

**Airport transfer procedures
and
UM (Unaccompanied Minor Service) information**

Transfer

If your child arrives on a Sunday and leaves on a Saturday, he / she will benefit from our Group transfer.

Prices of the Group transfer:

- ✓ Return transfer (day of arrival + day of departure): 190 euros
- ✓ One way transfer: 130 euros

These prices are valid for transfers on the following dates:

Arrival dates in Paris on Sundays: June 30th, July 07th, July 14th, July 21st, July 28th and August 4th, 2019

Departure dates from Paris on Saturdays: July 6th, July 13th, July 20th, July 27th, August 3rd and August 10th, 2019

When filling out your booking form, make sure that you complete all required fields concerning your child, and send it to us at least 4 weeks prior to arrival.

Transfer on the day of arrival

If ACCORD does not receive accurate and detailed information a week before arrival, the pickup service will be automatically cancelled or re-organised at an extra cost of 350 euros in administrative fees (payment by credit card).

Very important: If you have booked a UM (unaccompanied minor service) with the airline company, don't forget to book the ACCORD UM service. If you do not book the ACCORD UM service with us, the airline company will refuse to release your child in our care.

Fee for the ACCORD UM service:

- ✓ UM round trip (day of arrival + day of departure): 160 euros
- ✓ UM one way: 120 euros

Please explain to your child that he / she will meet our ACCORD pick-up staff after collecting his/her luggage. Your child should collect his / her luggage and leave the international area (as the ACCORD staff cannot enter this area) to arrive in the arrivals area.

In the arrival area, your child will see one of our Staff member wearing an ACCORD T-shirt with a board, bearing his/her name as well as the ACCORD school name.

ACCORD will also give you the school emergency number for you and your child. We recommend that your child also has this number so that he / she can be reassured that our staff will help whenever he / she needs it.

Transfer the day of departure

Make sure you fill in accurately the form indicating the vital information needed to bring your child to the right terminal. You must indicate the city of destination as well as the flight number.

Please note that flight's confirmation is the parents' responsibility.

Very important: If you have booked a UM (unaccompanied minor service) with the airline company, don't forget to book the ACCORD UM service. If you do not book the ACCORD UM service with us, the airline company will refuse to accept your child on the flight without the proper handover procedure given by the ACCORD UM service.

UM (Unaccompanied Minor Service) information

A minor child travelling alone must have certain documents. Current legislations may vary according to their age, situation, and destination.

Important information: minor children (under 18 years old) must have their own passport. You must contact your airline company to find out about unaccompanied children travelling alone. For example the British Airways information about UM is presented on their website, here: <https://www.britishairways.com/en-fr/information/travel-assistance/children-travelling-alone>

If you have booked a UM (unaccompanied minor service) with the airline company, don't forget to book the ACCORD UM service.

Fee for the ACCORD UM service:

- ✓ UM round trip (day of arrival + day of departure): 160 euros
- ✓ UM one way: 120 euros

Useful information about UM:

- ✓ Check carefully which UM service you want to book: one way only or return (day of arrival + day of departure).
- ✓ If the airline company rejects the title "ACCORD STAFF" on their UM booking form we will send you the name and mobile number of the person who will pick up your child 4 days prior to departure.
- ✓ Don't forget to inform ACCORD if you have booked the UM service provided by the flight company and the ACCORD UM service as the school will need to organise the appropriate transfer and UM service with an ACCORD staff member.

Very important: If you fail to inform us of the UM reservations, the airline company will not allow your child to go through to the departure gate until we receive confirmation that your child has been booked with a UM service, and your child may miss the plane.