

Centennial PS - Grade 7 & 8 - Ottawa
OTTAWA
June 19 - 21, 2013

Dear Parent/Guardian or Student,

Centennial PS is offering students the opportunity to participate in an outstanding tour of Ottawa from June 19 - 21, 2013. The tour has been prepared by Brightspark, a full service, TICO-registered tour operator specializing in student group travel.

Your Tour Includes the following:

- Round-Trip Coach Transportation
- 2 night(s) Accommodation at the Radisson Hotel Ottawa
- 2 Tour Leaders
- Night Supervision
- Meals: 2 Breakfasts, 2 Dinners
- All Attractions and Activities outlined in the attached Itinerary
- All Taxes and Gratuities
- Brightspark Staff/24 hour Emergency Hotline
- "Call home for free" phone card and lanyard
- Brightspark Knapsack

Price of the tour is based on 80 paying passengers:

Student \$495 + \$45 Insurance Quad Occupancy (2 beds)

These prices are based on a projected number of paying participants. If our actual passenger count varies from our projected number, the price of the tour may change to reflect our actual numbers.

Cancellation Insurance is optional but highly recommended. If you are declining this protection, please understand that you will be subject to Brightspark's cancellation policies outlined in the Conditions and Exclusions on the reverse side of this document.

Online registration The fastest and easiest way to reserve your seat on the tour. Please go to www.brightsparktravel.ca and enter the Tour Web Code in the upper right hand corner of this document to get started. Registration online requires payment by credit card or direct deposit. (cash is not accepted).

This is a fantastic opportunity to experience Ottawa with your classmates, we hope that you will consider participating in this trip of a lifetime! If you have any questions about the tour, please feel free to call Brightspark at 1-800-267-6425 or visit www.brightsparktravel.ca.

Sincerely,

Centennial PS and Brightspark

REGISTRATION IS EASY, PLEASE VISIT:
<https://mytour.brightsparktravel.ca>
starting at 8:00am:
April 19, 2013

Create your account using:

TOUR WEB CODE
1036551

A deposit of \$248 + \$45 Travel Guard Insurance is required upon registration.

PROTECT YOUR PURCHASE WITH Travel Guard Insurance

Brightspark strongly advises you to avoid cancellation penalties and protect yourself while on tour by adding **Travel Guard Insurance** to your registration for: **\$45**

Coverage includes "School Board Ruling to cancel for any reason." Please refer to the attached insurance document for coverage of highlights and Brightspark's website for additional details. Your purchase is protected and so are you.

STUDENT PAYMENT SCHEDULE

Amount	Due Date
\$248 deposit* +	
\$45 ins.	04/19/2013
\$247	05/13/2013

Total Student Price
\$495 + \$45 Insurance

*Please note that the deposit is non-refundable. For complete details, please read the Conditions and Exclusions on the reverse side of this letter.



CONDITIONS AND EXCLUSIONS FORMING PART OF THE CONTRACT OF RESERVATION

Educatours, Ltd., doing business as (DBA) Brightspark, and its representative(s) (hereinafter "Educatours") is acting solely as agent for the suppliers who provide all accommodations and all transportation and other services for the Trip (hereinafter the "Suppliers".) Booking a Trip with Educatours involves an agreement between the signor of this reservation form (hereinafter the "Passenger") and where the Passenger is under the age of 18, the agreement includes the custodial parent or legal guardian who signs this reservation form, and the Suppliers. The Suppliers are independent parties, over which Educatours exercises no control. The travel services and other services provided are subject to the conditions imposed by the Suppliers and their liability is limited to tariffs, condition of carriage, tickets and vouchers and international conventions and agreements. The passenger acknowledges and agrees that Educatours is not in any way liable for personal injury, property damage, inconvenience, loss of time, or loss arising out of the act, omission, or negligence of any direct air carrier, motor coach company, hotel or any other Suppliers in conjunction with the Trip. Furthermore, the Passenger acknowledges and agrees that Educatours is not in any way responsible for any injury, damage, or loss due to reason of theft, accident, mechanical breakdown, government action, weather, failure to make timely payments, or any other reason beyond the control of any Suppliers in conjunction with the Trip. When booking the Trip with Educatours, the Passenger acknowledges and understands that the Trip and its related activities are ORGANIZATION SPONSORED (i.e. organized and sponsored through a school or club) and as a result decisions regarding, but not limited to, tour itineraries, participants, accommodations, meals, roommates, and costs will be made by the sponsoring organization or its representative (hereinafter the "Trip Planner") on the passengers' behalf. Educatours STAFF ARE NOT CHAPERONES. The permission and signature of a custodial parent/legal guardian is required if the Passenger is under 18 years of age.

