



ICCS TRAVEL GUIDELINES

In order to best coordinate student vacation travel, it is imperative that we receive all travel plans regardless of whether they are traveling by airline, train or car.

- **Feel free to send travel itinerary information for the entire year in August so that we have it on file. In the SCHOOL FORMS section of our website you will find a VACATION TRAVEL FORM. You can fill out the form online and click SUBMIT. Your form will automatically be sent to Mrs. Meyers, our Travel Coordinator.**
- **Unscheduled and/or extended weekend or vacation plans must be pre-approved by an Institute administrator. All information or questions regarding air travel should be directed to the Travel Coordinator, Mrs. Meyers at rmeyers@maplebrookschool.org Phone: 845-373-9511 Ext 257**
- **Please be sure to provide a phone number contact for the specific day of travel.**
- **Car and train travel plans should be directed to Mrs. Meyers at rmeyers@maplebrookschool.org, 845-373-9511 ext. 257**

CAR TRAVEL:

- Please share travel plans with your young adult at least two weeks in advance.
- Please email written permission if someone other than yourself is picking up your young adult (i.e.: a relative, another student's parent(s), etc.).
- Vacation **departure** time is Saturday – BEFORE 1:00PM.
- Vacation **return** time is Sunday between 1:00 PM and 8:00 PM.

TRAIN TRAVEL:

- Please share travel plans with your young adult and the School at least two weeks in advance.
- A round-trip ticket costs approximately \$30 - \$50. Institute students budget for the ticket into New York City; parents are responsible for the return trip unless arranged otherwise.
- Train times and fares are subject to change at any time.

- Some trains require a transfer at Southeast Station
- Common vacation travel times using Metro North from Wassaic to Grand Central Station:
 - Friday: Leaves Wassaic approximately 4:18 PM & arrives at Grand Central 6:36 PM
 - Saturday: Leaves Wassaic approximately 12:27 PM arrives at Grand Central 2:45 PM
 - Sunday: Leaves Grand Central approximately 5:22 PM arrives Wassaic 7:37 PM

- **To check train schedules and fares use www.mta.info (Metro North Railroad - Harlem Valley Line)**

AIRLINE TRAVEL:

- Please provide the Travel Coordinator with travel itineraries **at least four weeks in advance** including:
 - **Completed VACATION TRAVEL FORM**
 - **Airline copy of itinerary including a record locator number**
 - **Tickets or electronic ticket number on itinerary**
 - If you purchased “**airline assistance**”, the **receipt** will be required at the airport. If the assistance is required to be paid for at the departing airport only, we can arrange this if you inform us of the details in advance so that drivers have all the necessary information and funds with them (the funds could be taken from your drawing account). **We recommend you look into airline assistance for inexperienced travelers who have connecting flights.**

- **Travelers 17 years or younger: With the airline security constantly getting tighter, you may want to consider getting your youngster a non-drivers State ID if the only picture ID they have is their Maplebrook ID.**

- **For citizens of other countries, an I-20 form is required at the airport. Please remember to get the form signed annually by the Maplebrook Business Manager. Please stay updated on any upcoming government I-20 Changes.**

- **Travelers 18 years or older must have two forms of ID**
 In addition to an Institute photo ID, please assist your young adult in acquiring a state or federal photo ID (drivers permit, non-drivers state ID, or passport). **Non-US citizens are required to have an I-20 form for travel. Please remember to get the form signed by the Maplebrook Business Manager.**

- School vans transport to and from only Bradley Airport (Hartford, CT) on “Vacation travel days” only (these are the “leave” and “return” dates indicated on the school calendar) at designated times. The school vans taking students to the airport will normally leave campus **no earlier than 7:00 AM** and will return leaving the airports **no later than 6:00 PM**. For those traveling to other airports or at other times livery/taxi service will need to be used (**no matter what the travel, students should not leave campus before 7:00 AM**). Typically, livery/taxi transportation **can be approximately \$200 - \$500** more expensive than Maplebrook’s fee and parents will be billed accordingly. Livery/Taxi Service has a base rate to the airport plus a wait fee charge for as long as they have to stay with the student until departing/arriving. Livery/taxi service availability is also limited. **Please inform Maplebrook’s Travel Coordinator as soon as possible if a taxi is required.**
- When traveling to the airport via school van or taxi/livery service, drivers are instructed to take students to the gate (unless prohibited) and to **pick them up at baggage claim (outside customs for international flights)**.
- Keep in mind that we allow three hours travel/wait time to Bradley Airport and five hours to JFK, LaGuardia, Newark and White Plains airports. Please use the following guidelines when scheduling flights home:

Bradley Airport

Departure time should not be scheduled before 10 AM nor later than 4:30 PM for arrival.

JFK, LaGuardia, Newark or White Plains Airports

Departure time should not be scheduled before 11:00 AM for domestic flights (12:00 Noon for international flights) nor later than 7:00 PM for return flights.

- **Please confirm flight with airlines 72 hours prior to travel date and notify the Travel Coordinator of any changes.**