

The journey is the reward

**West Liberty-Salem High School  
New York City tour  
April 19-23, 2022**

**Tuesday, April 19**

9:30 pm — bus arrives, load luggage

10:00 pm — depart for tour

**Wednesday, April 20**

1:00 am — rest stop

4:30 am — rest stop

7:00 am — breakfast: not included

change clothes, prepare for the day

8:00 am — depart for New York City

10:15 am — arrive in Manhattan

10:45 am — drop off luggage at Marriott Marquis – Time Square

11:45 am — walk to lunch: Grand Central Station (not included)

walk up 5<sup>th</sup> Ave. to Central Park

3:30 pm — **hotel check-in: Marriott Marquis – Times Square** – 1535 Broadway, 10036  
**212/398-1900**

5:00 pm — dinner: TBA in Times Square area – TBA – (not included)

6:30 pm — **group 1:** arrive at Miskoff Theatre, 200 W.45<sup>th</sup> St.

7:00 pm — showtime: *Lion King* (balcony seating) – *additional \$88 each*

6:45 pm — **group 2:** arrive at Citi Field – Home of the NY Mets

7:10 pm — MLB game: S.F. Giants vs. Mets - *tickets upper res. additional \$20 each*

10:00 pm — **both groups:** arrive back in Times Square

10:30 pm — approx. arrival back at hotel

**night chaperone on duty**

**Thursday, April 21**

?? am — wake up, activities to include: running in Central Park, Today Show, Early Show, etc.

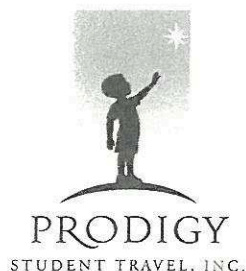
am — breakfast (not included)

9:10 am — Top of the Rock – observation deck – *pending – additional \$27 each*

10:30 am — subway ride to Chinatown

— lunch: Chinatown (not included)

— tour Lower Manhattan, Financial District, Battery Park



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**Thursday, April 21 (cont'd)**

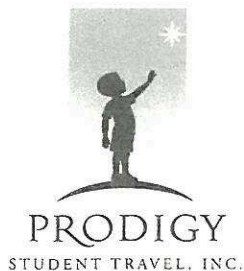
3:00 pm --- National 9/11 Museum & Memorial (included) - additional \$21 each  
group will go in to museum at 3:30p  
5:30 pm --- subway back to Times Square  
6:00 pm --- arrive in Times Square, dinner: not included, activities TBA  
11:45 pm --- return to hotel

**Friday, April 22**

??? am --- wake up – early activities: run in Central Park, Today Show,  
Early Show, etc.  
8:00 am --- hotel check-out, leave bags in rooms for Bellman to pick up  
8:30 am --- group departs hotel  
9:00 am --- Rockefeller Center, Central Park  
Potential options include art and history museums, and walking tours  
12:30 pm --- shopping along 5<sup>th</sup> Ave. / lunch on your own  
3:15 pm --- group reports back to hotel – load luggage on bus  
3:45 pm --- depart NYC  
--- dinner: not included  
--- rest stop

**Friday, April 23**

--- rest stop  
5:00 am --- arrive back at West Liberty Salem HS



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New York City tour  
April 19-23, 2022**

Dear Parents:

West Liberty-Salem High School, in conjunction with Prodigy Student Travel, Inc., is organizing an exciting trip to New York City., set for April 19-23, 2022! This tour will give your child an opportunity to experience first-hand the excitement & rich history of The Big Apple!

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 **\$585 per student** (based on **quad** hotel occupancy & **45 min.** paid per bus) includes the following: round-trip ground transportation, two (2) nights of accommodations, portage and night hotel security at hotel, and all taxes & gratuities.

A **non-refundable\*** deposit of **\$125 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](http://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](http://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:

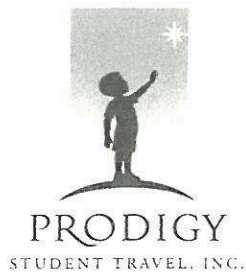
Fri., Jan. 28, 2022: \$230 due  
Fri., Mar. 25, 2022: \$230 due (final payment)

**\* INDIVIDUAL REFUND POLICY:**

1) \$125 deposit is non-refundable, 2) Beyond the non-refundable deposit, as of 2-20-22, 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 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 2-19-22, EACH STUDENT WILL RECEIVE A 90% REFUND OF THE TOTAL TRIP PRICE (\$526.50). CANCELLATION AS OF 2-20-22 WILL RESULT IN AN 80% REFUND OF THE TOTAL TRIP PRICE (\$468).**





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## West Liberty Salem High School

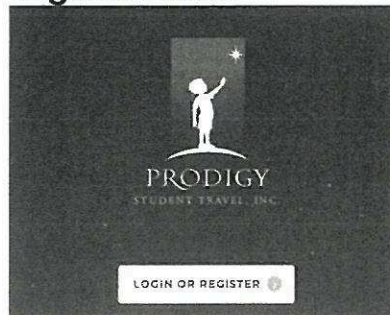
New York City tour

Prodigy Student Travel

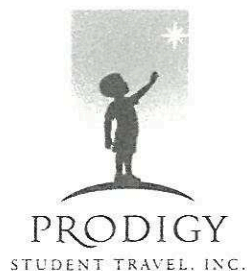
**PASSCODE:**

**QYSDV**

1. Go to Website address: [www.ProdigyStudentTravel.com](http://www.ProdigyStudentTravel.com)
2. Click on "Login or Register Button"



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



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#### 4. Create an Account – Input trip code (QYSDV) & 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**

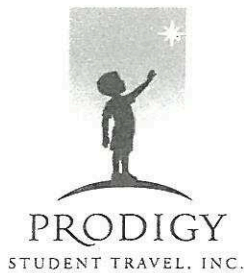
Please re-type your e-mail address to confirm it is accurate.

**Password**

**Confirm password**

**Password strength:**

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



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**Prodigy Student Travel**  
safety protocols for travel to  
New York City

As of October 14, 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 3<sup>rd</sup> or 4<sup>th</sup> quarter of it), we are trying to do all we can to make your child's class trip 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](mailto: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.





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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 2<sup>nd</sup> and 3<sup>rd</sup> 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, and be aware that all indoor venues may require proof of vaccination to enter. (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](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