DOCUMENTATION: In the event that the Passenger does not obtain the required documents, the Passenger will be denied boarding by the carrier or refused entry into the country of destination. No refunds will be made should boarding or entry be denied because of insufficient or lost documents. In such an event, any cost associated with an early return home, or to the original departure point, will be the Passenger's expense. If a passport is required for travel, the expiry date on the passport must be valid for a minimum of 6 months from departure date.

NOTICE TO PASSENGERS: Passengers should be aware that different living standards and practices, and different standards and conditions with respect to the provision of utilities, services and accommodations may exist outside of Ontario.

ROOM OCCUPANCY POLICY: It is the responsibility of the Trip Planner to fill each room to maximum occupancy based on price. If a cancellation by one or more Passengers changes the occupancy of an assigned room, leaving rooms filled below maximum occupancy, it is the Trip Planner's responsibility to reassign rooms to maximum occupancy. Rooms may consist of any combination of the following, based on occupancy: one King size bed, one queen size bed, one double size bed, two double size beds, a pull-out couch, a rollaway bed, or single bed. In accommodations other than hotels (i.e. university or college residences, international youth hostels, camps, pensions) there may be shared washroom and/or shower facilities.

PRICE INCREASES: The prices advertised are based on fixed costs at the time of printing the brochures. These costs are dependent on fuel costs, rates of exchange, and other factors. Should these costs increase, Educatours reserves the right to increase the price. Should the price increase be greater than 7%, the consumer has the right to cancel the contract for the travel service and obtain a full refund of all amounts paid to Educatours, unless the price increase is the result of government taxation or a fuel surcharge allowed by the Canadian Transportation Agency. Every effort will be made to advise you of any price increase at least 15 days before your Trip departure.

AIRLINE DEPARTURE TAXES: Departure taxes are not included in the cost of the tour and are subject to change without notice by the airlines.

DAMAGE: Passengers in each room are responsible for damages in their respective rooms as well as any unpaid room service bills. Passengers on each motor coach are responsible for any damage to that motor coach. Common area damage will be paid for by the entire tour group unless damage is associated to specific passengers. Common areas are defined as hallways, stairwells, elevators, lobbies etc. Accommodations can also hold the group responsible for the cost of excessive cleaning to the property.

CONDUCT LETTER: You may be required to sign a conduct letter before leaving for your destination. This will outline what our Suppliers, the sponsoring organization (i.e. school or club), and Educatours expect from you when travelling with us. Misconduct could result in being evicted from the Trip. Passengers who are evicted from the Trip in any way and for any reason are responsible for any associated costs and arrangements to return home. Educatours and the sponsoring organization reserve the right to decline or evict any Passenger from participating on the Trip at any time either before or during the Trip and for any cause.

