

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 Diamond Middle School, is pleased to announce our 2019 tour to Washington, DC. Students and chaperones will depart from the airport on Tuesday, April 9, 2019 and will return to the airport on Friday, April 12, 2019. While in Washington, their tour will be conducted by an experienced tour escort. Nine meals, transportation, lodging, admissions, guide fees, escort services, complete insurance (see below), evening activities, 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 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 Arlington Court Suites, Arlington, VA with private bath, air conditioned on a **quadruple occupancy basis for students, double occupancy basis for adults.**
- * While in Washington, 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 \$3,000.00 accidental death and dismemberment and \$1,000.00 for accidental dental.

The cost for this tour, including airfare, is **\$1216.00* per student.**

The registration date of **November 1, 2018** has been established.

Any luggage fees that are charged by the airlines are the responsibility of each participant.

***(the tour cost is estimated at this time and may be subject to change, once airfare has been confirmed)**

TO REGISTER: Please complete the attached registration card and return it with a **\$250.00 deposit (\$125.00 is non-refundable)** by **November 1, 2018** **OR** you can go to www.capitaltours.net and register on-line. The second payment of **\$300.00** is due on **January 11, 2019**, with the final payment of **\$666.00** due on **February 15, 2019.**

DEPOSITS & SCHEDULED PAYMENTS MUST BE PAID IN ORDER TO CONFIRM YOUR CHILD'S PARTICIPATION

Please make all checks payable to **Capital Tours, Inc.** and **MAIL** to:

Capital Tours, Inc.

200 Merrimack Street, Suite 401

Haverhill, MA 01830

If you have any questions, please contact Ms. Elizabeth Sharp at Diamond Middle School or call Capital Tours, Inc. Monday through Friday from 9:00 AM to 4:00 PM. **PLEASE DO NOT FORWARD PAYMENTS TO THE SCHOOL.**

Parents wishing to pay by credit card or via their Pay Pal account **must first register their child.** You will then receive an e-mail confirming your child is registered. **Once you receive the second email containing your log-in information you will be able to make your payment securely online, by logging onto www.mycapitaltours.com.**

PLEASE NOTE: If the deposit amount is not received - the registration will be considered incomplete.

An optional TRAVEL PROTECTION PLAN is provided by Travel Insured International for an additional fee of \$61.50. The cutoff date to purchase the Travel Protection Plan is January 4, 2019. Please contact Capital Tours at 978-373-9140 if you choose this option or check the box on the registration card.

PLEASE NOTE: The following cancellation policy will be strictly adhered to:

Cancellations postmarked prior to February 15, 2019 - forfeiture of \$125.00, plus any non-refundable portion of the airfare. Cancellations after February 15, 2019 will be subject to additional expenses incurred.

THERE WILL BE NO REFUNDS FOR CANCELLATIONS WITHIN TWO WEEKS OF THE TRIP DEPARTURE DATE.

PLEASE NOTE: There will be a \$20.00 fee for checks returned for any reason. Capital Tours is not responsible for items left at the hotels or on the motor coaches.

CAPITAL TOURS, INC.

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

www.capitaltours.net

**** Capital Tours reserves the right to modify the trip cost should the number of paying students (per bus) deviate significantly either higher or lower, or in the event that motor coach fuel prices increase sufficiently to cause a fuel adjustment to the motor coach portion of the trip.**

Disclaimer: Capital Tours, Inc. (Capital Tours) acts as a sales agent for any airline, hotel, car-rental company, tour operator, cruise line, or other service provider contracted on behalf of your school or group ("Suppliers"). Capital Tours, Inc. is not responsible for acts or omissions of the Suppliers or their failure to provide services or adhere to their own schedules.

