



San Diego County Office of Education Main Campus
6401 Linda Vista Road, San Diego, CA 92111
858-292-3500 | www.sdcoe.net

April 1, 2019

To: District Superintendents and
School Administrators

From: Bob Mueller, Senior Director

Re: Outdoor Education Program Contracts and Fee Schedule

Enclosed are the following documents for the 2019-2020 school year:

1. **Outdoor Education Program Fee Schedule**
2. **Outdoor School Contract ("Fees and Attendance") NOTE: ONLY SCHOOLS OR DISTRICTS WHOSE STUDENTS ATTEND WILL RECEIVE THIS CONTRACT**
This document confirms the pupil fee, estimated costs, and guaranteed number of students that will participate in the Outdoor Education Program for your individual school or district. Please have your appropriate district or school administrator sign this form and **return the contract** to our office by **May 15, 2019**.
3. **School Estimate Fees and Discounts for Camp**

Insurance Requirements:

Schools not part of the JPA will need to provide "Proof of Liability Insurance" adding the San Diego County Superintendent of Schools as additional insured in the amount of \$2M. Please submit no later than 30 days prior to the field trip.

If you have any questions regarding any of the enclosures, please contact Jessica Landress at (858) 292-3695.



**AGREEMENT FOR PARTICIPATION AND SERVICES 2019-2020
OUTDOOR EDUCATION PROGRAM**



THIS AGREEMENT is entered into this 1st day of April, 2019 by and between the Superintendent of Schools, Office of Education, San Diego County, hereinafter called the OFFICE San Pasqual Union, hereinafter called the SCHOOL/DISTRCT.

WHEREAS, the OFFICE operates for the schools of San Diego County an outdoor education program at designated sites and authorized by the Education Code Section 35335 and following and 8760 and following; and

WHEREAS, the SCHOOL/DISTRICT desires to participate in said program; NOW, THEREFORE, the parties agree as follows:

I Use and Occupancy of Outdoor Education Premises and Facilities

A. The OFFICE agrees to provide:

- (1) Administration and operation of the outdoor education program.
- (2) Outdoor science education and conservation instructional and supervision services for an educational program.
- (3) Sites, buildings, utilities, and maintenance.
- (4) Food and its preparation.
- (5) All staff other than school district employees accompanying students.
- (6) Preparation and distribution of outdoor school schedules designating the site to be attended and the specific dates of attendance.
- (7) Promotion of the outdoor school program.
- (8) Transportation for students while in camp.

B. The SCHOOL/DISTRICT agrees to:

- (1) Pay to the OFFICE a "per pupil fee" less any applicable discounts, based on the number of SCHOOL/DISTRICT student's actual attendance at any time during each encampment.
- (2) In the event that the actual total number of SCHOOL/DISTRICT students attending during the agreement period is less than the minimum guaranteed number of students noted in section III.B., then the SCHOOL/DISTRICT shall pay OFFICE a "per pupil fee" to cover the difference between the guaranteed number and the number in actual attendance. Payments shall be made as noted in section B.(5).
- (3) For purposes of this agreement:
 - (a) "Pupil fee" means that per pupil amount established by the OFFICE for a school year as the cost of a pupil's instruction, food, lodging, and support services.
 - (b) Attendance for any portion of a day shall be counted a full day in camp.
 - (c) **No refund of fees shall be made for students sent home for disciplinary reasons.**
- (4) Payments to OFFICE for all fees under this agreement shall be made as follows:

- (a) For San Diego County School Districts and Schools, payment shall be made by way of an auditor's cash transfer initiated by the OFFICE after each student encampment. OFFICE will provide DISTRICT/SCHOOL appropriate detailed backup for all charges.
- (b) For private schools and out-of-county schools/districts, or others not subject to an auditor's transfer, OFFICE will invoice the participating schools or districts and payment shall be made to OFFICE within 30 days of invoice. Invoices that are not paid in full within 30 days after invoice will be considered past due and will be subject to a 1.5% per month late fee on any outstanding balance, which will compound until paid in full. If collections are necessary, debtor agrees to pay all costs of collection, including but not limited to reasonable attorney's fees, court costs, and third-party collection agencies.
- (5) Provide transportation for pupils to and from outdoor school. In the event of an emergency closure of the camp facility, the SCHOOL/DISTRICT is responsible to evacuate students from the facility. If the SCHOOL/DISTRICT is unable to provide transportation within the timeframe needed to ensure the safety of students, the OFFICE will provide transportation and invoice the SCHOOL/DISTRICT for the actual cost of transportation.
- (6) Secure necessary funding so no child will be denied the outdoor school experience because of inability to pay.
- (7) Provide approximately one classroom teacher for every 30 pupils to actively participate in the 24-hour per day program under the direction of the site administrator.
- (8) Comply with the outdoor school schedule.
- (9) Each party shall defend, indemnify and hold the other party and the State of California, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of or resulting from, SCHOOL/DISTRICT's use and occupancy of the premises and facilities and participation in the activities of the Outdoor Education Program under this agreement. The indemnifying party at its own cost, expense and risk, shall defend any and all actions, suits or other legal proceedings, that may be brought or instituted against the other party, its officers, agents, or employees, on any such claim or demand, and pay or satisfy the judgement that may be rendered against the San Diego County Superintendent of Schools, its officers, agents, or employees, in any such action, suit, legal proceedings or result thereof.

Additionally, SCHOOL/DISTRICT shall maintain general liability and property damage insurance in at least the minimum amount of \$2,000,000 to cover all activities under this agreement and provide OFFICE a certificate of insurance naming the OFFICE and State of California as additionally insured under the policy. Coverage under said policies shall not be reduced or canceled without thirty (30) days prior written notice to OFFICE and all required coverage shall be reinstated or replaced prior to expiration/cancellation date and new certificates naming the OFFICE and State of California as additionally insured under the policy shall be issued to OFFICE for the replacement policy or policies.

- (10) Provide all required information on the Participation Agreement form for each school that will participate in the OFFICE Outdoor School program. Form shall be completed and submitted to OFFICE by the deadline noted on the application form. **Participation Agreement shall be filled out each year of a multi-year agreement.**
- (11) Provide to OFFICE, on timelines indicated, complete and accurate information for each student, teacher and school on all Outdoor School registration and health forms provided by the OFFICE. Forms are available via SDCOE website. Such information includes but is not limited to; a complete and accurate list of the students and teachers from each school who will attend the Outdoor School Program. The required student information includes, but is not limited to; the student name, gender, ethnicity code, Child Nutrition program eligibility status (free, reduced, or paid), complete and accurate student health forms, information on requirements for special meals, authorizations for medications and prescriptions. Parental and physician signatures are required as noted on the forms. The OFFICE is authorized by the State of California Department of Education to obtain from the SCHOOL/DISTRICT all student information required to participate in the State and Federal child nutrition programs, including, but not limited to; each student's child nutrition eligibility status (Free, Reduced, Paid), ethnicity code, and other appropriate demographic or identifying information. **If you choose to not provide this information prior to the encampment the cost per student will increase by \$25.00.**

(12) Provide services and/or accommodations as specified in the student's IEP or Section 504 plan for all students with special needs participating in Outdoor School programs.

II. Agreement Period

A. The term of this agreement shall commence on **July 1, 2019** and will continue through **June 30, 2020, 2021, or 2022** based on the option chosen below.

B. **Please initial one of the options below to determine the number of years for this agreement:**

_____ a. Option 1 – 1 Year Agreement

_____ b. Option 2 – 2 Year Agreement with the base fee and equity credit rate locked in for two years.

_____ c. Option 3 – 3 Year Agreement with the base fee and equity credit rate locked in for 3 years and provides a \$10 discount per full fee student.

III. Fees and Minimum Guaranteed Participation

A. The fee schedule is established each year and is adopted by the Board of Education. The applicable adopted fee schedule for fiscal year **2019-2020** is attached and is hereby made a part of this agreement. The fee schedule now includes available discounts which will be applied to the "per pupil fee" when applicable:

5-day Program**	Per Student	\$330.00
4-day Program***	Per Student	\$280.00

** Discounts 5-day Program

***Equity Credit:** \$90 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

***Introductory Credit:** \$10 credit per full fee student.

***Three Year "Discount" Contract:** Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$320 per student. Other discounts may be combined.

