



The journey is the reward

**New Albany Middle School
Washington, DC tour
November 1-4, 2022**

Dear Parents:

New Albany Middle School, in conjunction with Prodigy Student Travel, Inc., is organizing an exciting trip to Washington, DC, set for November 1-4, 2022! This tour will give your student an opportunity to experience first-hand the excitement & history of our nation's capital!

Arrangements for the tour will be made through Prodigy Student Travel, a fully licensed and insured educational travel company based in Columbus, OH.

The trip package, priced at **\$750** per student (based on **quad** hotel occup. & **40** min. paid per bus) includes the following: round-trip ground transportation, three (3) nights of accommodations, eleven (11) meals, tours of Arlington National Cemetery, Mount Vernon, and the U.S Capitol Building; visits to the US Holocaust Memorial Museum, and more! This price also includes tour directors & night hotel chaperone staff, and all taxes & gratuities.

A non-refundable deposit of \$135 per student is due to Prodigy Student Travel by **Fri. June 3, 2022**. Deposits/payments can be made by check or money order and mailed to the address at the bottom of the page, OR can be made online at www.prodigystudenttravel.com. If paying by check or money order, please make payable to Prodigy Student Travel. **ALL PARENTS MUST FIRST REGISTER THEIR STUDENT ONLINE AT WWW.PRODIGYSTUDENTTRAVEL.COM NO MATTER WHAT FORM OF PAYMENT IS ISSUED.** If, for any reason, you are unable to register online, please call our office at **877-845-1463**.

* The following is the planned payment schedule (after deposit). These payments should be sent directly to Prodigy Student Travel by the following due dates:

Fri., July 15, 2022: \$205 due
Fri., August 26, 2022: \$205 due
Fri., September 30, 2022: \$205 due (final payment)

* Your cancelled check or money order receipt will serve as your receipt if paying by mail. If paying online, a receipt will be emailed back to you promptly.

INDIVIDUAL REFUND POLICY:

1) \$135 of the deposit is non-refundable, 2) Beyond the non-refundable portion, as of 9-2-22, portion of trip costs refundable to PST will be refunded to customer if PST is notified up to 30 days before departure date, 3) refunds requested to PST within 30 days of departure date will be made at the discretion of Prodigy Student Travel.

**** IF THE GROUP TOUR IS CANCELLED FOR SECURITY REASONS (INCLUDING COVID-19 AND IT'S VARIANTS) AT ANY TIME THRU 10-31-22, EACH STUDENT WILL RECEIVE A 90% REFUND OF THE TOTAL TRIP PRICE (\$675), MEANING PST WILL RETAIN \$75 PER STUDENT.**



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New Albany Middle School

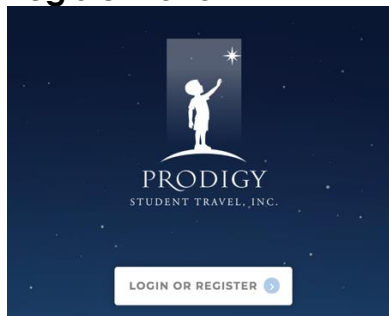
Washington, DC tour

Prodigy Student Travel

PASSCODE:

VLLMJ

1. Go to Website address: www.ProdigyStudentTravel.com
2. Click on "Login or Register Button"



3. On the Login Screen, click on 'Create an Account.'

Login

Not Signed Up? [Create an Account](#)

Email Address *

Password *

LOG IN

Remember me

[Forgot Password?](#)



4. Create an Account – Input trip code (VLLMJ) & other details

Create an Account

Trip Code *

If you do not have your school's trip code, please reference the online account document you received at the parent meeting, contact the school or you may [contact us](#).

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Password * Password strength:

Confirm password *
Provide a password for the new account in both fields. Passwords are case sensitive.



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Dear New Albany Parent:

Please read, acknowledge and affirm your understanding and acceptance of the following:

Financial terms of your child's trip to Washington, DC in the fall of 2022:

Individual Cancellation- customer cancels their trip

- The deposit is non-refundable.
- In the time leading up to sixty (60) days from scheduled departure date, and beyond the non-refundable deposit, PST will refund whatever amount is refundable to us (PST).
- Refund amount requested from thirty (30) days to date of departure will be at the discretion of PST.

Group Cancellation - group cancels due to security reason including COVID-19

- cancellation at any time up through 10-31-21 will mean a refund of ninety (90) percent of the *total trip price* – meaning PST will retain \$75 per student.



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Prodigy Student Travel
safety protocols for travel to
Gettysburg, PA and Washington, DC

As of May 1, 2022

Dear Parents:

The following are some of the ways we are addressing student travel with regard to COVID-19 and its variants for the 2022-23 school year:

1 – Recognizing we are living in the midst of a pandemic (hopefully we're in the 4th quarter of it), we are trying to do all we can to make your child's class trip to DC as safe and as comforting to him/her, and you, as possible. Part of this process is to be available for a call or email from you if you have any questions as we plan your student's trip. Our phone number is 614-436-8747 or toll-free 877-845-1463, or you can reach us via email at info@prodigystudenttravel.com.

