction thereof.

**Consumer Disclosure Notice:** Please read the General Terms & Conditions carefully, as your deposit payment on a trip signifies acceptance of them. These trips are arranged by New Century Tours, Inc. (NCT). NCT has made the travel arrangements as agent for the transportation carriers & other suppliers (SUPS) of services connected with the tour, all of which are independent contractors. NCT in no way owns or operates the vehicles or facilities to be used during the trip and does not guarantee performance by, or assume responsibility for the acts &/or omissions of SUPS, their employees, agents, etc. All bookings are accepted subject to the conditions imposed by SUPS & NCT, including but not limited to, the airline, cruise line, rail, coach, hotel, restaurants, insurance & other companies, firms or persons concerned with the trip. NCT will make no refund in the event of their delay, cancellations, overbooking, strike, force majeure or for elements of the package not used by customer. If there is a difference between NCT conditions and those published by a SUP, the conditions of SUP shall apply. Price quoted is per person quad occupancy. NCT reserves the right to cancel a trip, change the itinerary or adjust rates whenever in its sole judgment conditions warrant, or if NCT deems it necessary for your comfort, convenience or safety. NCT reserves the right to correct an error in the advertised price prior to your departure. Trips outside the USA require a valid US passport or other acceptable forms of citizenship proof. You are responsible for, and release NCT from, passport, visa, vaccination requirements & safety conditions in travel destinations. For medical info. call Public Health at 301-433-2403, and for travel advisories US State Dept. at 202-647-5225, [www.state.gov](http://www.state.gov). A contract is made when your reservation and payment are accepted by NCT in its home office in Annapolis, MD. In calculating the cost of your trip, NCT has relied on your consent to these terms and in the absence of this release, the trip cost would have been higher.

#### **Refund Guarantee Program (RGP):**

For your convenience, you will be registered in the Refund Guarantee Program upon registration. This program is an additional fee and is *not* included in the tour price. The RGP is only available upon registration and this additional fee will be added to the tour price on your first invoice. Participation in this program is optional. It is designed to guarantee a refund, minus the cost of this program, if it is necessary to cancel at any time prior to departure for any reason (by you, the trip coordinator, school or school administration). The cost of the program varies by tour price: \$75 if the tour price is \$399 or less; \$85 if the tour price is \$400-\$599; \$100 if the tour price is \$600-\$799; \$110 if the tour price is \$800-\$999; \$125 if the tour price is \$1,000-\$1,199; \$135 if the tour price is \$1,200-\$1,499; \$155 if the tour price is \$1,500-\$1,699; \$180 if the tour price is \$1,700-\$1,899; and \$195 if the tour price is \$1,900 or more. You may elect not to be enrolled in this program by checking the designated box below.

***We highly recommend participating in the RGP for PEACE OF MIND and protection of your investment.***

#### **Cancellation Policy for Non-Participant in the Refund Guarantee Program:**

All cancellation/refund requests must be made in writing to New Century Tours, Inc., 147 Old Solomons Island Road, 4<sup>th</sup> Floor, Annapolis, MD 21401 or by email to [zcancelme@nctours.com](mailto:zcancelme@nctours.com) - and must include the registrant's name, complete address and account number. Upon cancellation, New Century Tours will retain the deposit amount if your letter is postmarked more than 60 days prior to the group's departure; 50% of the total tour price if your cancellation is postmarked 45-60 days prior to group's departure; or 100% of the total tour price if your cancellation is postmarked 44 days or less prior to group's departure.