

## Procedure – Unaccompanied Minor service

For our younger students travelling alone, ALPADIA offers the UM service (Unaccompanied Minor) upon airport pick-up and drop-off.

This service guarantees that a member of staff will escort your child from the moment it arrives at the airport until he/she reaches the summer camp.

The organization of the UM service is as follows:

1. After booking the UM service with ALPADIA and while booking the UM service with the airline company, the parents / legal representative need to provide the airline company the contact details of Edgar Pruß Berlin ALPADIA's Summer Camps Manager. Please send the contact details of Edgar Pruß and a copy his passport to the airline company. You find this information on the 3e page of this document.
2. The Summer Camps Manager will not be the person in charge of offering the UM service personally. He delegates this responsibility to ALPADIA's airport representatives or taxi driver present at the airport.
3. The Summer Camps Manager will provide a letter of attorney to the airport representative / taxi partner. This letter will allow the airport representative / taxi driver to pick up/drop off the student at airport on his behalf.
4. In parallel, it is important that your child carries a similar letter to confirm that our airport representative / taxi driver can pick-up your child at the airport. Please fill-in and sign the letter on page 2 and make sure your child is carrying this letter during the transfer.
5. Only when both, the ALPADIA's airport representative / taxi driver and your child, can show their letter, the airline company will "hand-over" the student to the ALPADIA airport representative / taxi driver.
6. Please note that the airline company might contact you in order to verify the information.

**Authorization letter – Unaccompanied Minor service  
Pick-up by ALPADIA's Airport representative / taxi driver**

*Your child should carry this letter at all time during the transfer and show it to the airline company representative upon arrival.*

I, ..... *(Name of the parent or legal representative)*, have booked a summer camp with ALPADIA Language Schools for my son/daughter, ..... *(Name of the student)* and booked an unaccompanied minor service with ALPADIA Language Schools.

I hereby authorize my son / daughter to be picked up at the airport by an ALPADIA's airport representative or taxi driver instead of Mr. Edgar Pruß Summer Camps Manager of ALPADIA Language Schools.

The airport representative / taxi driver will carry a letter of attorney, including a signature and copy of the passport of Edgar Pruß.

In case of doubt, you can reach me on the following telephone number:  
..... *(Telephone number of the parents or legal representative)*

Kind regards,

*(Name and signature of the parent of legal representative)*

Edgar Pruß  
Berlin Summer Camps Manager - ALPADIA Language Schools