INSURANCE: Educatours strongly recommends the purchase of Travel Guard Insurance. Travel Guard Insurance is non-refundable and non-transferable. Passengers must indicate if they wish to purchase or decline insurance on the registration form. If no indication is made this means insurance has been declined. If the Passenger chooses to decline the insurance package, they will be subject to the cancellation policies. Educatours will not be responsible for any denied claims by Travel Guard. Eligible expenses may include: cancellation charges prior to departure, trip interruption, excess hospital/medical, baggage, personal effects, out-of-pocket expense, return of vehicle, family transportation benefit, death after departure, and accidental benefits. This form is not an insurance policy. The policy, terms, conditions and restrictions are set out in the insurance certificate. All claims must be submitted in writing. Claims for reasons that are covered under the Travel Guard Policy must be made through Travel Guard. Your reservation and insurance policy do not commence until your Reservation Form is received and accepted in our office at 3300 Bloor St. W, West Tower, Suite 1801, Toronto, Ontario, M8X 2X2.

DEPOSITS: A minimum deposit of \$100 (Cdn. programs), \$200 (U.S. programs) or \$750 (international and air programs) per student is required. Final payment is due in our office 60 days prior to departure.

CANCELLATION POLICY: Deposits are non-refundable and non-transferable. The amount of the deposit varies based on trip destination. All payment up to the full cost of the trip are non-refundable and non-transferable between 60 days and the date of departure. Special event tickets, including, but not limited to, sporting and theatre events, are non-refundable at any time.

UNCLAIMED LUGGAGE: Any lost or unclaimed articles that have been turned over to Educatours will be held by Educatours for 30 days from end of Tour date. After the 30-day period, any articles remaining unclaimed will be donated to Charity. Any expense in returning lost or forgotten items is solely at the expense of the Passenger.

TRIP CANCELLATION BY Educatours: Educatours and the sponsoring organization (i.e. school or club) reserve the right to cancel any Trip in its sole discretion. In the event that a Trip is cancelled by Educatours, Educatours shall have no responsibility beyond the refund of all monies paid by the Passenger, which shall be deemed to constitute full settlement. Educatours cannot guarantee weather conditions nor can Educatours be responsible for any shut down, whether wholly or partially of the operations of any services in connection with the Trip whether they be caused by weather or for any reason or cause, and Educatours hereby expressly reserves the right to change the Trip destination if deemed necessary by Educatours.

COMPLAINTS: If the Passenger has a problem with the services provided on or in connection with the Trip at the destination, the Passenger will contact Educatours who will do its best to correct the problem. If the problem cannot be resolved at the destination, the Passenger may send a written complaint to Educatours when the Passenger returns from the Trip.

CHANGES IN ACCOMMODATION: Every effort will be made to ensure that the accommodation included in the prices of the Trip will be provided as advertised. Educatours reserves the right to substitute accommodation for equal or better accommodations. Educatours does not control the management of hotels and resorts.

CONSTRUCTION OR RENOVATION: The Passenger acknowledges that the hotel or other accommodation selected and confirmed by Educatours for the Trip may be undergoing construction or renovations during the Passengers Trip. The Passenger agrees that he/she shall not be entitled to any refund or discount due to any such condition. It is the responsibility of Educatours to inform the clients of any construction or renovation prior to departure.

Educatours RESPONSIBILITIES: Once travel has commenced, Educatours cannot assume responsibility for any refunds, losses, costs or expenses arising out of injury, accident or death, loss of or damage to or delay in connection with baggage or other property, delay inconvenience, upset, disappointment, stress, frustration or loss of enjoyment or loss of holiday time resulting from: a) mechanical breakdown, government action, war, terrorism, revolution, elements of nature or acts of God, weather, strike, public health quarantine or any other action beyond Educatours' control; b) the Passenger's failure to provide documentation necessary for the journey and return to Country of Origin; c) being denied access to aircraft due to contravening the airline's conditions of carriage; d) being held by Government direction or security or law enforcement agency; e) the Passenger's missing connections or failing to follow the directions of Educatours or its representatives; f) the need for Educatours to change itineraries or substitute accommodation or hotels or services provided that every effort is made to supply the most comparable services and accommodations available. No refund is allowed for any unused tour or air service.

