

WINDHAM MIDDLE SCHOOL WASHINGTON, D.C. 8TH GRADE CLASS TRIP



USEFUL INFORMATION 2012 TRIP

INFORMATION: All information about the class trip will be posted on the Windham School District web site. All forms that are sent home will be available there, along with updates on the trip's progress and fundraiser. The web address is: www.windhamsd.org, once you have arrived at this site, click on "Middle School", then "Our School", then "Eighth Grade". You will find a links to the different pages that have been posted related to the Washington, D.C. Trip information.

EMAIL: We are hoping to communicate with as many parents as possible via email. We will notify you when new things have been posted to the web site or when certain deadlines are approaching. Announcements will be made and flyers will go home with students. Realizing the inconsistency with which paperwork reaches home sometimes, we are determined to make the information available to you in more than one way. Please be certain to include your email address or addresses on the "School Registration Form."

TRIP QUESTIONS: If you have questions regarding the trip please contact Mr. Chaput. Email is the most efficient way (mchaput@windhamsd.org); however, you can call the school directly (893-2636 ext. 55203) and leave a message for him.

PAYMENT QUESTIONS: Payments for the trip will be made **directly to Capital tours**
1st payment of \$300 Thursday, December 1st 2011
2nd payment of \$494 Fri. March 16th, 2012

GROUP CANCELLATION INSURANCE: Included in the price of the trip is insurance coverage in the event that the school or superintendent decides to cancel the trip due to a national security threat. This allows the trip to be cancelled right up to the day before it begins. All money would be returned to students, less the \$35 cost for the insurance. This insurance does not cover individuals canceling.

REFUND OF MONEY: At registration, there is a \$140, non-refundable deposit (unless the group cancels the trip, in which case all money with the exception of \$35 would be returned.) Students canceling their trip prior to March 16, 2012 will receive a full refund, less the \$140 deposit. Students canceling after March 16, 2012 will receive a refund based less the deposit and any expenses that have already been incurred by Capital Tours. You may cancel your trip by calling Capital Tours directly at 978-373-9140. Cancellations in writing must be postmarked prior to March 16, 2012. Please notify your child's homeroom teacher as well.

ITINERARY: Please refer to the Capital Tours Itinerary sheet. The itinerary needs to be flexible based on the weather and the events happening in the city during our visit.

TRIP TIMELINE: Monday, April 30th, 6:00 a.m. departure, to Friday, May 4th estimated arrival is 10:30 p.m. This is the week following April vacation.

TRIP COST: The trip will cost \$794 per student. This includes transportation, hotel accommodations, 12 meals, entrance into all activities, group trip cancellation insurance and tips for the bus driver, tour guide and hotel room attendants. The only things not included are two meals (lunch on the way to D.C. and dinner on the way home from D.C.) and spending money for snacks and souvenirs.

FINANCIAL AID: We want all students who would like to go to Washington, D.C. to be able to go and do not want financial restrictions to be an issue. Please mail the financial aid form to Marty Chaput at the school by October 20, 2011. Please contact Mr. Chaput if you have concerns related to this matter (mchaput@windhamsd.org).

FUNDRAISING: We have been given permission to have one fundraiser to help students defray the cost of their trip. This will only occur if a few parents step up to the plate to coordinate it. Last year a very successful raffle calendar card was sold and many students were able to pay for part of their trip this way. Alternate fundraiser ideas could be chosen, depending on what parents want to do. Please indicate your interest in helping out with this on the yellow registration form. It is important to note that any funds raised, above and beyond the \$794 trip cost, will be donated into the DC scholarship fund. If a student is prohibited from the trip, at any time, due to a grade or discipline issue, any money that student has earned through the fundraiser **will not** be refunded to the student, but will be donated to the DC scholarship fund.

HOTEL ACCOMMODATIONS: We will be staying at the Comfort Inn Pentagon Hotel in Arlington, Virginia. You can find out more about the hotel by going to the following web site; <http://www.yourdchotels.com/html/pentagon-hotel-washington-dc.asp>. Even though there is a swimming pool at the hotel, it will not be open until Memorial Day weekend, lessening the concern of pool related safety issues.

ROOMMATES: All rooms are quad occupancy. Sometime in early February students will fill out a request form related to roommates. It is our goal that all students will be able to room with at least one friend. We will have rooming lists ready by the middle of March.