

TRAVEL INFORMATION

Mrs. Regina Cooper, Transportation Coordinator
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FLIGHT GUIDELINES

Each break we are tasked with coordinating ground travel for, and supervision of, all students who will be flying. In order to make this possible, it is necessary that flights be booked within certain time constraints, and that guidelines be observed:

- All flight arrangements must be made to and from Charlotte Douglas International Airport (CLT), in Charlotte, NC.
- All flights must be made within the specified time frames for that particular break.
- Flight itineraries (round trip if during a school break and school transportation is needed for each date) with the airline confirmation codes must be submitted by the parent/guardian directly to Mrs. Cooper at least 10 days in advance of travel. Advance notice is to ensure school ground travel to and from the airport. After the 10-day advance deadline, Academy transportation is not guaranteed, and Special Transportation charges may apply.
- Travel plans submitted by a student (even if he or she is 18 years old) will not be accepted.
- If your student is flying as an “**unaccompanied minor**,” please notify Mrs. Cooper before booking flights, and at least 10 days in advance of travel date so that special requirements by the airline can be met.
- If a flight is delayed, missed or canceled, contact Mrs. Cooper immediately so that she can adjust ground transportation plans. This also includes any changes to flights made by the airlines.

Travel plans that cannot meet the specified time frames as published will be considered Special Transportation and charged accordingly. This may mean that transportation will be provided by a commercial service rather than Academy personnel.

THANKSGIVING BREAK INFORMATION – 2018

Departing flights must be scheduled for Friday, November 16, 2018, at 5:30 pm or later (International flights--6:30 pm or later).

Friday, November 16, 2018 – Beginning of Break

- 11:45 am - Students may leave campus
- 12:15 pm - Oak Hill Bus to **depart** from CAMPUS
- 4:30 pm - Oak Hill Bus will **arrive** at the AIRPORT in Charlotte, NC

Monday, November 26, 2018 – End of Break

- 6:00 pm - Oak Hill Bus to **depart** from the AIRPORT in Charlotte, NC

When scheduling return flights, please allow time after arrival at the airport for baggage pickup, dinner, and customs clearance (international flights) in order to meet the bus departure deadline of 6:00 pm.

On the way back to Campus, the bus will not stop.

CHRISTMAS BREAK INFORMATION – 2018

Departing flights must be scheduled for Thursday, December 20, 2018, at 4:00 pm or later (International flights--5:00 pm or later).

Thursday, December 20, 2018 – Beginning of Break

- 10:30 am - Students may leave campus
- 11:00 am - Oak Hill Bus to **depart** from CAMPUS
- 3:00 pm - Oak Hill Bus **will arrive** at the AIRPORT in Charlotte, NC

Monday, January 7, 2019 – End of Break

- 6:00 pm - Oak Hill Bus to **depart** from the AIRPORT in Charlotte, NC

When scheduling return flights, please allow time after arrival at the airport for baggage pickup, dinner, and customs clearance (international flights) in order to meet the bus departure deadline of 6:00 p.m.

On the way back to Campus, the bus will not stop.

SPRING BREAK INFORMATION – 2019

Departing flights must be scheduled for Friday, March 8, 2019, at 5:30 pm or later (International flights--6:30 pm or later).

Friday, March 8, 2019 – Beginning of Break

11:45 am - Students may leave campus

12:15 pm - Oak Hill Bus to **depart** from CAMPUS

4:30 pm - Oak Hill Bus will **arrive** at the AIRPORT in Charlotte, NC

Monday, March 25, 2019 – End of Break

6:00 pm - Oak Hill Bus to **depart** from the AIRPORT in Charlotte, NC

When scheduling return flights, please allow time after arrival at the airport for baggage pickup, dinner, and customs clearance (international flights) in order to meet the bus departure deadline of 6:00 pm.

On the way back to Campus, the bus will not stop.

OAK HILL CHARTER BUS TO CHARLOTTE, NORTH CAROLINA, AT THANKSGIVING, CHRISTMAS AND SPRING BREAKS

Charge per one-way trip is \$95.00 (subject to change dependent upon fuel cost). All flights **must be scheduled within our specified time frames**. Any deviation from these times due to unusual circumstances must be discussed with Mrs. Cooper **prior to booking flights to be certain ground transportation can be arranged**. Minimum cost for Special Transportation arrangements (outside specified time frames) will be \$200 one way. Oak Hill Charter Bus reservations are nonrefundable and nontransferable, and cannot be charged to the Student Expense Account. Checks should be made payable to Oak Hill Academy and mailed to the Transportation Coordinator, OAK HILL ACADEMY, 2635 Oak Hill Road, Mouth of Wilson, VA 24363. Please remember that all flight itineraries requiring school-provided ground transportation must be submitted to Mrs. Cooper a minimum of **10 days in advance** of travel date.

HOTEL POLICIES

If your student needs to stay in a hotel overnight prior to catching an early morning flight, all arrangements must be made through the OHA Transportation Coordinator before booking the flight, and additional fees will apply. The student must be chaperoned at the hotel by an Academy staff member, and is not permitted to stay alone or in groups. Any such student is required to meet with the Transportation Coordinator prior to leaving campus, and must sign a contract agreeing to abide by the Academy's policies and procedures for overnight stays. Any infractions will be reported to the Director of Student Affairs.

TRAVEL AT OTHER TIMES

Ground transportation to the airport will also be offered at other times including the beginning of school in the fall, open weekends, and at the end of school in May. If your child needs travel for any of these occasions, please contact Mrs. Cooper **before flights are booked** as they must be scheduled within our specified time frames. Ground transportation to the airport also can be arranged for college visits or in the event of emergency. In these cases, Mrs. Cooper must be contacted **before flights are booked** to discuss how transportation can be arranged, and the cost for such transportation.

WEEKEND LEAVE OFF CAMPUS – See Page 25 of the Student/Parent Policy Manual

TRAVEL WITH ANOTHER OHA STUDENT

If your student plans to leave campus using school transportation to spend a break, part of a break, or an open weekend with another OHA student, the following **MUST** be met:

- (1) **Written Permission** (by fax or email) is given by the parent for the student to leave campus using school transportation; and
- (2) a **Written invitation** (by fax or email) is received from the host parent; and
- (3) all OHA travel guidelines are observed and fees associated with school transportation are paid.

Written permissions/invitations from all parents are required when a student leaves campus with a host student.

Permissions and invitations must be received by the Director of Student Affairs and the Transportation Coordinator 10 days prior to the travel date.