INTERPRETATION: This contract regardless of where it is performed shall be interpreted in accordance with the laws of the Province of Ontario, Canada. If there is a dispute, the Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian) and Educatours agree that any legal proceedings must be commenced and conducted in the City of Toronto, Canada. In the event that any covenant, provision or term of this contract should at any time be held by any competent Court or other tribunal to be void or unenforceable, then this contract for reservation shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this contract, which will remain and continue in full force and effect. Any oral or written assurance or statement that differs from the terms or conditions not expressly approved in writing by Educatours head office at 3300 Bloor St. W, West Tower, Suite 1801, Toronto, Ontario, M8X 2X2, is not the responsibility of Educatours and does not form part of this contract. The provisions contained herein constitute the entire contract between Educatours and the Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian). The Passenger (and in the case of a Passenger who is under the age of 18, also the Passenger's custodial parent or legal guardian) hereby acknowledges having read the contract or been given a reasonable opportunity to read and understand this contract.

Educatours, DBA Brightspark, 3300 Bloor St. W, West Tower, Suite 1801,
Toronto, Ontario, M8X 2X2

TICO Registration #2422707/2267878



Day One - Wednesday, June 19, 2013

- 6:30 AM Arrival at your school of a washroom equipped, climate controlled, highway motor coach.
- 7:30 AM Board your motor coach and depart for Ottawa! En route, your Tour Leader will get to know the students on a first name basis and lead discussions. Appropriate rest and meal stops will be made en route.
- 8:00 AM Take highway #407 to and from your destination.

Participate In The Sparktacular Adventure!

Your specialized Tour Leader will lead the group through The Sparktacular Adventure! Students will have a great time as they work on teams to collect points by participating in challenges and activities at various attractions and locations throughout the tour. Let the adventures begin!

- 3:00 PM **Visit the Canadian Museum of Civilization**
The building itself is an architectural masterpiece and one of Canada's most popular and most visited museums. Journey through 1,000 years of Canada's history in life-size settings and experience the richness of Canada's past.
- 4:30 PM **Hotel Check In**
Approximate time of arrival at the Radisson Hotel.
- 5:30 PM Board your motor coach.
- 6:00 PM **Fajita Dinner at Lone Star Cafe**
- 7:30 PM **Historic Walking Tour of Ottawa**
Walk through Ottawa's history with your Tour Leader. You will be captivated by the stories and legends told by your Tour Leader highlighting Ottawa's rich history as our Nation's Capital. Stops will be made at the Tomb of the Unknown Soldier and the National War Memorial.
- 9:30 PM As a group, walk back to your accommodations.

Night Security provided by Garda Security - 7 hrs

Night Security provided by Garda Security will patrol hallways between 10:00pm - 5:00am

Day Two - Thursday, June 20, 2013

- 7:45 AM Board your motor coach.
- 8:00 AM **Buffet Breakfast at Tuckers Marketplace**

- 9:30 AM **Guided Tour at the Supreme Court of Canada**
The Supreme Court of Canada has been Canada's highest court of appeal since 1949. This tour will familiarize you with the Canadian judicial system and how the decisions made by the Supreme Court Justices affect all Canadians.

- 11:00 AM **Rideau Centre**
Supervised lunch at your own expense at the Rideau Centre. With more than a dozen places to eat, the Rideau Centre has something for everyone. After lunch, the students may be permitted some time to explore the mall.

- 11:00 AM **Cycling Along the Ottawa River**
This tour focuses on Pre-Confederation Ottawa and the lumber industry. It includes Major's Hill Park, Alexandra Bridge, Ottawa River, Portage Bridge, Victoria Island and the Main Locks. NOTE: Tours operate rain or shine.

- 3:00 PM **Guided Tour of the Interior of Rideau Hall**
Arrive at Rideau Hall for a guided tour of the official residence of Canada's Governor General. It is here that world leaders are welcomed, and the accomplishments of Canadians are honoured. The role of the Governor General from Confederation to present day will be discussed.

- 3:30 PM **Sussex Drive Coach Tour**
Drive along Sussex Drive, as your Tour Leader comments on points of interest including the residences of the Prime Minister and Governor General.