Capital Tours, Inc. assumes no responsibility for and shall not be liable for any refund, personal injury, property damage, or other loss, accident, delay, inconvenience, or irregularity which may be caused by: (1) any defaults, wrongful or negligent acts, or omissions of the Suppliers; (2) any defect in or failure of any vehicle, craft, equipment, or instrumentality owned, operated, or otherwise used or provided by the Suppliers; (3) any wrongful or negligent acts or omissions on the part of any other party not under Capital Tours' control; (4) severe weather; and (5) any Supplier price drop after your travel arrangements have been confirmed, paid in full, or ticketed. You hereby release Capital Tours from all claims arising out of any problem covered in this paragraph.

For your protection, we strongly recommend that you purchase trip cancellation and travel accident insurance. However, no representation or description of the insurance made by our staff constitutes a binding assurance or promise about the insurance.

CAPITAL TOURS, INC.

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

www.capitaltours.net

September 17, 2018

DIAMOND MIDDLE SCHOOL "PROPOSED" WASHINGTON, DC ITINERARY

Day 1		
Tuesday	TBA	Groups to depart area airports
April 9, 2019		All groups arrive in DC and meet with escorts and buses
	5:00 PM	Dinner at Pentagon City Mall, walk to Pentagon Memorial
	7:30 PM	Lincoln Memorial, Vietnam Memorial, Korean War Veterans Memorial
	8:30 PM	Check in at the Arlington Court Suites*
Day 2	7:00 AM	Breakfast at the hotel
Wednesday	9:00 AM	Group picture at the Capitol Building, U.S. Capitol Building (if available), Library of Congress, U.S. Supreme Court
April 10, 2019	10:45 AM	National Air & Space Museum
		Lunch (\$15 stipend) to be used at one of the following options: Union Station, L'Enfant Plaza, Food Trucks, Cascades Café in the National Gallery of Art, National Air & Space Museum
	1:30 PM	National Cathedral (drive-by), Embassy Row
	2:30 PM	Newseum
	5:00 PM	Return to the hotel
	7:00 PM	Student Moonlight Dance Cruise on the Cherry Blossom with pizza
Day 3	7:00 AM	Breakfast at the hotel
Thursday	8:30 AM	Arlington National Cemetery, Iwo Jima Memorial
April 11, 2019	11:00 AM	Lunch at the Ronald Reagan Building
	12:45 PM	National Museum of African American History & Culture Appointments
	3:00 PM	White House for picture taking, World War II Memorial
	4:30 PM	Dinner at Buca di Beppo - 4 Buses
	6:00 PM	Dinner at Buca di Beppo - 2 Buses
	7:00 PM	Jefferson Memorial, FDR Memorial, Martin Luther King, Jr. Memorial
Day 4	7:30 AM	Breakfast at the hotel and check out
Friday	9:00 AM	National Zoological Park
April 12, 2019	11:30 AM	Sightseeing on the Smithsonian Mall with lunch at the groups convenience - \$15 stipend to be provided. During this time, Capital Tours recommends visiting the following museums which have been of the greatest interest to students: Museum Natural History, Museum of American History, National Archives (if available), U.S. Holocaust Museum - Daniel's Story
<u>Depart for the Airport:</u>	TBA	

* Arlington Court Suites
1200 N. Courthouse Road
Arlington, VA 22201 Tel. (703) 524-4000

CAPITAL TOURS, INC.

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

www.capitaltours.net

IMPORTANT INFORMATION

PLEASE WRITE DOWN THE FOLLOWING INFORMATION, YOU WILL NEED IT EVERY TIME YOU LOG ON TO **mycapitaltours.com** to make a payment or to check your balance.

USER NAME: _____

PASSWORD: _____

The user name and password were sent automatically to the email you used to register. If you did not get it within 48 hours, please check your spam or junk file. The email will come from office@capitaltours.net. If you still do not have it, call Capital Tours 978-373-9140.

PLEASE DO NOT REGISTER MORE THAN ONCE. DO NOT REGISTER USING MORE THAN ONE EMAIL ADDRESS, THIS WILL RESULT IN A DOUBLE REGISTRATION.

