

# HENDERSON COUNTY NORTH MIDDLE SCHOOL

**CHAD THOMPSON**  
Principal

**BRAD ARMSTEAD**  
YSC Coordinator

*"Striving For Excellence"*  
**1707 Second Street**  
**Henderson, Kentucky 42420**  
**(270) 831-5060**  
**Fax (270) 831-5064**  
**YSC (270) 831-5067**

**VELVET DOWDY**  
Assistant Principal

**BRANDY T. HALEY**  
Counselor

**BRUCE C. FARLEY**  
Counselor

September 15, 2012

Dr. Richey,

North Middle School's Education Travel is planning an educational and fun visit to New York City, New York, during spring break. We are requesting the school board's approval for this trip.

We plan to spend several days visiting various sites in New York. Our itinerary contains many ways for our students to discover, as well as learn about, the people, places, and events that have shaped our lives in the past and present. Our departure will be the afternoon of March 29<sup>th</sup>, 2013, and return on the morning of April 3<sup>rd</sup>, 2013. There will be 80 students and 10 chaperones.

We are not requesting any school or board funds.

Thank you for considering our request. Attached is a sample itinerary for you to view.

Respectfully yours,



Chad Thompson  
Principal



Elana Stone  
Educational Travel Director



# New York City

March 29<sup>h</sup> – April 3<sup>rd</sup>, 2013

Parents and students of North Middle School,

Close the History books! It is time to get out and discover more about the people, places, and events that have shaped our lives, as well as our world. We are planning an educational and fun visit to New York City.

We plan to spend several days visiting various sites in New York City. Your tour price of \$854 includes the following: round-trip transportation, lodging, most meals, night-time hotel security, licensed tour guide, and all daily and evening activities! Attached is a sample itinerary showing daily schedules and sights. Our planned departure date will be Friday afternoon, March 29<sup>th</sup>; and we will arrive home Wednesday morning, April 3<sup>rd</sup>.

The students will be accompanied by myself and adult chaperones at ALL times throughout the trip. In addition, the tour company will have a staff member available to our group in New York, and additional security personnel will be provided at our hotel each evening.

Complete the enclosed Enrollment Form along with your deposit check made payable to NORTH MIDDLE SCHOOL as soon as possible. Seats are reserved on a first come basis and the deadline is August 20<sup>th</sup>.

If you have any questions or concerns, please feel free to contact me.

Elana Stone, Educational Travel Leader

831-5060

DEPOSIT of \$150 due August 20, 2012 (DEPOSIT of \$270 due if adding insurance.)

1<sup>st</sup> payment of \$140.80 due September 17, 2012

2<sup>nd</sup> payment of \$140.80 due October 22, 2012.

3<sup>rd</sup> payment of \$140.80 due November 16, 2012.

4<sup>th</sup> payment of \$140.80 due December 14, 2012.

5<sup>th</sup> payment of \$140.80 due January 18, 2013.



# NEW YORK CITY

## March 30

Saturday

**HOTEL:**

**GUIDE:**

**MOTOR COACH:**

**EMERGENCY NO.:**

**DEPARTURE -- MARCH 29 - FRIDAY**

2:00p CT Coach spot time

2:45p Depart school parking lot

**Dinner (own expense)**

**ARRIVAL: MARCH 30 - SATURDAY**

7:00a ET Breakfast en route [at own expense]

10:00a Meet Son Tours Staff at Museum

Natural History Museum

12:00p Lunch at Museum [at own expense]

1:00p Meet Guide at Museum

Yankee Stadium

[Stop for photo op at stadium]

Cathedral of St. John the Divine

Manhem [drive-by]

Dinner at Dallas BBQ W 42nd St

6:30p Top of the Rock Appt at Rockefeller Ctr

Free time in Times Square

8:30p Depart for Hotel

9:00p Hotel check-in

10:00p Security arrives

## March 31

Sunday

6:15a Wake-up call

7:15a Depart hotel

8:00a Breakfast at Hard Rock Café

9:00a Meet Guides at HRC

9:30a Central Park

Strawberry Fields

Rockefeller Center

12:00p Lunch [at own expense]

