

September 26, 2011

Dear Parents/Guardians:

Oakridge is offering students the opportunity to participate in an outstanding 3-day/2-night tour of Ottawa. The tour has been prepared for us by Brightspark, a full service, TICO registered tour operator specializing in student group travel.

Features of this all-inclusive tour are:

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| TRAVEL DATES: | Wednesday, June 20, 2012 to Friday, June 22, 2012 |
| ACCOMMODATION: | Lord Elgin Hotel (quad occupancy) |
| TRANSPORTATION: | Modern motor coaches |
| TOUR LEADER: | 2 Bilingual Tour Leaders and 2 English Speaking Tour Leaders |
| NIGHT SUPERVISION: | Private dedicated night supervision is included (one guard for every coach) |
| MEALS: | 2 Full Breakfasts and 2 Full Dinners |
| ACTIVITIES: (subject to availability) | 3 Attractions, self-guided: War, Civ & IMAX, Crime and Punishment Jail Tour, Guided Grand Tour at the Canadian War Museum, Guided Tour of the Interior of Rideau Hall, Guided Tour of the National Gallery of Canada, IMAX at the Canadian Museum of Civilization, Merivale Bowling Centre, Night Security provided by G4S - 9 hrs, One-way School Bus Transfer, Parliament Hill Centre Block Tour, Participate in The Sparktacular Adventure! and Visit the Canadian Museum of Civilization |

Price of the tour is based on 200 paying passengers

\$495.00

Optional Insurance:

Travel Guard Insurance Platinum Package *Including school board ruling to cancel for any reason* \$45.00
(due at time of deposit)

Cancellation insurance is optional but highly recommended. Please refer to the attached insurance document for coverage highlights. If you are declining this protection, please understand that you will be subject to our cancellation policies outlined in our terms and conditions on the reverse side of this document. The insurance premium is non-refundable. Please refer to the insurance information on our website for additional details. Insurance does not cover students removed by the school for behaviour issues or personal non-medical issues.

Payment Schedule:

| | |
|-------------------------------|---------------------|
| Deposit due October 14, 2011 | \$100.00+ insurance |
| Interim due February 21, 2012 | \$198.00 |
| Final due April 20, 2012 | \$197.00 |

Registration Options:

Please complete the attached registration form and submit with your deposit.
Please make all cheques payable to **Oakridge**. (Cash is not accepted.)

If you have any questions about the tour, you may call **Brightspark** at **1.800.267.6425** or visit <http://www.brightsparktravel.ca/>.

Thank you



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. Additional deposit amounts may be required to cover the cost of prepaid sporting, theatre or event tickets.

CANCELLATION POLICY: Deposits are non-refundable and non-transferable. The amount of the deposit varies based on trip destination. All payments 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

| | |
|----------------------|--------------------------------|
| GROUP: | Oakridge |
| TRAVEL DATES: | June 20, 2012 to June 22, 2012 |
| TRIP PRICE: | \$495.00 + Insurance |
| DESTINATION: | Ottawa |

TICO Registration # 2422707/2267878

3300 Bloor Street West
West Tower, Suite 1801
Toronto, ON M8X 2X2

416 486 6440 Tel.
800 267 6425 Toll-free
416 486 7118 Fax
brightsparktravel.ca

REGISTRATION FORM

PASSENGER INFORMATION PLEASE PRINT CLEARLY

PASSENGER NAME: _____
(First, Last)

ADDRESS: _____ UNIT #: _____

CITY: _____ PROV or STATE: _____

POSTAL or ZIP CODE: _____ PHONE: () _____

DATE OF BIRTH (m/d/year): _____ GRADE: _____

CITIZENSHIP: _____ GENDER: M F

GUARDIAN INFORMATION IF PASSENGER IS UNDER 18

NAME OF CUSTODIAL PARENT OR LEGAL GUARDIAN: _____

RELATIONSHIP: _____ PHONE: () _____

E-MAIL INFORMATION IMPORTANT - PLEASE COMPLETE

► Some information will be forwarded by e-mail. Valid email is required for tour centre access.

GUARDIAN E-MAIL ADDRESS: _____

PASSENGER E-MAIL ADDRESS: _____

The emails provided above will be used for communication regarding your financial account and travel details. Your emails are private and are never shared with any third party.

EMERGENCY CONTACT AND HEALTH INFORMATION

EMERGENCY CONTACT NAME: _____
(different from legal guardian)

RELATIONSHIP: _____ PHONE: () _____

PASSENGER PHYSICAL OR DIETARY RESTRICTIONS: _____

► Please note that Brightspark will forward this information to the appropriate suppliers in advance of your tour. The dietary restriction information will also be given to the Trip Planner prior to the tour departure to be carried while on tour. It is the Trip Planner's responsibility to ensure that the Passenger receives an appropriate meal. Please note that while we will try to accommodate all Passengers, accessibility can be limited in some destinations, making participation in certain components of the trip difficult for Passengers with reduced mobility.

TRAVELGUARD PLATINUM PACKAGE

Cancellation insurance is optional but highly recommended. Please refer to the attached insurance document for coverage highlights. If you are declining this protection, please understand that you will be subject to our cancellation policies outlined in our terms and conditions on the reverse side of this document. The insurance premium is non-refundable. Please refer to the insurance information on our website for additional details. Please select one:

- \$45.00 **Travel Guard Insurance Platinum Package:** Including school board ruling to cancel for any reason
- I decline all insurance options. I understand that my deposit is non-refundable and non-transferable and that all payments are non-refundable between 60 days and day of departure.

PAYMENT

Please make all cheques payable to **Oakridge**. (cash is not accepted)

DEPOSIT DUE (A) \$100.00

Insurance: (due with deposit) (B)+\$ _____ (add \$45.00 for insurance)

TOTAL DEPOSIT (A + B = C) (C)=\$ _____

We highly recommend you purchase insurance.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION AND SIGN

I HAVE READ AND FULLY UNDERSTAND THE TERMS AND CONDITIONS OF THIS RESERVATION FORM (FRONT AND BACK OF THIS DOCUMENT) AND I ACKNOWLEDGE AND AGREE THAT THIS RESERVATION FORM WILL SERVE AS A BINDING AGREEMENT BETWEEN MYSELF AND BRIGHTSPARK, A DIVISION OF EDUCATOURS, LTD. IF YOU RECEIVE THIS FORM VIA FAX OR EMAIL, PLEASE ENSURE YOU ARE ALSO IN RECEIPT OF THE ACCOMPANYING TERMS AND CONDITIONS.

Signature of Passenger

Date

Signature of Custodial Parent or Legal Guardian (if Passenger is under 18)

Date

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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. Additional deposit amounts may be required to cover the cost of prepaid sporting, theatre or event tickets.

CANCELLATION POLICY: Deposits are non-refundable and non-transferable. The amount of the deposit varies based on trip destination. All payments 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.

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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.

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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.

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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 here in 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

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 the Board's determination that there is a risk to students that are travelling
- ✓ 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 our website: 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 behavioral 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.