When making a payment online, please make sure you fill in the amount you wish to pay, in the To Pay box.

STUDENT DELUXE



TRAVEL INSURED INTERNATIONAL
A CRUM & FORSTER COMPANY

GROUP TRAVEL PROTECTION

SCHEDULE OF INSURANCE COVERAGE AND OTHER NON-INSURANCE SERVICES

	Trip Cost*
Trip Cancellation**	Trip Cost*
Trip Interruption**	150% of Trip Cost*
Trip Delay - 6 hours	\$750 (\$150/day)
Missed Connection - 3 hours	\$500
Baggage/Personal Effects	\$1,500
Baggage Delay - 24 hours	\$300
Accident & Sickness Medical Expense	\$25,000
Emergency Evacuation & Repatriation	\$100,000
Non-Insurance Worldwide	Included
Emergency Assistance Services	Included
Cancel for Any Reason (CFAR)***	Optional

* Up to the lesser of the Trip Cost paid or the limit of Coverage for which benefits are requested and the appropriate plan cost has been paid. Maximum limit of \$10,000

** For \$0 Trip Cost, there is no Trip Cancellation and Trip Interruption is limited to \$500 return air only

*** CFAR coverage is 75% of the nonrefundable trip cost. CFAR is optional and available for individuals or your entire group. Trip cancellation must be 48 hours or more prior to scheduled departure. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. This benefit is not available to residents of New York State.

PER PERSON RATES

Cost of Trip	With CFAR*	Cost of Trip	With CFAR*
\$0	N/A	\$4001 - \$4500	\$181.50
\$1 - \$200	\$18.00	\$4501 - \$5000	\$202.50
\$201 - \$400	\$25.50	\$5001 - \$5500	\$223.50
\$401 - \$600	\$31.50	\$5501 - \$6000	\$244.50
\$601 - \$800	\$37.50	\$6001 - \$6500	\$265.50
\$801 - \$1000	\$45.00	\$6501 - \$7000	\$285.00
\$1001 - \$1500	\$61.50	\$7001 - \$7500	\$306.00
\$1501 - \$2000	\$81.00	\$7501 - \$8000	\$327.00
\$2001 - \$2500	\$102.00	\$8001 - \$8500	\$349.50
\$2501 - \$3000	\$121.50	\$8501 - \$9000	\$370.50
\$3001 - \$3500	\$141.00	\$9001 - \$10000	\$391.50
\$3501 - \$4000	\$162.00		

The above rates are for trips up to 30 days - for each day over 30 add \$3.00 per person per day.

*Cancel For Any Reason (CFAR) benefit not available to residents of New York State

All of the above rates are for the plan which includes insurance and non-insurance services.

CAPITAL  TOURS, INC.

PAYMENT INFO:

To purchase the Travel Insured Student Deluxe Protection Plan with Cancel for Any Reason, please mail this form with a check to:

CAPITAL TOURS, INC.
200 MERRIMACK STREET, SUITE 401
HAVERHILL, MASSACHUSETTS 01830
(978) 373-9140

APPLICATION:

Applicant Name(s): _____

Trip Name: _____

Trip Dates: _____

Phone: _____

Email: _____

Trip Cost: _____

Premium Amount: _____

Parent/Guardian Signature _____

Travel Insured International®

P: 800-243-3174

www.travelinsured.com

GENERAL LIMITATIONS AND EXCLUSIONS

Insurance benefits are not payable for any loss due to, arising or resulting from: 1. suicide, attempted suicide or any intentionally self-inflicted injury of You, a Traveling Companion, Family Member or Business Partner booked to travel with You, while sane or insane; 2. an act of declared or undeclared war; 3. participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States, including the National Guard; 4. riding or driving in races, or speed or endurance competitions or events; 5. mountaineering (engaging in the sport of scaling mountains generally requiring the use of picks, ropes, or other special equipment); 6. participating as a member of a team in an organized sporting competition; 7. participating in bodily contact sports, skydiving or parachuting, hang gliding or bungee cord jumping; 8. piloting or learning to pilot or acting as a member of the crew of any aircraft; 9. being intoxicated, or under the influence of any controlled substance unless as administered or prescribed by a Legally Qualified Physician; 10. the commission of or attempt to commit a felony or being engaged in an illegal occupation; 11. normal childbirth or pregnancy (except Complications of Pregnancy) or voluntarily induced abortion; 12. dental treatment (except as coverage is otherwise specifically provided); 13. amounts which exceed the Maximum Benefit Amount for each coverage as shown in the Schedule of Benefits; 14. due to a Pre-Existing Condition, as defined in the Policy. The Pre-Existing Condition Limitation does not apply to the Emergency Medical Evacuation or return of remains coverage; 15. medical treatment during or arising from a Trip undertaken for the purpose or intent of securing medical treatment; 16. a mental or nervous condition, unless hospitalized for that condition while the Policy is in effect for You; 17. due to loss or damage (including death or injury) and any associated cost or expense resulting directly from the discharge, explosion or use of any device, weapon or material employing or involving chemical, biological, radiological or similar agents, whether in time of peace or war, and regardless of who commits the act and regardless of any other sequence thereto.

The following limitation applies to Trip Cancellation: All cancellations must be reported directly to the Travel Supplier within 72 hours of the event causing the need to cancel, unless the event prevents it, and then as soon as is reasonably possible. If the cancellation is not reported within the specified 72 hour period, the Company will not pay for additional charges, which would not have, been incurred had You notified the Travel Supplier in the specified period. If the event prevents You from reporting the cancellation, the 72-hour notice requirement does not apply; however, You must, if requested, provide proof that said event prevented him or her from reporting the cancellation within the specified period.

Additional Limitations and Exclusions Specific to Baggage and Personal Effects: Benefits are not payable for any loss caused by or resulting from: breakage of brittle or fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or custom's rule; theft or pilferage while left in any unlocked or unattended vehicle; property illegally acquired, kept, stored or transported; Your negligent acts or omissions; or property shipped as freight or shipped prior to the Scheduled Departure Date; or electrical current, including electric arcing that damages or destroys electrical devices or appliances.

Cancel For Any Reason Protection: Optional Coverage applies only when requested on the application and the appropriate additional plan cost has been paid. CFAR must be purchased at the time of plan purchase and with or prior to your final trip payment. If You purchase the Cancel For Any Reason protection and You cancel Your Trip for any reason not otherwise covered by this plan, the Insurer will reimburse You for up to 75% of the prepaid, forfeited, non-refundable payments or deposits You paid for Your Trip provided You cancel Your Trip more than 48 hours prior to Your Scheduled Departure Date. **This benefit is not available to residents of New York State.**

Purchase up to final Trip Payment for Pre-Existing Condition Waiver!

The Pre-Existing Condition Exclusion will be waived if the protection plan is purchased before final trip payment for the trip, for the full non-refundable cost of the trip and the booking for the covered trip is the first and only booking for this travel period and you are not disabled from travel at the time you pay the premium

This document contains highlights of the plan. The plan contains insurance benefits underwritten by the United States Fire Insurance Company. C&F and Crum & Forster are registered trademarks of United States Fire Insurance Company. The Crum & Forster group of companies is rated A (Excellent) by AM Best Company 2015. The plan also contains non-insurance Travel Assistance Services that are provided by an independent organization, and not by United States Fire Insurance Company or Travel Insured International. Coverages may vary and not all coverage is available in all jurisdictions.

Details of Coverage

Restrictions apply - see Plan Document for complete coverage details.

