


## AIRPORT TRANSFERS

**DEADLINE FOR FORMS:** We need full flight details and documents at least two weeks prior to start of camp otherwise we cannot do the airport transfer. Please complete this form and send it, together with **attachments** , to [bookings@sugarbay.co.za](mailto:bookings@sugarbay.co.za) or 086 600 3779 (fax).

**RESTRICTED TIMES:** We only meet flights landing at Durban Airport (King Shaka International) between 12 and 1pm on arrival day and departing between 1 and 2pm (check in 12 – 1pm) at end of camp.

**☛ If you need to book a different flight time or if you are unable to meet the time deadline you need to contact an independent tour company to do the transfer. You can call us for names of operators that other families have used but we offer no guarantees as to their service.**

### Personal Details

**To be completed if any airport transfer is required (arrival and/ or departures)**

Your full name (person completing this form): \_\_\_\_\_

Your child/ children's full names: \_\_\_\_\_

Camp start date (arrival day) (dd/mm/yy): \_\_\_\_/\_\_\_\_/\_\_\_\_ Camp end date (departure): \_\_\_\_/\_\_\_\_/\_\_\_\_

Are any of your children under 12? \_\_\_\_ Will they be travelling without an adult (16 or older) \_\_\_\_

**If you answered yes for both, they MUST be booked to fly as unaccompanied minors with SAA or BA.**

### Arrival details (Pick-ups)

**To be completed if your child is arriving by plane to Durban Airport on the first day of camp**

Arrival Time @ Durban \_\_\_\_\_ \*Flight Number: \_\_\_\_\_ Airline: \_\_\_\_\_ Departure city: \_\_\_\_\_

**\*Flights must land between 12 and 1pm** Once the children are settled back at the resort we will send mum an SMS to say they are all here safely. (approximately 6pm)

**If any of your children are unaccompanied minors please advise the airline that a Sugar Bay counselor (in a blue branded T-shirt) will collect your child. Tel (w)032 485 3097 (c)082 622 6230. ✉ 21 nKwazi Road Zinkwazi Beach 4480. If they insist on a name, use Ms Lone Van Wyk but its preferable to be vague, as it might be someone else.**

### Departure Details (Drop-offs)

**To be completed if your child will be flying out of Durban Airport on the last day of camp**

Departure Time: \_\_\_\_\_ **(between 1pm & 2pm)** Flight Number: \_\_\_\_\_ Airline: \_\_\_\_\_

Destination City: \_\_\_\_\_ Ticket reference number: \_\_\_\_\_. If you use pre-printed tickets please ask your child to hand the airline ticket to the office on arrival for safe-keeping.



**Did you pay for your flight by credit card? If yes, you need to attach BOTH**

- a copy of the **identity document of ticket purchaser AND**
- a clear copy of the **front and back of the credit card** (showing all numbers (incl CVV number))



**You must also attach an identification Document for each child** being: (Tick one) A copy of their passport ; identity-document  or birth-certificate  unless Sugar Bay already has one on file

**Unaccompanied Minors:** Please read and confirm each of the following if your child is under the age of 12 and is flying home without an accompanying adult. These important restrictions, if overlooked, will result in your child being bumped off the flight and possibly left stranded at the airport.

- My child is booked to fly on either SAA or BA** (Only airlines authorized to carry unaccompanied minors).
- I have done the booking over the phone** (unaccompanied minors cannot be booked on the internet)
- The airline has confirmed my child can fly unaccompanied** (limited unaccompanied minors allowed per flight).
- The following person will be collecting my child at the end of camp from the airport**

First Name: \_\_\_\_\_ Relationship to child \_\_\_\_\_

Cellphone \_\_\_\_\_ Address: \_\_\_\_\_