2 – Prior to the trip, we will be in frequent contact with your school as we get closer to your child's schedule tour. Within 60 days of the trip, we will be in weekly contact and within 30 days, we will be in contact almost daily. We will review COVID-19 stats and the latest information from federal and state government. Agencies such as the CDC, Johns Hopkins Univ., the National Institute of Health, and the State of Ohio Dep. of Health will be consulted for the latest updates, and statistical information on vaccination and infection rates – for both here in Ohio and for DC, & Northern VA.

3 – Should a student test positive for COVID-19 within 14 days of a tour, he/she should stay home and not go on the tour. Refunds will be made per the individual refund policy, but with an emphasis on flexibility and understanding.

4 - As for us directly, our tour directors and night chaperones will have been vaccinated and will be exhibiting no signs of illness within 14 days of the tour.

5 - Hand sanitizer lotion will be plentiful throughout the tour.

6 - Our contracted bus companies are doing all they can to ensure cleanliness on their coaches. As you know, we cannot socially distance on a bus or in hotel rooms, for that matter. Please know that cleaning and disinfecting procedures will be ongoing throughout the trip.

7 - Prodigy Student Travel staff recommend bringing 1-2 masks on the trip, just in case a private business (such as a CVS) requires We highly recommend vaccination, but don't mandate it.

8 – At the hotel, we will socially distance to the best of our ability. Most hotels have an entry point other than the main lobby. We will use these entry points. We are also asking



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that our student rooms be on the 2nd and 3rd floor when possible. This will allow us to avoid the elevators when possible.

9 – Please know that, as of the date on this memo, masks are not mandates to enter any building we may go into. Pending revised guidance from the CDC, all federal government buildings, except possibly the U.S. Capitol Building, all sites do not require the wearing of masks,

10 – Students who show signs of illness while on the tour will be given a Covid test upon notification of parents. Testing is a must, as we must protect not only the possibly infected student, but also anyone else who has come in contact with the sick student. Those who test positive will be quarantined in a different hotel room and checked on frequently by a chaperone from the school. *(The infected student's roommates will remain together in their room and will have to wear a mask for the duration of the trip).* Parents will be notified and will need to come and get their child for transport home as soon as possible if their child tests positive for the virus. Prodigy Student Travel will provide assistance until the parent(s) arrives to pick up their child.

11 – Prodigy Student Travel has no affiliation with any of travel insurance companies out there. That said, we have researched what is available on the insurance market in order for families to have all of the information they can get as they register their child for the tour during this time of Covid-19. Berkshire Hathaway, Allianz, Travel Ex, Travel Insured and Travel Guard are a few national and reputable companies listed in the link below. Rates and coverages vary. Please understand that most insurance companies will ask you to provide documentation (itinerary and parent letter) about the tour, along with the dates of the trip, **and they will want you to sign up for the policy at the time you pay the deposit or by the deposit due date, whichever comes last.** Lastly, we highly encourage you to call them and talk to a human being so that you understand what is covered and what isn't. **If you are one of the few parents who have already paid toward your child's trip, please call our office to discuss the insurance registration process.**

The link is below, please click on the Get Quotes tab in the upper left-hand corner of their home page, then click on Group Travel Insurance

https://www.squaremouth.com/22390-4195/cat70?tag=N2029163324_C1630975011493086992

Please know this Protocol Letter is a living document and will be updated as needed.

Thank you,

Kerry Wimsatt
President



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Coronavirus/COVID-19 – Assumption of Risk and Waiver of Liability

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

As a result, federal, state and local governments, and federal and state health agencies, recommend social distancing where possible and have, in many locations, prohibited the congregation of groups of people. Please refer to CDC.org for updated information and guidance. Understanding that there will be times during a student tour where social distancing is impossible (on buses, for example), you acknowledge the assumption of these additional risks due to the contagious nature of COVID-19.

By signing the Waiver of Liability, you understand and accept the above-mentioned risks, and you also represent to Prodigy Student Travel, Inc. ("PST") that you and your child(ren) have not, in the past 14 days: knowingly been in contact with anyone who has tested positive for COVID-19, exhibited any symptoms commonly associated with COVID-19, including fever, or traveled outside of the United States.

In an attempt to address the risks that COVID-19 presents, including to reduce the spread of COVID-19, PST has adopted preventative measures and protocols. More information about our protocols can be found on PST's **Covid Protocol Letter**.

However, if you or your child(ren) attend a PST tour, PST does not and cannot guarantee that you or your child(ren) will not be exposed to or become infected with COVID-19, or spread COVID-19 to others.

By signing this Assumption of Risk and Waiver of Liability, you expressly and knowingly:

- 1: Acknowledge the contagious nature of COVID-19; and
- 2: Voluntarily assume the risk that you or your child(ren) may be exposed to or infected by COVID-19 while on a PST tour.