St. Patrick's Cathedral

Radio City Music Hall

Dinner at Sbarro's

6:00p Guides depart

7:00p Broadway Show

10:00p Security arrives

## April 1

Monday

5:00a Wake up call

6:00a Depart hotel

7:00a Watch taping of *Today Show*

[bring school sign]

8:45a Hot breakfast at Variety Café

[near Battery Park]

9:30a Meet Guides at Variety Café

Ground Zero

10:00a Visit to Wall Street

Greenwich Village

12:30p Lunch at South St Seaport

[at own expense]

2:00p Ferry to the Statue of Liberty

Ellis Island

911 Memorial

Chinatown

Little Italy

Dinner at Bubba Gumps Times Square

Free time

6:00p Depart for hotel

9:00p Security arrives

10:00p

## April 2

Tuesday

6:15a Wake-up call

7:15a Load Luggage on Coach

7:30a Depart Hotel

8:30a Breakfast at Sbarro's [49th & Broadway]

9:15a Meet Guides at Sbarro's

10:00a Tenement Museum

12:30p Lunch at South Street Seaport

[at own expense]

1:30p Walk Across the Brooklyn Bridge

3:00p Brief stop at The Pickle Guy

[49 Essex Street]

5:00p Dinner at Bocca's

5:15p Guides depart

6:00p EDT Depart for school

**ARRIVAL HOME -- APRIL 3 - WEDNESDAY**

9:00a CT Arrive North Middle School

[approximate]



# NEW YORK CITY



# ENROLLMENT FORM

GROUP: North Middle School [NYC]

Participant's Full Name \_\_\_\_\_  Male  Female  Student  Adult

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

Parent/Guardian Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Cell/Work Ph \_\_\_\_\_ Mother's Cell/Work Ph \_\_\_\_\_

Parent's Email \_\_\_\_\_ Participant's Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Return this form to Ms Stone along with your check made payable to: North Middle School

## HASSLE FREE REFUND PROVISION

**Hassle Free Refund (HFR) Benefits:** For your protection, you are automatically included in the HFR upon your Enrollment. The additional non-refundable fee for this provision — \$120 — has been added to the trip price on your initial deposit. Participation in this provision **IS OPTIONAL**. This provision protects your payments and provides a total refund (minus the HFR fee) in the event that you, the Group Leader, school, or school's administration must cancel at any time prior to the trip departure for ANY reason. You may choose to opt out of this provision by simply checking the designated box below.

**If you choose to opt out of this provision, your deposit is \$150 and your cancellation policy is provided on the back page of this form.**

**IF YOU CHOOSE TO DECLINE THE HASSLE FREE REFUND PROVISION, PLEASE CHECK THIS BOX**

I understand that this decision is binding and I risk forfeiting 100% of my payments in the event the group leader, school, or school administration, or I must cancel from the tour. If you choose **NOT** to accept the HFR provision, the Standard Cancellation Refund policy on page two of this form will apply. **DISCLAIMER:** In the event the tour is canceled as a result of or following an act of God, war (declared or not), terrorism, or civil unrest the Hassle Free Refund Provision will not make the refunds.

### PLEASE READ, SIGN, AND DATE (Required)

I have read and understand the terms and conditions as outlined on this Enrollment Form — both front and back.

1-3060

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

Date \_\_\_\_\_

DEPOSIT of \$150 due August 20, 2012 (DEPOSIT of \$270 due if adding insurance.)

### PAYMENT INFO

1<sup>st</sup> payment of \$140.80 due September 17, 2012

2<sup>nd</sup> payment of \$140.80 due October 22, 2012.

3<sup>rd</sup> payment of \$140.80 due November 16, 2012.

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5<sup>th</sup> payment of \$140.80 due January 18, 2013.

### DOUBLE & SINGLE OCCUPANCY RATES ADULTS ONLY

**DOUBLE Occupancy:**  YES, I would like double occupancy. My payment is included with this deposit. For double occupancy please include an additional \$175 with your deposit.

**SINGLE Occupancy:**  YES, I would like single occupancy. My payment is included with this deposit. For single occupancy please include an additional \$350 with your deposit.

