



8/19/2022

Dear Parents and Guardians,

The following pages outline Travel Day details for each mode of transportation. Each section is labeled as Air, Ground and Meet & Greet. Please take a moment to ensure that you are reading the most appropriate section in its entirety, prior to arranging/booking transportation.

Parents/Guardians are responsible for understanding and adhering to the policies outlined in the section that best pertains to your chosen method of student transportation.

This information will be provided ahead of each break via email. When you receive the Travel Day email, please provide plans for **both** the Departure Day as well as the Arrival Day.

Riverview Vacation Days for the 2022/2023 School Year are as follows:

- ❖ Saturday, November 19th - Sunday, November 27th
- ❖ Wednesday, December 21st - Tuesday, January 3rd
- ❖ Sunday, March 5th - Saturday, March 18th

Breaks listed differ for West Coast/ International students who travel by Air. Please refer to the Travel Day: Air section.

Should you have any questions after reviewing this information, please let me know.

Thank you!

Jenna Beer

Administrative Office Manager
Travel and Student Discretionary Account Coordinator
551 Route 6A, East Sandwich, MA 02537
508.888.0489 x 272

Travel Day Information: AIR TRAVEL

2022/2023



Air Travel 2022-2023 (East Coast Students)

Break	Departure Dates	Arrival Dates	Travel Plans Due By:
November (11/18-11/28)	Friday, November 18 ^h	Monday, November 28 th	Friday, October 21 st
December (12/20-1/4)	Tuesday, December 20 th	Wednesday, January 4 th	Wednesday, November 16 th
March (3/4-3/19)	Saturday, March 4 th	Sunday, March 19 th	Friday, February 3 rd
Time Windows	8:00 AM – 4:00 PM	10:00 AM – 6:00 PM	

East Coast students ONLY can opt to book a flight on either travel day

Air Travel 2022-2023 (International/ West Coast Students)

Break	Departure Dates	Arrival Dates	Travel Plans Due By:
November (11/18-11/28)	Thursday, November 17 th	Monday, November 28 th	Friday, October 21 st
December (12/20-1/4)	Monday, December 19 th	Wednesday, January 4 th	Wednesday, November 16 th
March (3/4-3/19)	Friday, March 3 rd	Sunday, March 19 th	Friday, February 3 rd
Time Windows	8:00 AM – 4:00 PM	10:00 AM – 6:00 PM	

Flights should be scheduled to depart/arrive during the above time window. If you are not able to book a flight within the timeframes, then travel arrangements must be made for a private hire or car service at the family's expense

Students should not check luggage. Students will be allowed to fly with only one carry-on bag and one personal item (e.g., purse, backpack).

1. Communicate your student's plans to the Travel Coordinator **as soon as possible**. Please be sure to include flight information for both Arrival and Departure Days.
2. Schedule flights during the appropriate dates and time windows listed in the chart above **(take note of differences in East Coast and International/ West Coast Travel Days)**.

Once a flight is booked and submitted to the Travel Coordinator, please do not reschedule the flight within the two weeks of the specific travel day, unless due to an emergency, without notifying the Travel Coordinator of the need to reschedule first. If this occurs, we cannot guarantee Riverview transportation, and the family will be responsible for the fees incurred to transport your student.

When scheduling:

- ❖ The earlier in the time frames provided, the better. In that there is less likelihood of cancellations or delays. When cancellations or delays occur, we have more time to make new plans when flights have originally been booked earlier in the day.
 - ❖ If possible, it is strongly encouraged to book direct flights.
 - ❖ Never book a flight "standby"
 - ❖ If you need to plan a flight outside of these time frames, you will need to set up a private hire/transportation with the Travel Coordinator.
3. **NEW 2021: IMPORTANT** (Referenced from the Student Family Handbook)
Students who are flying will need to have the ability to navigate the airline terminal independently from the security check-point to their departure gate. This will include the ability to wait for their flight and problem solve any delays or challenges that may arise. Riverview will have staff available to accompany students to the airport and remain at the airport until all flights have departed, but **Riverview staff cannot accompany students through security**.
 - ❖ If your student does not possess the skills to navigate the airline terminal independently, you will need to arrange accommodations through the airline or make alternative travel arrangements.
 - ❖ When flying, parents need to determine if their student may require a meet and assist or unaccompanied minor service. These services are generally provided at cost by the airlines. This is added assurance that your student will have adult supervision during their trip. Parents are responsible for paying this fee when booking the reservation.
 - ❖ **New 2022:** If a meet and assist or unaccompanied minor service has been arranged, Riverview staff cannot be assigned as the assisting adult, as staff cannot accompany students through security.

4. When your student is traveling via Air on Travel Days:

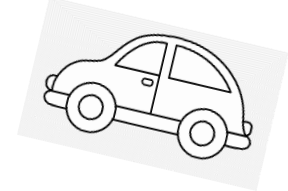
- ❖ Students are permitted (1) carry-on bag and (1) backpack on Departure and Arrival Travel Days. Carry-on bags should be an airline approval bag with wheels. *If there is not enough room in one carry-on bag, these items must be shipped home or back to school.*
- ❖ It is suggested that students travel with \$20.00-\$25.00 cash.
- ❖ Student's prescription medication is placed in their backpack. No other medication or vitamins are sent home.
- ❖ Air travel students 18 years and older must carry a government issued ID card to clear security. Please arrange to get one if needed well in advance to travel day.
- ❖ Ensure that you are available via phone throughout the day of travel in the event that your student or Riverview staff needs to reach you. Be sure that your student has your contact information programmed into their phone.
- ❖ When possible, we suggest using TF Green Airport in Rhode Island. It is much more user friendly for both students and staff.
- ❖ Should an **emergency** arise, and you cannot reach the Travel Coordinator, call 508-888-0489 ext. 400. **This is a line dedicated to emergencies only.**

NOTE: We ask that students adhere to the luggage limit of a backpack and carry-on. Vehicle assignments of staff and students are coordinated with this limit in mind. Additional luggage may not fit in the Riverview vehicles and transportation priority is the students. If your child needs to return with additional, or checked luggage, you are asked to schedule a private hire driver with the Travel Coordinator.

