Stanwood Camano School District

TO:	BOARD OF DIRECTORS
FROM:	STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES
SUBJECT:	STANWOOD ELEMENTARY – OVERNIGHT TRIP
DATE:	SEPTEMBER 17, 2019
TYPE:	ACTION NEEDED

Attached is a contract with YMCA Camp Seymour, located in Gig Harbor, Washington. Stanwood Elementary is planning to hold its 5th grade outdoor education camp at this facility on October 2 through October 4, 2019.

The memo from Principal Staci Lauinger explains the funding and other details about the planned activity.

Recommendation:

We recommend the board **move to approve the Stanwood Elementary School facility use contract with YMCA Camp Seymour for the 5th grade outdoor education learning experience on October 2 through October 4, 2019.**

RECEIVED
SEP 09 2019
STANWOOD-CAMANO
SCHOOL DISTRICT

STANWOOD ELEMENTARY SCHOOL

Home of the Spartans

10227 273rd Pl NW, Stanwood, WA 98292 | 360.629.1250 | https://sesweb.scsd.ac
Staci Lauinger, Principal Ruth Turner, Office Manager Annie Houk, Secretary

April 19, 2019

To: SCSD Board of Directors

Fm: Staci Lauinger, Principal
Nichale VanScoy, Teacher

Re: Contract for services with YMCA Camp Seymour and Overnight Field Trip

Stanwood Elementary is requesting that the SCSD Board of Directors approve our 2019-2020 contract with YMCA Camp Seymour and our overnight stay.

Stanwood Elementary's 5th grade students, staff and several parents attend YMCA Camp Seymour each year. This year we are scheduled to attend camp October 2-4, 2019.

Each year a 15% deposit is requested by YMCA Seymour as well as a signed contract for the days reserved. Our deposit due was $2010.00 and has been paid by Stanwood Elementary PTO.

Our estimated number of attendees this year is 65 -75 at the rate of $134.00 per person for a total bill of $10,050.00.

The bill is paid through a combination of resources: the fundraising efforts of our Stanwood Elementary PTO as well as each student and chaperone will pay a portion of the per camper fee.

Thank you for your prompt consideration of this request.

Recommendation: to approve Stanwood Elementary's 5th Grade Outdoor Education to Camp Seymour, Gig Harbor, WA from October 2-4 and overnight stay.

YMCA CAMP SEYMOUR

YMCA of Pierce and Kitsap Counties

April 02, 2019

Booking Contract: Stanwood Elementary School

CONTRACT AGREEMENT FOR USE OF YMCA CAMP SEYMOUR OUTDOOR AND ENVIRONMENTAL EDUCATION

Contract Date: April 2, 2019
Booking Number: **493086**
School Name: Stanwood Elementary School
School Leader: Nichale Van Scoy
Contact Phone:
Address: 10227 273rd Pl NW
Email: nvanscoy@stanwood.wednet.edu
City/State/Zip: Stanwood, WA 98292

slauinger@stanwood.wednet.edu

SCHOOL INFORMATION

Dates: Oct 2 - 4, 2019

Reservation Commitment: 75

Please report any changes to your reservation commitment no later than 90 days prior to arrival to avoid any possible penalties. See reverse side of contract for details.

Charges

Date	Description	Total
Apr 2, 2019	OEE 2Nights/6Meals (75 @ $134.00)	$10,050.00
	Deposit:	$2,010.00
	Total Charges:	$10,050.00

Additional Contract Notes	Registration Fee: Signed contract and deposit (Approved Purchase Order is fine) turned in within 30 days = Registration Fee Waived Signed contract and deposit (Approved Purchase Order is fine) turned in 31 - 60 days = $100 Registration Fee Signed contract and deposit (Approved Purchase Order is fine) turned in after 60 days = $250 Registration Fee

Payment Process: 1) Return deposit with signed contract within 30 days of receipt.

