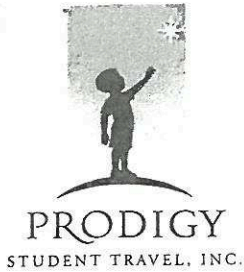


The journey is the reward



West Liberty-Salem Middle School
Washington, DC tour
April 20-22, 2022

Wednesday, April 20

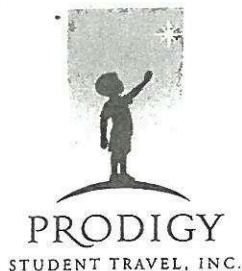
5:00 am — buses arrives, load luggage
5:30 am — depart for Washington, DC
7:30 am — rest stop — Buckeye Lake area
9:45 am — rest stop — PA Welcome Center
11:45 am — lunch: fast food — Breezewood, PA (self-paid by student), depart by 12:30p
2:15 pm — arrive at **Gettysburg Battlefield Visitors Center**, use restrooms
2:30 pm — **Gettysburg Battlefield Tour w/step-on guide (included)** pending
4:45 pm — **dinner: General Pickett's Buffets (included)** pending — depart for DC by 5:45p
7:30 pm — MLK, FDR & Jefferson Memorials — depart from Jefferson @8:45p
9:30 pm — **hotel check-in: Country Inn & Suites — Woodbridge, VA 703/492-6868**
— **night chaperone staff on duty**

Thursday, April 21

6:15 am — wake up
6:45 am — **deluxe continental breakfast @ hotel (included)**
7:30 am — depart hotel
8:15 am — **Mount Vernon tour (incl.)** mansion timed entry TBA - depart Mt. Vernon by 10:30a
11:15 am — White House picture stop — Lafayette Park
11:45 am — board cruise ship
12:00 pm — **lunch cruise aboard Spirit of Washington (included)** pending
2:30 pm — Iwo Jima Memorial — drive-by
3:15 pm — U.S. Holocaust Memorial Museum — permanent exhibit - pending
5:15 pm — depart museum
5:45 pm — **dinner: L'Enfant Plaza food court (\$12 to each)** — depart by 7p
7:15 pm — Vietnam, Lincoln, Korean Memorials — depart by 8:45p
9:30 pm — arrive at hotel, **night chaperone staff on duty**

Friday, April 22

6:15 am — wake up
6:45 am — **deluxe continental breakfast @ hotel (included)**
7:30 am — load luggage on buses, depart hotel by 8:15a
8:15 am — Arlington National Cemetery: Kennedy graves, Challenger/Columbia Memorials
Audie Murphy gravesite, Changing of the Guard @ Tomb of the Unknowns
10:15 am — **wreath presentation @ Tomb of the Unknowns (included)** pending
11:00 am — depart for home
12:00 pm — **lunch: Prime Outlets food court (\$10 to each)** - depart lunch by 12:45p
3:00 pm — rest stop — Breezewood, PA
6:30 pm — **dinner: fast food — St. Clairsville, OH (\$10 to each)** - depart dinner by 7:30p
9:00 pm — rest stop
10:45 pm — arrive back at West Liberty-Salem Middle School



The journey is the reward

**West Liberty-Salem Middle School
Gettysburg, PA / Washington, DC tour
April 20-22, 2022**

Dear Parents:

West Liberty-Salem Middle School, in conjunction with Prodigy Student Travel, Inc., is organizing an exciting trip to Washington, D.C., set for April 20-22, 2022! This tour will give your child an opportunity to experience first-hand the excitement & rich 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 **\$565 per student** (based on **quad** hotel occupancy & **40 min.** paid per bus) includes the following: round-trip ground transportation, two (2) nights of accommodations, seven (7) meals, including a lunch cruise on the Potomac River; tours of the Gettysburg battlefields, Arlington National Cemetery, Mount Vernon, all of the major memorials & more! The price also includes tour directors & night hotel chaperones, and all taxes & gratuities.

A **non-refundable*** deposit of **\$115 per student** will be due to **Prodigy Student Travel by Fri., Nov. 12, 2021**. Deposits and payments can be made by check or money order and mailed to the address at the bottom of this page, OR can be made online (Visa, MC, Discover, Am Ex) 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 USED.** If for any reason you are unable to register your student online, please call our office at 877-845-1463.