Important: ** Please Note: Beginning May 3, 2023, every air traveler 18 years of age and older will need a REAL ID-compliant driver's license, state-issued enhanced driver's license, or another acceptable form of ID to fly within the United States. REAL ID-compliant cards are marked with a star at the top of the card. If you're not sure, contact your state driver's license agency on how to obtain a REAL ID compliant card. Michigan, Vermont, Minnesota, and New York states issue REAL ID and state-issued enhanced driver's licenses, both of which are acceptable. Washington state issues enhanced driver's licenses only. State-issued enhanced driver's licenses are marked with a flag. These documents will be accepted at the airport security checkpoint when the REAL ID enforcement goes into effect. **

Travel Day Information: GROUND TRAVEL

2022/2023



Ground Travel 2022-2023 (Parent Pickup/Drop-off)

Break	Departure Dates	Arrival Dates	Travel Plans Due By:
November (11/18-11/28)	Friday, November 18 th <u>Dorms close at 3:00pm</u> ½ day - early dismissal @ 12:00pm	Monday, November 28 th <u>Dorms open at 12:00pm</u>	Friday, October 21 st
December (12/20-1/4)	Tuesday, December 20 th <u>Dorms close at 3:00pm</u> ½ day - early dismissal @ 12:00pm	Wednesday, January 4 th <u>Dorms open at 12:00pm</u>	Wednesday, November 16 th
March (3/4-3/19)	Friday, March 3 rd	Sunday, March 19 th <u>Dorms open at 12:00pm</u>	Friday, February 3 rd

1. Communicate your student’s plans to the Travel Coordinator **as soon as possible**, regardless of how local you may live. Knowing your plans in advance greatly reduces the stress on students and allows us to best prepare for the staffing and care of your student.

2. When providing your plans, please be sure to include specific pickup and drop-off details.

Note: Departure and Arrival Day information is required in advance because staffing and transportation plans for both days are finalized prior to the break. Staff receive their assignments before they leave on vacation.

3. When Departure Travel Day is also a scheduled Academic Day:

- ❖ If picking your student up **before** 3:00 PM, you will sign out with the receptionist in the James Center. A key to your student’s dorm may be checked out with the receptionist.
- ❖ If signing your student out **after** 3:00 PM, you will sign out in the dormitory.
- ❖ Day students should be picked up at 3:00 PM at Hunter Commons.

4. When Departure Travel Day is not a scheduled Academic Day:

- ❖ Student’s may be signed out from the dormitory or Residential Office

5. If it proves to be more convenient, you are welcome to pick your student up after school ends the day prior to Travel Day.

6. Please be mindful of the times dorm open and close provided in the chart above and note:

- ❖ On Departure Days, dormitories close at the time listed and staff leave. Students must be picked up **BEFORE** that time.
- ❖ On Arrival Days, dormitories open after the time listed. Staff are not in the dorm earlier than the time noted.

Travel Day Information: Meet & Greet

2022/2023



Meet & Greet 2022-2023

Break	Departure Dates	Arrival Dates	Travel Plans Due By:
November (11/18-11/28)	Thursday, November 17 th	Monday, November 28 th	Friday, October 21 st
December (12/20-1/4)	Monday, December 19 th	Wednesday, January 4 th	Wednesday, November 16 th
March (3/4-3/19)	Friday, March 3 rd	Sunday, March 19 th	Friday, February 3 rd
Time Windows	11:00am-1:00pm	12:00-2:00pm	

Parents and guardians have the option of meeting their student at Logan Airport, Boston, MA or TF Green Airport, Providence, RI on the designated Travel Days above. A two-hour time window has been designated for the meet and greet option, and the designated meeting spots will be relayed by the Travel Coordinator.

1. Communicate your student's plans to the Travel Coordinator **as soon as possible**, and please be sure to include plans for both Arrival and Departure Days. Knowing your plans in advance greatly reduces the stress on students and allows us to best prepare transportation staffing and care of your student.
2. When your student is scheduled for Meet & Greet on Travel Days:
 - ❖ Students are permitted a carry-on bag and a backpack on departure and arrival travel days. Carry-on bags should be an airline approved bag with wheels.
 - ❖ Students' prescription medication is placed in their backpack. No other medication or vitamins are sent home.
 - ❖ Ensure that you are available via phone throughout the day of travel in the event that your student or staff needs to reach you. Be sure your student has your contact information programmed in their phone.

Note: We ask that students adhere to the luggage limit of a backpack and carry-on. Vehicle assignments of staff and students are coordinated with this limit in mind. Additional luggage may not fit in Riverview vehicles and transportation priority is students. If your child needs to return with additional or checked luggage, you are asked to schedule a private hire driver with the Travel Coordinator.