You voluntarily agree to assume the risk that you or your child(ren) may be exposed to or infected by COVID-19 while on a PST tour, and that if infected, you or your child(ren) could spread COVID-19 to others. You accept sole responsibility for any mental distress, personal injury, illness, temporary or permanent disability, and/or death that you/your children or others with whom you have personal contact may experience or incur if you become COVID-19 infected as a result of you or your child(ren)'s attendance on a PST tour.

You waive and release PST and all associated officers, directors, members, managers, agents, employees, contractors, representatives, and/or all PST tour participants and/or their families from all actions, damages, losses, costs, claims, liability or infection by COVID-19 as a result of attending, arising out of, or related to, a PST tour or meeting (a "Claim").

On your behalf, and on the behalf of your child(ren), you hereby release, covenant not to sue, discharge, and hold harmless PST from and against the Claims. You understand and agree that this release includes any Claims based on the actions, omissions, or negligence of PST or a PST representative, including any claims based on lack of, or error in carrying out, COVID-19 preventative measures and protocols, and regardless of whether a COVID-19 exposure or infection occurs before, during, or after a PST tour.

By your acknowledgement and agreement upon registering your child, you consent to all of the above. If you do not register online, please print, sign and return this document and give to teacher in charge of your school's tour.

Signature of Mother/Legal Guardian:

X _____

Print Name: _____

Signature of Father/Legal Guardian:

X _____

Print Name: _____

Name of Student _____



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Tuesday, November 1

5:30 am --- buses arrive at New Albany MS – load luggage - **depart for DC by 6:30a**
8:30 am --- rest stop – PA Welcome Center
12:00 pm --- **picnic lunches @ South Mountain Rest Area (included)** pending
12:45 pm --- resume trip
3:30 pm — WWII, Vietnam, Lincoln & Korean Memorials - depart @ 5:30p
6:00 pm — Pentagon 9/11 Memorial
6:30 pm — **dinner: Pentagon City Mall (\$15 to each)** depart @ 7:45p
8:00 pm — White House picture stop - Lafayette Park - depart @ 8:30p
8:45 pm — U.S. Marine Corps Memorial (Iwo Jima Statue)
9:05 pm — depart for hotel
9:30 pm — **hotel check-in: Courtyard By Marriott Pentagon South**
703/751-4510
--- night chaperone staff on duty

Wednesday, November 2

6:15 am --- wake up
6:45 am --- **full breakfast @ hotel (included)** *conf'd* – **depart hotel @ 7:45a**
8:15 am — arrive on Capitol Hill - walk to entry, clear security
9:00 am — U.S. Capitol Building tour - **pending**
11:00 am — **group photo (included)** *time pending*
11:30 am — bus pick up @ Peace Monument - NW corner of Capitol grounds
11:45 am — **lunch: Jimmy John's (included)** near Washington Monument
12:30 pm — U.S. Holocaust Memorial Museum- permanent exhibition - *pending the current entry policy*
2:30 pm — depart museum
2:45 pm — National Museum of African-American History & Culture - *pending*
4:45 pm --- depart museum
5:30 pm — **dinner: Hard Rock Cafe (select menu) (included)** pending
6:45 pm — t-shirt shopping near Hard Rock Cafe - depart @ 7:30p
7:45 pm — MLK, FDR & Jefferson Memorials - depart Jefferson @ 9p
9:30 pm --- arrive back at hotel, **night chaperone staff on duty**

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Thursday, November 3

6:45 am --- wake up
7:15 am --- **full breakfast @ hotel (included)**
8:15 am --- depart hotel
9:00 am — **Mount Vernon tour (included)** *mansion times pending*
10:45 am — **lunch: Mt. Vernon Inn (selected menu) (included)** *pending*
12:00 pm — depart Mount Vernon
12:45 pm — **Smithsonians** – Museum of American History, Museum of Natural History, National Gallery of Art and/or National Archives Building
3:00 pm — depart from American History Museum - mall side
3:15 pm — Arlington National Cemetery: Kennedy graves, Audie Murphy gravesite, Challenger/Columbia Memorials. Changing of the Guard @ Tomb of the Unknowns
4:15 pm — **wreath presentation @ Tomb of the Unknowns (included)** *pending*
5:15 pm — depart ANC
6:15 pm --- arrive back at hotel – freshen up for evening's activity
7:00 pm --- depart hotel
7:30 pm --- **dinner/dance with DJ @ Hilton – Springfield (included)** *pending*
9:45 pm — depart Hilton
9:45 pm — arrive at hotel, **night chaperone on duty**

Friday, November 4

6:30 am --- wake up
7:00 am --- **deluxe continental breakfast buffet @ hotel (included)**
8:00 am --- load luggage on buses - *depart hotel @ 8:30a*
9:00 am — National Museum of the United States Army - *opened in June of '21*
11:00 am --- depart museum, *pick up lunch & board buses*
— **boxed lunches: FireHouse Subs (included)** - *eaten in-transit*
1:30 pm --- approx. time of rest stop
5:15 pm --- **dinner: Panera Bread boxed dinner to-go (included)** & restrooms
6:15 pm --- back on the road
9:15 pm --- arrive at New Albany Middle School