

My son/daughter \_\_\_\_\_ has my permission to go on the St. Luke's Episcopal School 8th grade Washington trip by charter bus. The trip dates are May 4- May 11, 2012.

St. Luke's will not be responsible for any personal injury or loss of property however occasioned. My signature constitutes an agreement not to hold St. Luke's Episcopal School or its representatives responsible for personal injury or loss. In the event of an injury to my son or daughter, I hereby give my permission for the chaperones to take necessary steps to obtain medical care for my son/daughter. I also understand that any medical attention given will be my financial responsibility.

I understand that by signing this letter that I am declaring that my child will be going on the Eighth Grade Trip and that **the initial deposit of \$299** must be turned in **on or before October 1<sup>st</sup> to secure my child's spot.** The deposit will not be billed to your account. The cost of the trip is based on the number of students participating. This year's cost is \$1299 based on 55 students participating. The remainder of the trip can be billed in four monthly installments of \$250 or the balance paid in a lump payment by January 1<sup>st</sup>.

Please contact the business office if you have any concerns regarding payment arrangements as stated above as they will be happy to work with you in any way possible. ST. Luke's is requesting the deposit upfront due to the increased amount of deposit required by the bus company to secure the date.

**Please be advised that student accounts must be current in order for the student to be eligible to participate.**

**I understand after I have committed to the trip that should I have to cancel for any reason, I will be financially responsible for the full amount of the trip.**

**I further understand that if my child is sent home for any reason, I will be financially responsible for the trip home.**

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ **Yes, I have attached my nonrefundable \$299 deposit and want the balance to be billed in four installments on January 1<sup>st</sup>, February 1<sup>st</sup>, March 1<sup>st</sup> and April 1<sup>st</sup>.**

\_\_\_\_\_ **Yes, I want to be billed the remainder of the amount on my January statement.**

\_\_\_\_\_ **My child \_\_\_\_\_ will not be participating**

**Please sign and return this form to Mrs. Banks on or before October 1, 2011.**

September 7, 2011

Dear Parents,

Now is the time that we begin making preparations for the 8<sup>th</sup> grade Washington D. C. trip. This wonderful educational journey to our nation's Capitol is one filled with excitement as well as memories with classmates that will last for years to come. I am attaching a tentative itinerary of the trip in order for you to know what your child will experience in this week long trip.

In the early spring, I will have a general meeting to discuss the itinerary, clothing, behavioral expectations, safety issues as well as spending money. If your child is planning to participate, I will need the following information filled out and turned in: permission slip along with your deposit, insurance information, and emergency contact numbers.

If you have any questions regarding the trip, please call or email me at school. If you have any questions regarding the billing process, please contact Tiffany England in the business office. Please mail or send this information to me in student services regarding your commitment to the trip by **on or before October 1, 2011.**

Sincerely,

Suzy Banks

Dean of Academics

251-666-2991 ex 8538

Sbanks@stlukesmobile.com