

CAPITAL TOURS, INC.

200 Merrimack Street, Suite 401 • Haverhill, Massachusetts 01830 • Tel. (978) 373-9140

www.capitaltours.net

Dear Parents:

Capital Tours, Inc., in conjunction with Windham Middle School, is pleased to announce our 2012 tour to Washington, DC/Gettysburg.

Students and chaperones will depart from the school on Monday, April 30, 2012 at 6:00 AM and will return to the school on Friday, May 4, 2012 at approximately 10:30 PM. This tour will be conducted by an experienced tour escort. Twelve meals, transportation, lodging, admissions, guide fees, escort services, evening activities, group trip cancellation insurance, hotel/restaurant taxes and tips are included in the tour rate. In addition, security officers will be hired to provide extra security for the group each of the four nights they are at the hotels. Although a sample itinerary is attached, below are listed some of the highlights as well as the features offered by the contract with Capital Tours, Inc.:

- Fully escorted tour from arrival the first day through departure the last.
- Accommodations at the Comfort Inn Pentagon - Arlington, VA with private bath, color TV, air conditioned on a quadruple occupancy basis for students, double occupancy basis for adults.
- While in Washington, DC/Gettysburg transportation will be aboard deluxe motor coach service, air conditioned with lavatory facilities.
- Capital Tours, Inc. maintains liability insurance as required by N.T.A. Each member of your group is covered for up to \$5,000.00 for accidental medical, \$2,000.00 for medical and hospital expense due to illness, up to \$5,000.00 accidental death and dismemberment and \$1,000.00 for accidental dental.

The cost for this tour, including transportation, is \$794.00 per student, based on capacity for the motor coaches. Deadline for registration has been established for **December 1, 2011**.

To register, please complete the attached registration form and return it with a **\$300.00 deposit (of which \$140.00 is non-refundable)** in the attached envelope by **December 1, 2011**. Final payment of **\$494.00** is due on **March 16, 2012**. Please make all checks payable to **Capital Tours, Inc.** and MAIL to:

Capital Tours, Inc.
200 Merrimack Street, Suite 401
Haverhill, MA 01830

Parents wishing to pay by credit card or via their Pay Pal account must first register their child using the attached registration card. You will be contacted via e-mail to make your payment securely online. Registration will be not considered complete until the deposit payment is received by Capital Tours, Inc.

If you have any payment questions, please contact Capital Tours, Inc. Monday through Friday from 9:00 AM to 4:00 PM. **PLEASE DO NOT FORWARD PAYMENTS TO THE SCHOOL.**

CANCELLATION POLICY: Cancellations postmarked prior to March 16, 2012 - full refund, less \$140.00. Cancellations postmarked after March 16, 2012 will be subject to ADDITIONAL expenses incurred.

PLEASE NOTE: There will be a \$10.00 fee for checks returned for any reason.