## PLEASE NOTE:

- \* Be sure to keep a copy of this Enrollment Form for your records — your cancelled check is your receipt.
- \* ALL additional fees — HFR provision fee and/or single/double occupancy payments fees — **must accompany** your deposit. If HFR fees are not paid with deposit, coverage will not be in effect.

### RETURNED CHECKS

All returned checks will be subject to a **\$40 collection fee**. Checks will not be resubmitted to a bank. You will be required to pay all future payments by money order. If there is a waiting list and your original deposit check is returned, you will be placed on the waiting list and will forfeit your space.

### LATE PAYMENTS

Late payments will be charged a fee of **\$40**. Delinquent accounts are subject to cancellation. If payment in full is not received by 60 days prior to group's departure, your tour space is not guaranteed.

### DISCIPLINE

The designated group leader has full authority to send a student home if that student displays willful misconduct or criminal activity while on tour. By signing this form, the parent or guardian agrees to accept all financial liabilities for return arrangements for their child whether by train, bus (Greyhound) or airline. An assigned group escort will stay with this student until he/she boards the transportation for the return home.

### INSURANCE BENEFITS INCLUDED

All overnight packages include: \$25,000 Emergency Evacuation/Repatriation, \$5,000 Accident/Sickness, Emergency Dental, Travel Assistance and \$500 Travel Delay. This is a reimbursable insurance that will cover medical expenses you have paid for an injury that occurred while on tour.

### LIABILITY DISCLOSURE

Son Tours, Inc., and staff act only in the capacity of agents for the passengers in all matters pertaining to hotel accommodations, sightseeing tours and transportation whether by railroad, motor coach, or plane, and as such, they shall not be liable for any injury, personal injury, damage, loss, accident, delay, or irregularity which may be occasioned either by reason of any company or person engaged in conveying the passenger, or in carrying out the arrangements of the tour, or otherwise in connection therewith.

Son Tours reserves seats with most major carriers. (The passenger contract in use by each airline, when issued, shall constitute the sole contract between the airline and the purchaser of the tour.) In cases where seating demand deems it necessary, Son Tours does reserve the right to use charter flights. Due to available flight routings, we cannot guarantee non-stop flights. Because of space availability and sizes of available aircraft, we cannot guarantee that members of a group will all fly together on the same flight. In rare cases, groups may have an additional overnight due to flight space availability, routings, and legal connection times. Son Tours cannot be held responsible for changes in scheduling that airlines make, and does not take responsibility for any layovers due to these airline changes, or weather-related delays.

In the interest of giving students the most time possible on their tour, Son Tours will attempt to secure the earliest flights available. In the case of a lost ticket, the participant is solely responsible for meeting the airline's requirements (both logistical and financial) for ticket replacement. In cases of unforeseen disaster, all tours will be completed unless otherwise directed by the Department of State.

### GENERAL POLICY

By signing this Enrollment Form, you give Son Tours the right to use any photos taken during the tour (which could include you or your child) for promotional materials. Son Tours, Inc. reserves the right to make substitutions of comparable quality in the itinerary where necessary. We also reserve the right to change the dates of your tour if outside agents are unavailable such as airlines or motor coach vendors without penalty to Son Tours. If Son Tours changes your dates, you will be notified within 30 days of signing your contract. Any participant who cannot make the tour due to the date changes will be offered a full refund, less a \$50 administration fee. The right is also reserved to decline to accept or retain any person as a member of any party at any time.

## STANDARD CANCELLATION REFUND POLICY

All cancellation requests **must be submitted in writing** either by **USPS mail, fax to (770) 813-4698**, or **email to [info@son-tours.com](mailto:info@son-tours.com)** listing the group and participant's name, and the reason for cancellation with documentation provided. **Your original deposit is non-refundable**. Any balance paid, not including the non-refundable deposit, will be refunded in full for written cancellations prior to 91 days from the scheduled date of departure. A fee of 50% of the total tour price will be charged for cancellations postmarked 61-90 days from the scheduled date of departure. A fee of 60% of the total tour price will be charged for cancellations postmarked 46-60 days from the scheduled date of departure.

**No refund will be given for cancellations postmarked 45 days or less from the scheduled departure date.**