October thru December Rates: \$325 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

*** Discounts 4-day Program

Equity Credit: \$78 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

Introductory Credit: \$8 credit per full fee student

Three Year "Discount" Contract: Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$270 per student. Other discounts may be combined.

October thru December Rates: \$275 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

B. This agreement may be terminated at any time upon mutual agreement of the parties involved. A cancellation fee may be imposed if:

a. A multi-year signed agreement is cancelled in any of the subsequent years; the discounts received must be paid back to SDCOE.

b. A signed agreement is returned and then cancelled without attending camp, 85% of the projected participation for the school is due if time slot could not be filled.

C. The SCHOOL DISTRICT guarantees payment of the "per pupil fee" to the Office for not less than 85% of the total projected participation from all schools from the district as noted below during the school year. For multi-year contracts, the second and third year numbers cannot fluctuate more than 15% of the original year contract. In the

event of a major change in the District that affects a school, you may contact OFFICE to discuss the contract terms. Minimum number of students per school as follows:

School	Scheduled	Guaranteed	Days	Week of
San Pasqual	60	51	5	1/13/2020

Executed by the parties on the dates shown below their respective signatures.

_____ School/District

By _____

Title _____

Date _____

County Superintendent of Schools
San Diego County Office of Education



Authorized Signature

Senior Director, Outdoor Education
Title

April 1, 2019
Date

Authorized or ratified by the Board of Education on:

Rules for acceptance and participation in the outdoor school program are the same for everyone without regard to race, color or national origin, sex, gender or handicap.

San Pasqual Union Elementary

School Name (Pick from Dropdown)

These are estimated figures, final costs and discounts will be based on actual attendance numbers and billed accordingly.

4 -Day Camp Estimate

Enter highlighted cells only

Fee/Credit			60
Detail			Students
Base Fee	\$280 / student		16,800.00
Equity Credit	Percent x students x -\$78	15.70%	-734.76
Three Year Contract Discount	Full fee students x -\$8	N	0.00
New to Camp Discount	Full Fee students x \$8	N	0.00
September Discount	Less \$10 on every student	N	0.00
October to December Discount	Less \$5 on every student	N	0.00
Total			16,065.24
Per Student			\$267.75

5 -Day Camp Estimate

Fee/Credit			60
Detail			Students
Base Fee	\$330/ student		19,800.00
Equity Credit	Percent SES x students x -\$90	15.70%	-847.80
Three Year Contract Discount	Full fee students x -\$10	N	0.00
New to Camp Discount	Full Fee students x -\$10	N	0.00
September Discount	Less \$10 on every student	N	0.00
October to December Discount	Less \$5 on every student	N	0.00
Total			18,952.20
Per Student			\$315.87

**SAN DIEGO COUNTY OFFICE OF EDUCATION
OUTDOOR EDUCATION PROGRAM
FEES AND CHARGES 2019-20**

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<u>OUTDOOR SCHOOL PROGRAM</u>					
5-day Program	Per student	*	\$320.00	\$325.00	\$330.00
4-day Program	Per student	(3) *	270.00	275.00	280.00
Classroom Teachers-Food Serv Ops	Per Teacher/Per Day		11.00		
Insurance	Per Student/Per Day	(1)	0.28		

Discounts 5-day Program

***Equity Credit:** \$90 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

***Introductory Credit:** \$10 credit per full fee student.

***Three Year "Discount" Contract:** Locks in Base Fee and Equity Credits for three years and adds a \$10 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$320 per student. Other discounts may be combined.

October thru December Rates: \$325 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

Discounts 4-day Program

***Equity Credit:** \$78 discount multiplied by the percentage of students who have been identified as socioeconomically disadvantaged, as reported to the CDE, will be applied to the final invoice.

***Introductory Credit:** \$8 credit per full fee student.

***Three Year "Discount" Contract:** Locks in Base Fee and Equity Credits for three years and adds an \$8 credit per full fee student.

