

Dear Maplebrook Parents,

Please take time to review the following information. In order to best coordinate student vacation travel, it is imperative that MBS receives all the travel plans throughout the school year for each student regardless of whether they are traveling by airline, train, or car. This assists staff with safety for all MBS students and assures that all students have travel to and from public transportation (airports, train stations, etc.).

- ∞ Feel free to send all travel information at one time for the entire year.
- ∞ All information or questions regarding travel should be given directly by you to the:

TRAVEL COORDINATOR, Michelle Bonavenia. Please use one of the following methods:

- Phone: 845-373-9511 ext. 227
- Fax: 845-373-8368
- E-Mail: mbonavenia@maplebrookschool.org

- ∞ Please be sure, in all cases, to provide the phone number of the "Travel Day Contact Person" on the day of travel in case of changes.

CAR TRAVELERS:

- ∞ Please provide travel plans at least FOUR (4) WEEKS in advance of vacations.
- ∞ Please fax/ mail written permission if your child is being picked up by someone other than you (such as a relative, another student's parents, etc.).
- ∞ Vacation **departure** time begins @ 3 pm on Fridays , **BUT NO LATER THAN Noon on Saturday**
- ∞ Vacation **arrival** time is Sunday from 1:00 pm to 8:00 pm.

TRAIN TRAVELERS:

- ∞ Please provide travel plans at least FOUR (4) WEEKS in advance of all vacations.
- ∞ Please fax/ mail written permission that your student may ride the train (staff does not accompany students on the train and there may or may not be any Maplebrook students riding with them. Other MBS students may be male or female and they may or may not be experienced train travelers. Students may need to switch trains).
- ∞ Money for the train ticket (approx. \$40.00) will be taken from parent's drawing account.
- ∞ Students are advised to wait on the station platform when being picked up at a station.
- ∞ Common vacation travel times for Metro North from/to Wassaic/Grand Central: Friday departs Wassaic at approximately 4:21 pm (or 6:03 pm) reaching Grand Central 6:36 pm (or 8:32 pm) with a change over in Southeast.
- ∞
 - Sunday: departs Grand Central at approximately 5:19 pm and arrives at Wassaic at 7:24 pm.
 - Please note the Metro North Schedules are subject to change. Further information is available on the web site at www.mta.info .

AIRLINE TRAVELERS:

- ∞ Please provide travel plans AT LEAST FOUR (4) WEEKS IN ADVANCE including:
 - Completed copy of attached Maplebrook travel form (including phone # of person to contact on travel day). If parent is traveling with student, please so indicate.
 - Submit original or e-mailed copy of airline itinerary to the MBS travel coordinator. Airline itinerary is required by the airlines to board the plane.
 - Tickets or electronic ticket number on itinerary.
- ∞ We recommend you look into airline assistance for young, inexperienced flyers that have connecting flights.
- ∞ Passengers 18 years or older must have two forms of photo ID. In addition to a Maplebrook photo ID, please assist your student in acquiring a State or Federal ID (driver's license, non-driver's state ID or passport). If your student turns 18 years old during the school year, please be sure the ID is acquired during a vacation break. For citizens of other countries, an I-20 form is required at the airport (please remember to get the form signed by the Maplebrook Business Manager). Please stay updated on any upcoming government I-20 changes.
- ∞ School vans transport students to Bradley (Hartford, CT) ONLY on "MBS vacation travel days," which are the "depart" and "return" dates indicated on the school calendar. Students traveling on other days will be at the expense of the parents.
- ∞ The school vans taking **STUDENTS TO THE AIRPORT** will normally leave campus no earlier than 8:00 am and will return, leaving the airports no later than 4:00 pm. For those traveling to other airports or at other times, livery/taxi service will need to be used. (*****PLEASE REMEMBER NO MATTER WHAT THE TRAVEL, STUDENTS MAY NOT LEAVE CAMPUS BEFORE 6:00 AM.*****)
- ∞ The school vans picking up **STUDENTS FROM THE AIRPORT** will normally leave the airport no later than 4:00 pm. For those traveling from the other airports or at other times, livery/taxi service will need to be used. (*****PLEASE REMEMBER THAT NO MATTER WHAT THE TRAVEL, STUDENTS MAY NOT RETURN TO THE DORMITORIES AFTER 10:00 PM.*****)
- ∞ Typically livery/taxi service is higher than Maplebrook's fee, and parents will be billed accordingly. Livery/Taxi 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 or awaiting arrival).
- ∞ Livery/Taxi service availability is extremely limited; please inform Maplebrook's travel coordinator as soon as possible if a taxi is required.
- ∞ Keep in mind that we allow two hours travel time to Bradley, Stewart and Westchester County airports and three hours to JFK, LaGuardia, and Newark airports plus the 1½ hours required by the airlines for domestic flights (2 hours for international). Please use the following guidelines when scheduling flights home:
 - Bradley, Stewart or Westchester County Airports: not prior to 9:30 am departures nor later than 4:00 pm return.
 - JFK, LaGuardia or Newark Airports: not prior to 11 am departures for domestic flights (12 noon departure for international) nor later than 7:00 pm for return flights.
 - Traveling with 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.**
- ∞ **PLEASE CONFIRM** flight with the airline 72 hours before flight and notify Maplebrook School of any changes.