



English Language and American Culture Summer Program

Travel Procedures

- A. Reservations must be made at least three weeks in advance. Fax or email the itineraries at the time the reservations are made. Fax: 413 774 –7863, e-mail esl@bement.org, or jhayes@bement.org
- B. There are usually only a few international flights each day to either Bradley International Airport located in Hartford, CT or Logan Airport located in Boston, MA. For your child's convenience, we recommend that you book a flight that arrives in Boston or Hartford in the late morning, or early afternoon on July 18th. We also recommend that they depart from these airports in the late afternoon on August 11th . This will allow all of our summer students to travel together.

If you select your own flight and your child arrives on or around the time of the recommended flights, we will provide transportation to the school. If he or she arrives on a significantly later flight or on a different day, we will have to charge a pick-up fee.

If you prefer to make your own arrangements, our closest airport is Bradley International in Hartford, Connecticut. Please see our website for directions to campus.

- C. Unaccompanied minor travel requirements vary between the airlines. There is a fee charged for this service. Check with the airline for their rules. Notify them early that your child is flying alone. If your child changes planes, there may be a fee charged for each change. Be sure to ask when the unaccompanied fee is to be paid. Some airlines require payment at the time of ticket purchase, others ask for payment at check in and may require an additional fee if the child changes planes.
- D. Our summer staff members will be meeting your child at the airport. If you have any questions, please email Jennifer Hayes, Summer Programs Director jhayes@bement.org.
- E. Please help your child keep his or her passport in a safe place during travel. Once he or she arrives at Bement we will collect and keep them until your child's departure.
- F. If you are bringing your child to campus, please plan to arrive between 4:00 and 5:00 pm on July 18th. Pick-up at the end of the program is on August 11th by 10:00 am.