

LOG-P-5704-Airport Transportation Service Policy and Fee Schedule

Procedure

1. Parents send the student's flight details to quinnw@feitianacademy.com two weeks before the drop off/pick up day. Late notices will not be serviced. The school needs the following information:

- Student name
- Flight Number
- The date and time of departure and/or arrival
- Number of bags
- Contact telephone numbers and email addresses for students and parents
- Any accompanying persons and his/her relationship to your child.

***Please note if an adult needs to accompany your child to the gate, different airlines have different drop off/pick up procedures and requirements for minors traveling alone. We ask parents to please notify the school of such provisions. For example, Air Canada requires the minor to register online before he/she can board the plane.

The school will notify the parents one week prior to the drop off/pick up day.

Service Time	Airports	Fees
Winter Break and Summer Vacation: The transportation service is provided only during the first two days and the break period and it is only between 10 a.m. and 7 p.m.	The service airports are Newark Liberty International (EWR) Airport in New Jersey and John F. Kennedy (JFK) International Airport in New York.	\$60 per person/one way. The toll and parking fees are included.
Spring Break: The transportation service is provided only during the first Saturday and the last Saturday of the break 10 a.m. - 7 p.m.	EWR only.	\$60 per person/one way.
Service may be available outside the above times or when	EWR Airport	\$100 per person/one way.

unexpected events happen such as flight delays.	JFK Airport	\$120 per person/one way.
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Additional Fees

- Waiting and overtime fees due to unexpected events such as flight delays: \$10 an hour.
- If the airline requires an adult to accompany the student to the gate, our staff dropping off your child may need to spend time to check-in and to pay fees to obtain a boarding pass. After the security check, the staff will have to wait for the flight arrival and deliver the student to the flight attendant. Our staff picking up your child may need to first see an airport security officer to apply for an airport registration certificate and then wait for your child in a designated room, the Younger Travel Cub. Additional fees may apply.

FTAA 假期機場接送學生的規定

基本程序

1. 家長在放假兩週前將學生乘坐飛機的詳細信息發送至郵箱：

quinnw@feitianacademy.com 未能提前兩週通知學校以下信息的將不被提供接送飛機的服務：

- 學生姓名
- 飛機航班號
- 起飛和/或到達的時間日期
- 行李數量
- 學生及家長的當天聯繫電話號碼及 email 地址
- 是否需要成人送至登機口。鑑於不同航空公司對無成人陪伴的未成年學生接送有不同的要求，請家長在購買機票前了解此規定並及時通知學校。對於一些航空公司的特殊要求，請及時通知學校，如：加拿大航空公司要求在登機前要先上網辦理登記。
- （如果有的話）隨行人及與學生的關係

2. 學校會在出發一周前將接送人員的信息和接機計劃通知家長。如果因特殊情況需要調整接送人員，我們會及時通知家長。

服務時間	機場限制	收費
寒假和暑假：接送飛機的時間段限制為放假的頭兩天和假期的後兩天，當天的 10am -7pm.	接送機場僅限於新澤西 EWR 和紐約 JFK。	\$60/人/次。 已包含過橋費和停車費。
春假：接送飛機的時間段限制為放假的第一個週六和假期的最後一個週六，當天的 10am -7pm.	接送機場僅限於新澤西 EWR。	\$60/人/次
在以上規定時間之外或由於飛機延誤等造成的額外出車。	EWR 機場	\$100/人/次。
	JFK 機場	\$120/人/次。

額外費用

- 由於飛機延誤等造成的等待費用，每小時\$10。
- 如果送機人員需先陪同學生辦理登機卡、繳費，並獲得通行證，安檢後在登機口等待飛機到來，飛機到達後將學生交給航空服務人員；或者接機人員需先到登機處辦理接機登記證，安檢後到一個專門房間（Younger Travel Cub）等待接學生。都可能需要額外費用。

Adopted Date: 6/28/17

Last Revised 6/5/17