

HUNTSBURG CAMPUS: 11530 MADISON ROAD • HUNTSBURG, OH 44046 • PHONE: 440.636.6290 • FAX: 440.636.5665 •
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The staff of the Hershey Montessori School Adolescent Community will provide transportation for students to and from Cleveland Hopkins International Airport at regularly scheduled break times (see “Airport Transportation Information”). When booking flights, parents must be sure to follow the guidelines below in order to avoid additional transportation fees and should send itineraries to staff members in writing or via telephone as far in advance as possible. On those rare occasions in which no staff member is available to transport a student to the airport, parental permission will be sought and students will travel to the airport in a limousine. Parents will be billed for this charge.

When booking your flights, be sure to ask the airline to clarify its policy regarding unaccompanied minors. If your child is considered an unaccompanied minor under their policy, you need to PAY ANY RELATED FEE IN ADVANCE. The policy may also preclude your child from traveling on certain flights. Please also make sure to send a photo I.D. with your child.

Please be aware that staff members are not on duty after 12:00 noon on Saturdays when breaks begin or before 12:00 noon on Sundays when breaks end.

If your child is unable to come home for breaks (because of distance, i.e., students from foreign countries), *it is YOUR RESPONSIBILITY to make other arrangements for your child’s break time as far in advance as possible*. In the past, students have stayed with more local relatives or with families in the school community.

BOARDING STUDENTS AIRPORT TRANSPORTATION INFORMATION

If your son/daughter will be traveling by air for school breaks, *there is a flat fee of \$250 to cover the costs of transporting students to and from the airport*. This fee will be deposited into your student account at the beginning of the school year.

This fee covers the cost of transporting students for our standard break departures and arrivals (August arrival, Thanksgiving Break, Winter Break, Spring Break, and June departure — a total of 8 trips). Note that airport runs require a minimum of 4-5 hours of staff time, including driving time and time allowance for security procedures and late arrivals/departures.

Airport runs that occur at any time other than our break times will incur a fee of *\$60 each way*.

Please be sure to send a photo I.D. with your child, as required by airline regulations.

THANKSGIVING

- ◆ **School ends at 4:00 p.m. on Friday, November 18, 2016**
- ◆ Students leaving by car may be picked up Friday after 4:00 p.m. or Saturday *before* noon.
- ◆ Students traveling by air may schedule departures on Friday between 4:00-8:00 p.m.
- ◆ **School resumes at 9:00 a.m. on Monday, November 28, 2016**
- ◆ Students arriving by car may arrive on Sunday between 12:00-7:00 p.m.
- ◆ Students arriving by air may schedule flight arrivals on Sunday between Noon-7:00 p.m.

WINTER BREAK

- ◆ **School ends at 11:00 p.m. on Friday, December 16, 2016**
- ◆ Students leaving by car may be picked up on Friday after 12:00 noon or Saturday *before* 12:00 noon.
- ◆ Students traveling by air may schedule departures on Friday between 1:00-7:00 p.m. or on Saturday morning *before* 12:00 noon. Please try to schedule flights on Friday, if possible.
- ◆ **School resumes at 9:00 a.m. on Monday, January 9, 2017**
- ◆ Students arriving by car may arrive on Sunday between 12:00-7:00 p.m.
- ◆ Students arriving by air may schedule flight arrivals on Sunday between Noon-7:00 p.m.

SPRING BREAK

- ◆ **School ends at 4:00 p.m. on Friday, March 17, 2017**
- ◆ Students leaving by car may be picked up Friday after 4:00 p.m. or Saturday *before* 12:00 noon.
- ◆ Students traveling by air may schedule flight departures on Friday between 2:00-7:00 p.m. or on Saturday morning *before* 12:00 noon. Please try to schedule flights on Friday, if possible.
- ◆ **School resumes at 9:00 a.m. on Monday, April 3, 2017**
- ◆ Students arriving by car may arrive on Sunday between 12:00-7:00 p.m.
- ◆ Students arriving by air may schedule flight arrivals on Sunday between noon-7:00 p.m.

OTHER DAYS

Generally, if a student is flying home for a holiday or special occasion, parents should contact staff members as far in advance as possible to see if travel arrangements to the airport can be made. Parents should follow the following guidelines when scheduling flights:

- ◆ Students traveling by air may schedule flight departures on weekdays between 5:00-7:00 p.m. or Saturday *before* 12:00 noon.
- ◆ Students traveling by air may schedule flight arrivals on weekdays between 4:00-8:00 p.m. or Sundays between noon-7:00 p.m.
- ◆ **The transportation fee for these special trips is \$60 each way.**

LAST DAY OF SCHOOL

- ◆ **School will be dismissed at 1:00 p.m. Friday, June 9, 2017 (Boarding students may be picked up by 1:00 p.m.)**
- ◆ There will be a Education and Peace Ceremony on Thursday evening, June 8th at 7:00 p.m. Parents who are in town are welcome to attend.
- ◆ Boarding students leaving by car may be picked up on Friday or Saturday *by* 12:00 noon.
- ◆ Boarding students traveling by air may schedule flight departures for Friday between Noon-7:00 p.m. or on Saturday morning, *before* 12:00 noon. Please try to schedule flights on Friday, if possible.