

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES

SUBJECT: TWIN CITY ELEMENTARY – OUTDOOR EDUCATION
FACILITY AGREEMENT/OVERNIGHT TRIP

DATE: OCTOBER 1, 2019

TYPE: ACTION NEEDED

Attached is a memo from Jennifer Allen, Principal of Twin City Elementary, and a contract with the YMCA of Pierce and Kitsap Counties for the April 27 through April 29, 2020 Twin City Elementary School outdoor education camp at Camp Seymour in Gig Harbor, WA.

This activity is funded by individual families and the Twin City PTA.

Recommendation:

We recommend the board **move to approve the contract and overnight stay for Twin City Elementary School outdoor education program at Camp Seymour April 27 and April 28, 2020.**

TWIN CITY ELEMENTARY SCHOOL

JENNIFER ALLEN, PRINCIPAL



DATE: September 20, 2019

TO: Dr. Jean Shumate, Superintendent
Stanwood-Camano School Board Members

FROM: Jennifer Allen, Principal

RE: 5th Grade Camp

We are requesting permission to take our Twin City Elementary fifth grade students to YMCA Camp Seymour from April 27 to April 29, 2020. Please review and approve the enclosed contract.

Departure time is 9:30 a.m. on Monday, April 27, 2020 and arrival back to school will be approximately 2:30 p.m. on Wednesday, April 29, 2020. All students will leave from Twin City Elementary and be dropped off there upon return.

We are expecting approximately 82 students, 20 adult chaperones, and 3 fifth grade teachers to attend. The program allows our students to experience hiking, field study, learning about ecosystems, and working collaboratively with their classmates. The science content aligns with our fifth grade science standards.

Funding for this trip has been paid for by individual families and the Twin City PTA. Teacher stipends will be provided according to the District Activity Schedule.

**YMCA CAMP SEYMOUR**

YMCA of Pierce and Kitsap Counties

September 13, 2019

Booking Contract: Twin City Elementary School**CONTRACT AGREEMENT FOR USE OF
YMCA CAMP SEYMOUR
OUTDOOR AND ENVIRONMENTAL EDUCATION**

Contract Date: September 13, 2019
School Name: Twin City Elementary School
School Leader: Principal Jennifer Allen
Address: 26211 72nd NW
City/State/Zip: Stanwood, WA 98292

Booking Number: 749471
Contact Phone: 360-629-1270 (Work)
Email: jallen@stanwood.wednet.edu

SCHOOL INFORMATION**Dates:** Apr 27 - 29, 2020**Reservation Commitment:** 100

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
Sep 10, 2019	OEE 2Nights/6Meals (100 @ \$139.00)	\$13,900.00
	Deposit:	\$2,780.00
	Total Charges:	\$13,900.00

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
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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



YMCA CAMP SEYMOUR

YMCA of Pierce and Kitsap Counties

September 13, 2019

Booking Contract: Twin City 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.

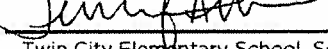
Legal Costs: In the event of a breach in the terms of this agreement, the user agrees to pay reasonable attorney fees and legal costs incurred by YMCA related to said breach.

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: 
Twin City Elementary School School Leader

Signature: _____
Camp Seymour Authorized Staff Member

Date: _____

9/16/19

Date: _____

September 13, 2019

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