

Dear Parent/Guardian or Student,

King City PS - Grade 8 is offering students the opportunity to participate in an outstanding tour of Ottawa from May 8 to 10, 2019. 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 transportation by Coach transportation
- Accommodations at University of Ottawa - Rideau Residence: May 08 - May 10
- Night security each evening at the hotel(s) - 1 guard
- 2 Breakfasts, 2 Dinners
- 1 Tour Leader
- All attractions and activities outlined in the attached Itinerary
- All Taxes and Gratuities
- Brightspark 24/7 emergency on-tour support team
- Brightspark Souvenir with emergency contact number for every passenger

Price of the tour is based on 33 paying passengers:

Student \$ 575 + \$ 41 Insurance Quad Occupancy (2 beds)

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.

Please go to www.brightsparktravel.ca and enter the Tour Web Code (located in the upper right hand corner of this document) to get started. Registration online requires payment by credit card or direct deposit.

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,
King City PS - Grade 8 and Brightspark

REGISTRATION IS EASY, PLEASE VISIT:

<https://portal.brightsparktravel.ca/>

Use the code below and register no later than:

Jan 18, 2019

Tour Web Code:

E2GK386

A non-refundable deposit of \$100 + \$41 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.

Pay \$ 41 with your registration

Coverage includes School Board Ruling allowing the board to cancel the entire trip 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
\$ 100* + \$ 41 Insurance	Jan 18, 2019
\$ 238	Feb 15, 2019
\$ 237	Mar 8, 2019

Total Student Price:

\$ 575 + \$ 41 Insurance

* Please note that the deposit and insurance are 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 (DPA) 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 the reservation from (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 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 responsible for any injury, 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 signatures 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 sized bed, one double sized bed, two double sized 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.

ROOMING LIST DUE DATE: All rooming lists are due in our office 60 days prior to departure. Rooming list changes that occur between 30 days and 24 hrs (Cdn destinations), 30 days and 48 hrs (US destinations), and 30 days and 72 hours (international destinations) prior to departure are subject to a \$25 change fee.

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 exchanges, 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 to 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 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 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 every 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 the Travel Guard. Eligibility expenses may include: cancellation charges prior to departure, trip interruptions, excess hospital/medical, baggage, personal effects, out-of-pocket expenses, 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 3280 Bloor St. W, Centre Tower, Suite 901, Toronto, Ontario, M8X 2X3.

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 for Canadian and US destinations, and 90 days prior for international destinations.

LATE REGISTRANTS: If there is room on the mode of transportation, space in an existing hotel room and the passenger is paid in full, passengers can be added to the tour up to 24 hours for Canadian destinations, 7 days for US destinations and 30 days for international destinations. All registrants must sign a registration form or accept our terms and conditions online.

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 for Canadian and US destinations, and between 90 days and day of departure for international destinations. 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 are 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 accommodation. 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 Passenger Trips. 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 the 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 his 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 and conditions not expressly approved in writing by Educatours head office at 3280 Bloor St. W, Centre Tower, Suite 901, Toronto, Ontario, M8X 2X3, is not the responsibility of Educatours and does not form part of this contract. The provisions contained herein constitutes 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.

- Go to: <https://portal.brightsparktravel.ca>
- Register for a tour
 - Enter the parent/guardian email address
 - Click on Get Started
- Fill out the Parent Profile
 - Click on Create Account
- Register with a New Code
 - Enter the 7 digit Tour Web Code (found in the top right box on parent letter)
- Click on Register My Child
 1. **Step 1) Child's Information**
 - Fill out the participant's information
 2. **Step 2) Tour Options**
 - Overview of cost, room occupancy and Terms and Conditions. Terms and Conditions box must be clicked that you agree to them in order to move forward.
 3. **Step 3) Insurance**
 - If insurance is mandatory or not offered for your tour, no further action is required. If insurance is optional, you have the choice to select or decline it.
 4. **Step 4) Review and Confirm**
 - Tour Amount (Total Trip Cost)
 - Payment Amount (Deposit, Pay in Full or Other Amount (needs to be equal to or more than minimum deposit amount)
 - Payment Method (VISA or MasterCard, Bill Payment through bank & option to select Autopay).
 5. **Step 5) Payment**
 - If paying by VISA or MasterCard, you will be transferred to Moneris (if Autopay is selected, your billing address will be required).
 - When payment by VISA or MasterCard is successful, you should see a "Success" message.
 - If making a bill payment through one of the 5 National Canadian Banks (BMO, Scotia, TD, CIBC or RBC) you will be transferred to your banking institution to make the payment. (This transfer will only happen during your initial transaction on Brightspark. For subsequent payments, you go directly to your banking institution website or Teller). Add "**Brightspark Travel**" as the payee and use the Participant Code as the account number. Payment will take up to 72 hours to reach Brightspark and once we receive payment the reservation will then be confirmed