Two Year "Fee Lock" Contract: Locks in Base Fee and Equity Credits for two years.

September Rates: \$270 per student. Other discounts may be combined.

October thru December Rates: \$275 per student. Other discounts may be combined.

**Does not apply to out of county schools, private schools, or non-school groups.*

OUTREACH PROGRAMS

Marine Science Floating Lab	Per Morning Trip		700.00	700.00	730.00
Marine Science Floating Lab	Per Afternoon/Twilight Trip		670.00	670.00	690.00
Splash Science Mobile Lab	Per Day	(8)	670.00	690.00	740.00
Green Machine Mobile Classroom	Per Day	(8)	455.00	475.00	510.00

ALL PROGRAMS

Visitor Meal - Food Service Operations	Per Meal/Min 3 Meals		8.31		
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SITE RENTAL PROGRAM

		(4) (5) (7)			
One overnight - 3 meals with cabin	Per Guest		74.00	75.00	77.00
Two overnights - 5 meals with cabin	Per Guest		118.00	126.00	130.00
Three overnights - 8 meals with cabin	Per Guest		197.00	197.00	203.00
Overnights - no meals with cabin	Per Guest/Per Night	(9)	52.00	53.00	55.00
Visitor Meal - Food Service Operations	Per Meal/Min 3 Meals		8.18	8.30	8.50
Kitchen access for self-prep meals	Per Scheduled Meal	(9)	182.00	185.00	190.00
Plus State Park Fee (Cuyamaca and Palomar only)	Per Guest/Per Night	(2)	3.00	3.00	3.00

**SAN DIEGO COUNTY OFFICE OF EDUCATION
OUTDOOR EDUCATION PROGRAM
FEES AND CHARGES 2019-20**

<u>PROGRAM NAME</u>	<u>UNIT BASE FOR CHARGE</u>	<u>NOTES</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<u>ADDITIONAL SERVICES/FACILITIES</u>		(4)			
Overnights (after 4 nights)	Per Guest/Per Night		\$35.36	\$36.00	\$37.00
Camper Insurance	Per Guest/Per Day	(1)	0.23		
Day Use Fee - Outside only	Per 4 hours or Part Thereof During Regular Work Day		414.18	425.00	437.00
Facilities:		(4)			
Individual Bedroom	Per night or Part Thereof		26.27	27.00	28.00
Assembly Hall	Per Day or Part Thereof		36.37		
Assembly Hall, Craft Shop, Infirmary, Lodge, or Staff Lounge	Per Day or Part Thereof		46.47	40.00	41.00
Dining Room or Meeting Room	Per Day or Part Thereof (for day use group)		333.37	338.00	347.00
Auxiliary SDCOE Staff:		(4)			
Instructional or Summer Program Staff	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	368.72	375.00	385.00
Lifeguard	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	368.72	375.00	385.00
Nurse	Per 8 Hour Day/Per Staff Member or Part Thereof	(4) (6)	409.13	500.00	510.00

Notes:

1. Insurance premium will be paid by Cuyamaca Outdoor School.
2. State Park fees are set by State Parks & Recreation and are subject to change.
3. 4-day programs are available on designated SDCOE holiday weeks only. Refer to your Outdoor School Schedule.
4. All accommodations and staffing are subject to availability and must be arranged in advanced.
5. Minimum group sizes for 1-2 nights: 50; for more than 2 nights: 100. Smaller groups may call the Director for consideration.
6. This rate charged for up to a maximum of 8 hours per day or 40 hours per week. OT will be charged if these hours are exceeded. The availability of auxiliary staff is not guaranteed, it is highly recommended that groups bring their own staff (lifeguard must be certified).
7. The Director reserves the right to alter the above fee schedule to accommodate special staffing, group sizes, or unusual program needs.
8. Schools may request an additional TA to accompany the Splash Lab or Green Machine in lieu of the school providing a volunteer. Additional TAs are subject to availability at an additional fee of \$150.00 per day/per TA. Please request at least two weeks in advance of the trip.
9. Site rental without meals is by special arrangement. Kitchen access fee includes supervision.