2) Sign billing form prior to departure from camp

3) Final balance due within 30 days of receipt of final bill

Please read, initial the terms and conditions, and sign the reverse side of this contract.

Keep one copy of this contract for your records. Sign and return one copy of the contract (both sides) with deposit to:

YMCA Camp Seymour, 9725 Cramer Road KPN, Gig Harbor, WA 98329
Phone: (253) 884-3392 FAX (253) 460-8897

the YMCA

YMCA CAMP SEYMOUR

YMCA of Pierce and Kitsap Counties

April 02, 2019

Booking Contract: Stanwood Elementary School

Rates and Accommodations: Rates quoted are for the entire contracted period. Rates include, lodging, food service, meeting space, class instruction and activities, and use of recreational and program facilities.

Reservations: Reserved dates are confirmed and held when YMCA Camp Seymour receives full deposit and signed contract. Whenever possible, schools attending camp have the privilege of first refusal for the corresponding date the following year, provided reservation contract and deposit are received at least three months in advance of the requested date. Date changes for returning schools are subject to space availability.

Reservation Commitment: The school leader agrees to report, at least 60 days prior to arrival, any change in the anticipated number of attendees by sending the update number to: bgjerston@ymcapkc.org. The school agrees to pay the total bill for actual attendance or 90% of the total charges for the approximate number as stated on this contract, whichever is higher.

Payment: All deposits are applied to the final bill. Full payment is due within 30 days of receipt of invoice. Payment may be made by cash, check or credit card.

Cancellations: The deposit is non-refundable. In the event of cancellation within 90 days of the school's scheduled arrival, the school agrees to pay, as liquidated damages, 50% of the estimated total bill as specified in this contract. Deposits or payments received prior to cancellation will be applied. YMCA Camp Seymour reserves the right to cancel this contract in the event payments are not made as required, and the reserved school will forfeit all payments previously made.

School Conduct: The reserving school will provide qualified adult leadership for all school members under 18 years. All school members will conduct themselves in accordance with the policies of YMCA Camp Seymour and the YMCA of Pierce and Kitsap Counties.

Safety Procedures, Supervision, First Aid, & Emergency Care: The school group is responsible for its own supervision, first aid and emergency care. Please refer to the Teacher Planning Manual for more details. Your school will receive a safety orientation to our facility upon arrival.

Release: In consideration of being permitted to use the YMCA facilities, user agrees to assume all risks in connection with such use whether foreseen or unforeseen, and further agrees that neither the YMCA nor its officers, operators, agents or staff may be held liable in any way for any occurrence not arising out of their own negligence and further releases the aforementioned YMCA, officers, operators, agents or staff for any harm, injury, or damage arising out of users' use of facilities.

Legal Costs: In the event of a breach in the terms of this agreement, the user agrees to pay reasonable attorney fees and legal costs incurred by YMCA related to said breach.

Hold Harmless: User agrees to hold harmless and indemnify YMCA against any claims and losses including reasonable attorney's fees and court costs arising out of its use and occurring as a result of actions of its members or participants.

Damages: The school assumes financial responsibility for damages incurred through intentional or negligent action by any members(s) of the school. Fines or charges for the misuse or damage of camp property will be applied to the school's final bill. The school agrees to pay any such fines or charges.

Insurance: Schools and their participants must provide their own liability and accident insurance coverage. The YMCA of Pierce and Kitsap Counties does not provide insurance coverage or benefits for illness or injury of school members. The school agrees to provide proof of insurance.

Please indicate your acceptance of these terms by signing this contract. The undersigned school leader represents that he/she is authorized to sign this contract and to bind the school to the stated terms.

Signature: Nichole Van Soyt
Stanwood Elementary School School Leader

Date: 4-2-19

Signature: Heidi Johnson
Camp Seymour Authorized Staff Member

Date: April 2 2019

This contract shall be binding upon YMCA of Pierce and Kitsap Counties when signed by an authorized staff member of YMCA Camp Seymour.