*If you are mailing in a deposit or payment, please write your student's name and school in the memo section of your check or money order.

* The following is the planned payment schedule for students (after deposit). These payments should be sent directly to Prodigy Student Travel at the address listed at the bottom of this page, or made online, by the following due dates:

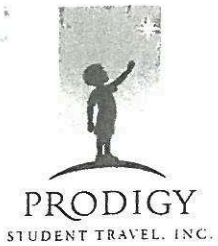
Fri., Jan. 28, 2022: \$225 due
Fri., Mar. 25, 2022: \$225 due (final payment)

*** INDIVIDUAL REFUND POLICY:**

1) \$115 deposit is non-refundable, 2) Beyond the non-refundable deposit, as of 2-21-22, portion of trip costs refundable to PST will be refunded to customer if PST is notified up to 15 days before departure date, 3) refunds requested to PST within 15 days of departure date will be made at the discretion of Prodigy Student Travel.

**** IF THE SCHOOL DECIDES TO CANCEL THE TOUR FOR SECURITY REASONS AT ANY TIME THRU 2-20-22, EACH STUDENT WILL RECEIVE A 90% REFUND OF THE TOTAL TRIP PRICE (\$508.50). CANCELLATION AS OF 2-21-22 WILL RESULT IN AN 85% REFUND OF THE TOTAL TRIP PRICE (\$480.25).**

The journey is the reward

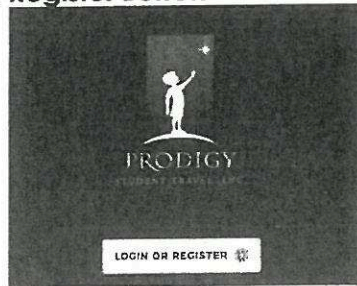


West Liberty Salem Middle School
Gettysburg, PA/Washington, DC tour
Prodigy Student Travel

PASSCODE:

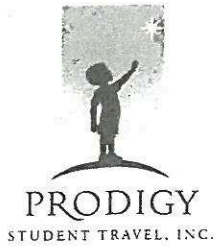
OFIRU

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.'

The journey is the reward



4. Create an Account – Input trip code (OFIRU) & 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.

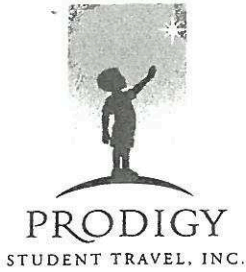
Password

Password strength:

Confirm password

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

The journey is the reward



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

As of October 12, 2021

Dear Parents:

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

1 – Recognizing we are living in the midst of a pandemic (hopefully we're in the 3rd or 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.

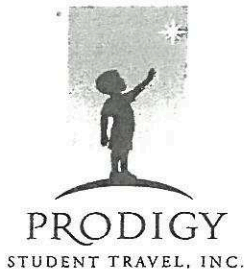
2 – In advance of the trip, we will be in frequent contact with your school as we get closer to your child's schedule tour. Within 60 days of the trip, we will be in weekly contact and within 30 days, we will be in contact almost daily. Part of this conversation will certainly revolve around COVID-19 and what 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 Department of Health will be reviewed for the latest updates, and statistical information on vaccination and infection rates – for both here in Ohio and for DC, & Northern VA.

3 – 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.

4 – Hand sanitizer lotion will be plentiful throughout the tour.

5 – 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.

6 – Prodigy Student Travel will not be policing mask wearing. Our staff will be wearing masks unless the lead representative of the school says they can go without. Some of our staff will wear it all the time, anyway.



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

8 – Please be aware that some, if not most, of the inside venues we go to will have a mask mandate (Smithsonians, U.S. Holocaust Memorial Museum, the Education Center at Mount Vernon, etc.). Please pack 2-3 masks for your student for the tour, more if the masks are disposable.

9 – Students who show signs of illness while on the tour will be given a Covid test upon notification to 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 hotel room and checked on frequently by a chaperone from the school. 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.

10 – 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. 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.

The link is:

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

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

Thank you,

Kerry Wimsatt
President