Travel Protection

Trip Cancellation/Trip Interruption

Provides reimbursement up to your full, prepaid, non-refundable trip cost when you are forced to cancel or interrupt due to:

- Unforeseen sickness, accidental injury or death, which occurs before departure. (Certain exclusions apply)
- Being Hijacked, quarantined, or having to serve on a jury or appear as a witness in court;
- Fire, flood, burglary or other Natural Disaster at your Primary Place of Residence or Destination;
- A documented theft of passports or visas;
- Being directly involved in a traffic accident while en route to Your scheduled point of departure;
- Bankruptcy or Default of an airline or cruise line
- Strike that causes a complete stop of services for at least 18 consecutive hours
- Inclement Weather that causes a complete stop of services for at least 18 consecutive hours
- Being the victim of a Felonious assault within 10 days of the Scheduled Departure Date;
- A Terrorist Incident*
- Your host being unable to accommodate you due to their death or life threatening illness/injury

* Terrorist Incident must occur within 30 days of Your Scheduled Departure Date in a city listed on the itinerary of Your Trip. This same city must not have experienced a Terrorist Incident within the 90 days prior to the Terrorist Incident that is causing Your cancellation of Your Trip. Benefits are not provided if the Travel Supplier offers a substitute itinerary;

Trip Delay

Reimburses up to \$150 per day when you are delayed en route to or from the covered Trip for 6 or more hours. Covered expenses include:

- Prepaid, unused, non-refundable land and water accommodations.
- Local transportation to join the Trip.
- Reasonable additional expenses incurred for meals and lodging.

Missed Connection

Reimburses up to \$500 in unplanned expenses to rejoin your trip when a 3-hour common carrier delay causes you to miss a cruise or tour departure. Expenses include reasonable accommodations, meal expenses, and non-refundable payments for the unused portion of Your Cruise or Trip. Coverage will not be provided to individuals who are able to meet their scheduled departure but cancel their Trip due to Inclement Weather.

Baggage Protection

Baggage/Personal Effects:

Reimburses for loss, theft, or damage to Baggage and Personal Effects up to the maximum benefit. Receipts are required for reimbursement.

Baggage Delay (Outward Journey Only):

Reimburses for expenses of necessary Personal Effects, if Your checked Baggage is delayed or misdirected for more than 24 hours from the time You arrive at the destination stated on the ticket, except travel to final destination or Your place of residence.

Emergency Accident and Sickness Medical Expense:

Up to \$25,000 to cover treatment costs when accident or illness strikes during the trip.

Covered Medical Expenses are necessary services and supplies which are recommended by the attending Physician. They include, but are not limited to:

- Services of a Physician;
- Charges for Hospital confinement and use of operating rooms; charges for anesthetics (including administration);
- X-ray examinations or treatments, laboratory tests; ambulance service; and drugs, medicines, prosthetic and therapeutic services and supplies.

Emergency Medical Evacuation/Repatriation:

Up to \$100,000 to transport you to nearest treatment by U.S. standards and return you home when able to fly.

All transportation must be authorized and arranged by the Assistance Company.

Non-Insurance Worldwide Emergency Assistance Services

The non-insurance Travel Assistance feature provides a variety of travel related services. Some of the services offered include:

- Medical or legal referral
- Hospital admission guarantee
- Translation service
- Lost Baggage retrieval
- Inoculation information
- Passport / visa information
- Emergency cash advance
- Prescription drug / eyeglass replacement
- Bail bond

REGISTRATION FORM

Name of Student _____ School Diamond Middle School
Home Address _____ DOB _____ State _____ Zip _____
City _____
Name of Parent _____ Parent Signature _____
Day Phone _____ Email Address _____

_____ Payment Enclosed _____ Payment will be made via credit card / PayPal account
_____ Registration will not be considered complete without payment of the initial deposit
_____ Please add Trip Protection coverage at a cost of \$61.50 and add this amount to my trip cost

Please make all checks payable to:
CAPITAL TOURS, INC.
200 Merrimack Street, Suite 401
Haverhill, MA 01830