Day One - Wednesday May 8, 2019

- 7:00 AM Arrival at your school of a washroom equipped, climate controlled, highway motor coach.
- 7:30 AM Board your motor coach and depart. Appropriate rest and meal stops will be made. En route your Tour Leader will get to know the students on a first name basis and lead discussions. Take Highway #407 to and from your destination.
- Participate in The Adventure!**
What time is it? Adventure Time! This Brightspark Exclusive spans the entire trip to keep your students engaged. The game bonds groups together as they try to win the most points, with correct answers to trivia, positivity and punctuality, by the end of the tour. Optional social media component with trip hashtags and a photo contest available.
- 2:30 PM **Nepean Point**
Visit Nepean Point and experience the best view of Ottawa. Also, take the opportunity to review the history of Canada's Capital Region. NOTE: This is an excellent place for a group photograph.
- 3:00 PM **Guided Tour of the National Gallery of Canada**
Enjoy a guided tour of one of the architectural jewels of Ottawa, The National Gallery of Canada, which contains paintings and sculptures from around the world. Works by Picasso, Van Gogh, Warhol, and the Group of Seven are some of the thousands displayed for everyone to enjoy.
- 4:30 PM **Hotel Check In**
Approximate time of arrival at the Rideau Residence.
- 6:30 PM **Fajita dinner Lone Star (chicken & beef) - Byward Market**
- 8:00 PM **Ghost and the Gallows Haunted Walk of Ottawa**
Visit death row and the gallows inside the Old Carleton County Jail and other haunted locations in Ottawa while your tour guide recounts supernatural encounters.
- 9:30 PM As a group, walk back to your accommodations.

10:00 PM **Night Security by University of Ottawa - 7 hrs**
Night Security will patrol hallways between 10:00pm -5:00am

Day Two - Thursday May 9, 2019

- 7:30 AM **Buffet breakfast at Tuckers Marketplace**
- 8:30 AM **Discover Bytown**
Explore Ottawa's past and present with your Tour Leader as you walk through the important historical landmarks of our capital. Students will discover the dubious history of Bytown as they are guided through the streets of the Byward Market, walk along the Rideau Canal - a UNESCO World Heritage Site, see the National War Memorial, and visit the steps of Parliament Hill.
- 10:00 AM **Visit the Canadian Museum of History**
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.
- 12:00 PM **Rideau Centre**
Lunch on your own 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.
- 1:30 PM **Museum Highlights Tour at the Canadian War Museum**
This tour will offer first-time visitors an overview of the gallery spaces & will focus on star artifacts. You will also discover surprising facts about the world-renowned architecture.
- 3:30 PM **Guided Tour at the Supreme Court of Canada**
This tour will familiarize you with all Canadian judicial systems and how decisions made by the Supreme Court Justices affect all Canadians. Subject to availability, your students will participate in a Mock Trial, where they will play judge and jury to learn the process firsthand.
- 4:15 PM Board your motor coach and return to your accommodations to refresh for this evening's activities.
- 6:30 PM **Brightspark Gala Evening**
After enjoying a delicious dinner, join us for our unique interactive dance party.



9:30 PM Board your motor coach and return to your accommodations.

Day Three - Friday May 10, 2019

7:45 AM **Plated breakfast at Cora's Restaurant**

8:45 AM **Hotel Check Out**

Check out of your accommodations and load your luggage onto the motor coach.

10:00 AM **Discovery Tour & Dance Program at Aboriginal Experience**

An informative tour of the native site outlining the diversity of Aboriginal cultures across Canada followed by an interactive presentation of native dancers.

11:30 AM **Sussex Drive Coach Tour**

Drive along the iconic Sussex Drive as your Tour Leader comments on points of interest. This includes the residences of the Prime Minister, the Governor General and is the home to a number of embassies.

12:00 PM **Guided Tour at the Royal Canadian Mint**

Tour the headquarters of the Royal Canadian Mint located in the original stone building where the first coin was struck by Governor Earl Grey on January 2, 1908. Learn how coins are produced as you follow the minting process from press to polish and see a million dollars worth of gold!

1:00 PM **The Byward Market**

Time to have lunch on your own and explore 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.

2:00 PM Board your motor coach and depart for home. Appropriate rest and meal stops will be made en route.

8:30 PM **Welcome Home!**

Approximate time of arrival at your school.

This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.

