

Airport Travel Information Sheet for Boarding Student

The closest international airport is **Newark Liberty International Airport (EWR)**. It is located 75 miles south of Middletown. **John F. Kennedy International Airport** is a 2 hour drive. **LaGuardia Airport** is located 75 miles south of Middletown. Rental cars are available at all three airports.

Families may arrange their own airport transportation service or select the attached independent driver list. Please note that Northern Academy assumes no responsibility for the service provided by your chosen driver, and it is each family's sole responsibility to select the service that best suits their needs and arrange payment with the driver.

Parents should contact Northern Academy Student Services at studentservices@northernacademy.org and the dorm parents at dorm@northernacademy.org as soon as their travel plans are made.

Prior to Travel:

- 1) Contact a driver at least 2 weeks prior to your travel and obtain a booking confirmation.
- 2) Fill out the attached **Student Travel Information Form** for the driver
- 3) Send your itinerary and Student Travel Information Form to:
 - a. Driver; and
 - b. Drop-Off Contact (Homestay family / School dorm parent)
- 4) Finalize all payment for service prior to your child's departure. You must pay the driver directly once you are both satisfied with the service arrangement.
- 5) If your child's itinerary changes, notify the dorm teacher/homestay parent and the driver immediately.

On Travel Day:

- 6) You should provide your child with a cell phone for easy communication with the driver during the pick-up process. Once your child's flight has departed, confirm the departure and provide an update arrival time to:
 - a. Driver; and
 - b. Drop-Off Contact (Homestay family / School dorm parent)

Remind the Driver to:

- 7) Once the student is picked up, communicate with and provide an estimated arrival time at receiving location to the Drop-Off Contact (Homestay family / School dorm parent)
- 8) Remind students to contact their parents to confirm that they have been picked-up by the driver.
- 9) Let the parent know once the student has been dropped off.

Airport Transportation Service by Independent Driver

For your convenience, the school maintains a list of available drivers that you may wish to contact. Please note that the driver information is provided by each driver, and the school does not guarantee its accuracy. It is each family's sole responsibility to select the service that best suits their needs. The school also assumes no responsibility for the service provided by your chosen driver.

Drive Name	Mr. Jack Ma	Mr. Kevin Wang
Email	xuanmiao999@gmail.com	wk3585527@gmail.com
Cell Phone	917-880-9378	718-207-1197
Description	Experienced Uber driver and school bus driver.	Experienced driver with 30 years of driving experience.

Drive Name	Mr. Hugo Peng	Mr. Mingzhi Tong
Email	hugopeng2014@gmail.com	tongmingzhi712@gmail.com
Cell Phone	240-204-2006	347-399-7380
Description	A very skilled driver with 23 year driving history and years of Uber & delivery experience. Currently holds a commercial driving license.	Experienced Uber driver. He drove his car to travel across 48 states of the United States.

Drive Name	Mr. Yongxin Wang
Email	yicheng4196@gmail.com
Cell Phone	917-288-8611
Description	Experienced driver with 35 years of driving experience.

[Majestic Transportation Services & Limo, Inc: 877-811-8400](http://www.majesticlimo.com)

Student Travel Information Form

Driver's Name:	Driver's Cell Phone:				
Driver's Email:					
Passenger Last Name	First Name				
Passenger Cell Phone	Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	Age	
Passenger Email					
Passenger's Parent Name	Passenger's Parent Cell Phone				
Passenger's Parent Email					
How well can the passenger communicate in English?		<input type="checkbox"/> Good		<input type="checkbox"/> Not Good	
Flight Date		Arrival Time (NY Local Time)	<input type="checkbox"/> AM	<input type="checkbox"/> PM	
Airport	<input type="checkbox"/> JFK	<input type="checkbox"/> EWR	Terminal	Airline	
Flight Number	Confirmation Number				
Number of Luggage:	Large	Medium	Small		
Accompanying Person's Name	Relationship to Passenger				
Airport Pick-up Location					
Drop-off Contact Person's Name	Drop-off Contact Cell Phone				
Drop-off Address					

***** PLEASE ATTACH COMPLETE AIRLINE TRAVEL ITINERARY *****

Pickups are usually done at the curbside at the designated passenger pickup area, and the passenger is expected to exit the airport building and walk to these designated areas. Passengers may ask airport staff where these areas are located, if needed.

If you need the driver to park the car and go into the airport for pickup please provide details here:

Parent Signature _____ **Date** _____