

Hello Oxbow Families,

Attached are travel forms for you to complete for Free Weekend, Spring Break and Final Departure for your student. Use these forms to notify Oxbow of your student's travel plans for the remainder of the semester. See the attached spring semester calendar for important dates. Break forms deadlines and details are listed below.

***Free Weekend Request – form due to [reslife@oxbowschool.org](mailto:reslife@oxbowschool.org) ONE WEEK BEFORE THE REQUESTED FREE WEEKEND***

***Spring Break – form due to the [terry@oxbowschool.org](mailto:terry@oxbowschool.org) by Wednesday, March 18, 2020***

***Final Departure – form due to [terry@oxbowschool.org](mailto:terry@oxbowschool.org) by Wednesday, April 28, 2020***

**Free Weekend:** Students may take one "free" weekend **beginning February 15, 2020**. Students can leave on Friday at 5:00pm and must return in time for dinner on Sunday at 6:00pm. The free weekend can also be split into two one-night stays over two weekends. See the form for more details. **There are no free weekends during the first month of classes, or during the two Visiting Artist Residency weekends of February 21-23 and March 20-22.**

**Spring Break:** Spring Break dismissal begins at 7:30am on Friday, March 27, 2020 and all students must be off campus by 3:30pm. No brunch or lunch is served on Sunday, April 5, 2020 but students can return to campus beginning at 10am and must be back in time for dinner at 6:00pm.

**Parent Information for Final Show Weekend and Student Final Departure:**

**Friday, May 8, 2020:** Parents should plan to arrive in Napa to attend a Parent Reception that takes place from 5:00-7:00pm. An invitation and details for this event will be sent later in the semester. We ask that parents do not visit campus on this date as students are preparing for final show. Allow extra travel time for this Friday event.

**Saturday, May 9, 2020:** Parents and immediate family (parents, siblings and grandparents only) are invited to the Spring 2019 Student Final Show presentations beginning at 10am and ending at 12:00pm. Students must remain on campus for lunch and present their final projects during our Open House. We welcome the public, friends and extended family to the Open House which takes place from 1:00-3:00pm.

Note: Students may leave campus with family beginning at 3pm and may remain off campus with family for the night. If you are planning to take your student off campus overnight please notify us in writing by email to [terry@oxbowschool.org](mailto:terry@oxbowschool.org), by fax to [707.255.6006](tel:707.255.6006) or by mail no later than Thursday, May 9, 2019.

**Sunday, May 10, 2020:** Open House takes place from 11:00am-1:00pm. Students and family are not required to attend but always welcome. Students off campus Saturday night and/or Sunday must return by 1:00pm to deinstall their final project. Families can either return home or may choose to stay through Tuesday to escort their student home. This is also a good day to help your student pack for their departure. We ask that you not visit campus during the final day of the semester on Monday.

**Monday, May 11, 2020:** Oxbow holds a final dinner for students and faculty. This is an important closing event for students.

**Tuesday, May 12, 2020 – Final Departure:** Student dismissal begins at 7:30am on Tuesday, May 12<sup>th</sup> and all students must be off campus by 3:30pm.

Here's to a successful Spring semester at Oxbow!

Terry Schulken  
Information Manager



**The Oxbow School**  
**SPRING 2020 FREE WEEKEND TRAVEL FORM**

*To be completed by a parent/guardian*

In addition to Spring break, Oxbow students may request one "free" weekend when they may go off campus to go home, visit relatives and friends or visit colleges. Students may take their "free" weekend beginning any time after February 13, 2020. There are no free weekends during the first month of classes, during the two Oxbow Retreats (dates to be announced), or during the two Visiting Artist Residency weekends of February 21-23 and March 20-22.

Students may leave campus on Friday afternoon at 5:00pm and must return by Sunday in time for dinner at 6:00pm. Oxbow encourages students to plan their one free weekend ahead of time with their families and in consideration of their Oxbow workload and our Visiting Artist Residencies. There should be no expectation of an additional weekend off campus once the student has taken their free weekend. Students have the option of splitting their free weekend into two one-night stays over two weekends. **Free weekend request(s) must be submitted for approval one week in advance and it may not be granted if the student is behind in their schoolwork.**

Students should fly from the Oakland (OAK) or San Francisco (SFO) airport. Families must schedule a local transportation service for round trip ground transportation to and from the airport. A variety of options are available and listed in *The Oxbow* for your reference. Oxbow recommends the Evans Shuttle Service located in Napa. You can contact them through their website at [www.evanstransportation.com](http://www.evanstransportation.com) or by phone at 707-255-1559. The Evans Shuttles take approximately an hour and a half to two hours to and from either airport.

**Students who have not organized their permissions one week in advance may not be able to take their free weekend.** When you have finalized your travel plans, please complete this form and email to [terry@oxbowschool.org](mailto:terry@oxbowschool.org), fax to the office at 707.255.6006 or send by mail to: The Oxbow School, 440 Third Street, Napa, CA 94559.

