



St. Margaret's School

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VACATION DATES AND TRANSPORTATION INFORMATION

TRANSPORTATION INFORMATION

Airports recommend arrival two hours prior to departure for domestic flights and three hours for international flights. To allow time to meet scheduled transportation, reservations should be made at least three hours after a student's last scheduled commitment on campus (e.g., on most Fridays the academic day ends at 3:50pm but student athletes practice until 6:00pm). Our location, one hour from Richmond and a little over two hours from Washington, D.C., makes advance planning essential. Please make your plans as early as possible and communicate with us regarding the arrangements you have made. Students will not be excused early to make transportation.

Please note that airlines may not take student identification cards as a form of ID, but we understand that they will accept government issued identifications (i.e. passports, driver's licenses, and DMV identification cards). If your child does not have one of these forms of identification, we strongly recommend you to have an official DMV identification card made from your state. Additionally, if your child uses a passport as her identification, please be sure to **monitor the expiration date and plan accordingly for renewal** while your child is home on breaks.

If your child is under 15 years of age, please check with your mode of transportation (i.e. train, airline, bus) to determine if your child will be considered an "unaccompanied minor." In most cases, additional payment is required (between \$100-150 for airlines) for your child to travel if an unaccompanied minor. **The unaccompanied minor charge needs to be paid when the ticket is purchased.** Additionally, all required unaccompanied minor information needed for airline documentation needs to be submitted to the Office of School Life a week before departing from Tappahannock. Note: United Airlines requires that a student under the age of 15 be considered an unaccompanied minor.

For vacation periods, international and domestic flights should depart at 5pm or later on the first travel day if departing from the greater Washington, D.C. area. **If traveling domestically from Richmond, flights should depart at 3pm or later on the first travel day.**

If transportation arrival time is **after 6:30pm**, students and families may be required to secure their own transportation to campus due to driving availability.

TRAVELING FROM RICHMOND, VIRGINIA

Richmond, Virginia, is serviced by Amtrak (800-USA-RAIL) in two locations. Please use the 7519 Staples Mill Road Station (804-264-9194) when booking trains. Richmond also maintains an international airport that services a number of airlines. American, Delta, Northwest, United, U.S. Airways, and Southwest operate frequent flights in and out of Richmond.

When planning to leave campus, students or parents submit a leave request via Boardingware.com. All leave requests should include flight/train/bus information for both departure and arrival, and any invitations should be submitted via the notes section of the leave request or sent to permissions@sms.org by the Wednesday preceding an open weekend and two weeks prior to school vacations.

On open weekends, St. Margaret's will arrange transportation to Richmond on Friday afternoons following the end of the scheduled events. School transportation will also be provided on the travel days indicated on the school calendar at the beginning and end of each vacation period (see next page with dates for the school year). The cost of school transportation will be billed to the student's account.

Trips to the Washington, D.C. area airports may be handled by an SMS driver or outside service. Transportation to local doctor's appointments will be provided by a St. Margaret's hired driver. The following are the current costs for transportation but are subject to change due to rising fuel costs. Please make note of additional fees involving "wait times" for drivers.



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ONE-WAY RATES FOR TRANSPORTATION TO WASHINGTON, D.C. AND RICHMOND:

Richmond Airport (RIC)/Amtrak/Bus

\$140 per student to RIC, \$150 per student to Amtrak/Bus

(2 students in one vehicle - \$70 each to RIC, \$75 each to Amtrak/Bus)

(3 students or more in one vehicle - \$50 each to RIC, \$55 to Amtrak/Bus)

The above charges are based on a 3-hour round trip to Richmond. An additional \$20 per hour will be charged for any delays or wait time.

Ronald Reagan Washington National (DCA) Airport

\$230 per student

(2 students in one vehicle - \$115 each, 3 or more \$80)

Washington Dulles International (IAD) Airport

\$250 per student

(2 students in one vehicle - \$125 each, 3 or more \$90)

The above charges are based on a 6-hour round trip to Washington, D.C., airports. An additional \$20 per hour will be charged for any delays or wait time.



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VACATION DATES FOR 2018-2019 SCHOOL YEAR

Please review these vacation dates carefully in arranging vacation plans. Call the Office of School Life with any questions. *Remember, early departures or late returns are considered unexcused and can result in academic penalties for missed classes and the loss of weekend privileges.* The school will arrange transportation on the designated school travel days. Requests for transportation should be submitted no later than two weeks prior to school vacations. Complete itineraries should be sent to allow us to “trace” students as needed. A reminder to submit a leave request will be sent out in CrossCurrents for each vacation. When making reservations for vacations, flights should arrive in Richmond by 5:30pm (by 4pm on regular weekends) on the return day to allow students to be back on campus by 7pm. If possible, please try to arrange flights during these times so that your child will not have to wait a long amount of time at the airport. **All leave requests must be submitted via Boardingware.com. Current students and parents have been invited to create an account. Please contact the Office of School Life if another e-mail is needed.** Note: Residence Halls close at noon the day after the Departure Travel Day. Residence halls reopen at 3pm the day before the Return Travel Day.

OPENING OF SCHOOL

The school will arrange transportation for students on the designated arrival days. Students should arrive in Richmond by their designated arrival time and day. Since this is a very busy time for all faculty, please submit requests for transportation by Thursday, August 2nd.

FALL FAMILY WEEKEND

Departure Travel Day – Saturday, October 13th with dismissal at approximately 12:15pm

(Shuttle for airports and train stations will depart SMS at 12:30pm)

Return Travel Day – Monday, October 15th

Requests for transportation should be received by Thursday, September 27th

THANKSGIVING VACATION

Departure Travel Day – Friday, November 16th with dismissal at approximately 12:15pm (after exams)

(Shuttle for airports and train stations will depart SMS at 12:30pm)

Return Travel Day – Monday, November 26th

Requests for transportation should be received by Thursday, November 1st

CHRISTMAS VACATION

Departure Travel Day – Wednesday, December 19th with dismissal at approximately 12:15pm

(Shuttle for airports and train stations will depart SMS at 12:30pm)

Return Travel Day – Sunday, January 6th

Requests for transportation should be received by Thursday, November 29th

SPRING BREAK

Departure Travel Day – Friday, March 1st with dismissal at approximately 12:15pm

(Shuttle for airports and train stations will depart SMS at 12:30pm)

Return Travel Day – Sunday, March 17th

Requests for transportation should be received by Thursday, February 14th (Thursday, January 31st for seniors on ISPs)



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EASTER BREAK

Departure Travel Day – Friday, April 19th with dismissal at approximately 12:15pm

(Shuttle for airports and train stations will depart SMS at 12:30pm)

Return Travel Day – Monday, April 22nd

Requests for transportation should be received by Thursday, April 4th

COMMENCEMENT

Departure Travel Day - Saturday, June 1st with dismissal at approximately 12:15pm

(Shuttle for airports and train stations will depart SMS at 12:30pm) Requests for transportation should be received by Thursday, May 9th

Please contact the Office of School Life with any questions about transportation arrangements.