- 5:45 PM Return to your accommodations to refresh for this evening's activities.

- 7:00 PM **Buffet Dinner at Bay Street Bistro**

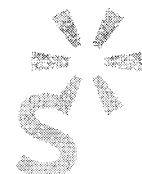
- 8:45 PM **Paul's Boat Lines Cruise**
Historical Water tour of the Ottawa River aboard the vessel "Paula D."

- 10:45 PM Transfer by school bus to your accommodations.

Night Security provided by Garda Security will patrol hallways between 10:00pm - 5:00am

Day Three - Friday, June 21, 2013

- 7:30 AM **Buffet Breakfast at Tuckers Marketplace**



8:45 AM Parliament Hill Centre Block Tour

Situated on a cliff overlooking the Ottawa River, the Parliament Buildings are historical monuments, architectural treasures, and an important national symbol cherished by all Canadians. It is within the walls of these buildings that Senators and Members of Parliament debate the important issues of the day, and make our nation's laws (subject to availability).

10:30 AM Self Guided Visit at the Canadian War Museum

This stunning structure on the banks of the Ottawa River houses the largest military history collection in Canada and spans the period from The Seven Years' War to the present.

11:15 AM Byward Market

Time to explore the Byward Market, one of Canada's oldest and largest public markets. The legendary builder of the Rideau Canal Lieutenant Colonel John By laid out the plan for the Market. Within its streets, you will find museums, cafés, specialty food shops, boutiques, restaurants and more. Enjoy a supervised lunch at your own expense.

1:00 PM Board your motor coach and depart for home.

Appropriate rest and meal stops will be made en route.

7:30 PM Welcome Home!

Approximate time of arrival at the school.

This is a sample itinerary based on the minimum recommended days for your tour. This itinerary is completely customizable. The order of your activities and final cost of your actual tour will vary depending on the activities and meal plan you choose and the availability of sites.











Travel Guard Platinum Package Travel Insurance

The Travel Industry Council of Ontario (TICO) strongly recommends that every passenger purchase travel insurance prior to departure as protection against unforeseen and costly events.

Reasons Why Parents Buy Travel Guard Insurance

It offers REIMBURSEMENT* for

-  Trip Cancellation due to the school board's decision to cancel the tour for any reason* including a school board ruling as a result of a union mandated teachers labour strike or a school board's determination that there is a risk of harm to students travelling to a specific region.
-  Trip Cancellation due to illness of the passenger or any immediate family member prior to departure
-  Trip Cancellation due to a death in the immediate family
-  Trip Interruption due to illness of the passenger or any immediate family member during the trip
-  Emergency Medical Insurance while on tour
-  24 hour Emergency Medical Assistance
-  Baggage and Personal Effects Insurance - including baggage delay
-  Bag Trak - the industry's best service for locating bags

Myths

-  My credit card or home insurance covers my child for cancellation of this trip
-  OHIP already covers these benefits

The above is only a brief outline of the benefits. Please consult the Travel Insurance Policy for full coverage details as some exclusions may apply. The Policy can be found on any of the following websites: www.brightsparktravel.ca

Coverage/Reimbursement: If you must cancel your trip due to a covered risk under the Platinum Package (please refer to the policy) you will be reimbursed for **100%** of the non-refundable pre-paid costs. *Cancel for any reason applies only to the School Board's decision to cancel the trip for any reason, it does not apply to individuals. If the School Board cancels the tour for any reason you will be reimbursed **75%** of the non-refundable pre-paid costs. Please note insurance does not cover your child if he/she is removed from the trip for personal or behavioural reasons.

Standard Cancellation Penalties will apply if you do not purchase the insurance. Please refer to our Terms and Conditions on the back of the Parent Letter.

TRAVEL GUARD
CHARTIS 

Questions? Please contact Travel Guard:
416-646-3723 or 1-866-878-0191 toll free
Product Code: 800209