**(Please print clearly in Black Ink – do not use red or blue ink)**

<b>Student Name</b>	Last:	First:
<b>Free Weekend Dates:</b>	Depart: (MM/DD/YYYY)	Return: (MM/DD/YYYY)

**Departing Flight - Yes, I will need an Oxbow representative to drop off my child at the Napa Evans Shuttle Terminal. Complete all travel details below**

Departure Airport (Oakland or San Francisco):			
Airline Name:			
Flight Number:		Departure Time (am/pm):	
Evans Shuttle Napa Departure Time (am/pm):			
Evans Shuttle Airport Arrival Time am/pm):			

**Return Flight - Yes, I will need an Oxbow representative to pick up my child from the Napa Evans Shuttle Terminal. Complete detailed travel information below.**

Arrival Airport (Oakland or San Francisco):			
Airline Name:			
Flight Number:		Arrival Time (am/pm):	
Evans Shuttle Airport Departure Time (am/pm):			
Evans Shuttle Napa Arrival Time (am/pm):			

**Yes, I give permission for my child to spend the Free Weekend with the following host family:**

Name of Host Family:	Cell Phone:
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**Yes, I will host the following student(s) for the Free Weekend:**

Student Names:
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**No thank you - My child will be departing and returning to campus with me or through other transportation methods and does not need to be dropped off or picked up at the Napa Evans Shuttle Terminal.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DRL Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**The Oxbow School  
SPRING 2020 BREAK TRAVEL FORM**

Spring Break dismissal begins at 7:30am on Friday, March 27, 2020 and all students must be off campus by 3:30pm. No brunch or lunch is served on Sunday, April 5, 2020 but students can return after 10am and must be back in time for dinner at 6:00pm

Families should schedule a local ground transportation service to get their student from Napa to Oakland (OAK) or San Francisco (SFO) airport. A variety of options are available and listed in *The Oxbow* for your reference. Oxbow recommends the Evans Shuttle Service located in Napa. For schedule and fees go to [www.evanstransportation.com](http://www.evanstransportation.com) or call them at 707-255-1559. The Evans Shuttles take approximately an hour and a half to two hours from Napa to either airport.

When you have finalized your travel plans, please complete this form and submit via email to [terry@oxbowschool.org](mailto:terry@oxbowschool.org), by fax to 707.255.6006 or mail to: The Oxbow School, 440 Third Street, Napa, CA 94559. **The deadline to submit this form is Wednesday, March 18, 2020.**

*(Please print clearly in Black Ink – do not use red or blue ink.)*

<b>Student Name</b>	Last:	First:
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**Departing Flight - Yes, I will need an Oxbow representative to drop off my child at the Napa Evans Shuttle Terminal. Complete all travel details below**

Departure Airport (Oakland or San Francisco):			
Airline Name:			
Flight Number:		Departure Time (am/pm):	
Evans Shuttle Napa Departure Time (am/pm):			
Evans Shuttle Airport Arrival Time am/pm):			

**Return Flight - Yes, I will need an Oxbow representative to pick up my child from the Napa Evans Shuttle Terminal. Complete detailed travel information below.**

Arrival Airport (Oakland or San Francisco):			
Airline Name:			
Flight Number:		Arrival Time (am/pm):	
Evans Shuttle Airport Departure Time (am/pm):			
Evans Shuttle Napa Arrival Time (am/pm):			

**Yes, I give permission for my child to spend the break with the following host family:**

Name of Host Family:		Cell Phone:	
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**No thank you - My child will be departing and returning to campus with me or through other transportation methods and does not need to be dropped off or picked up at the Napa Evans Shuttle Terminal.**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**The Oxbow School**

**SPRING 2020 FINAL DEPARTURE TRAVEL FORM**

Spring 2020 final dismissal begins Tuesday, May 12, 2019 at 7:30am and students must be off campus by 3:30pm. Students should fly from the Oakland (OAK) or San Francisco (SFO) airport. Families must schedule a local transportation service for ground transportation to the airport. A variety of options are available and listed in *The Oxbook* for your reference. Oxbow recommends the Evans Shuttle Service located in Napa. You can contact them through their website at [www.evanstransportation.com](http://www.evanstransportation.com) or by phone at 707-255-1559. The Evans Shuttles take approximately an hour and a half to two hours to either airport.

When you have finalized your travel plans, please complete this form and submit via email to Terry Schulken in Oxbow's main office at [terry@oxbowschool.org](mailto:terry@oxbowschool.org), by fax to 707.255.6006 or mail to: The Oxbow School, 440 Third Street, Napa, CA 94559. **The deadline to submit this form is Wednesday, April 28, 2020.**

*(Please print clearly.)*

<b>Student Name</b>	Last:	First:
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**Departing Flight - Yes, I will need an Oxbow representative to drop off my child at the Napa Evans Shuttle Terminal. Complete detailed travel information below.**

Departure Airport: (Oakland or San Francisco):			
Airline Name:			
Flight Number:		Departure Time: (am or pm)	
Evans Shuttle Napa Departure Time: (am or pm)			

**No thank you - My child will be departing campus with me or through other transportation methods and does not need to be dropped off at the Napa Evans Shuttle Terminal.**

**Shipping student belongings home** - students will work with the Residential Life Team to package their personal items for shipping. Students that can't pack their own large or complex artwork will need to secure their own shipping service.

Please make arrangements including where the driver is to meet your student for pick up. We do not store student's boxes in the office for pick-up and are not responsible for overseeing your shipment arrangements. Provide your shipping company with your student's cell phone number so when they arrive they can call your student to meet them at the curb with the items to ship.

**Shipping student belongings home is expensive so we recommend families manage this during their free time during the Final Show weekend. Any items left behind including bicycles will be donated to a local charity on Wednesday, May 13, 2020.**