


# Stanwood Camano School District

TO: BOARD OF DIRECTORS

FROM: STEVE LIDGARD, EXECUTIVE DIRECTOR – BUSINESS SERVICES 

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

DATE: NOVEMBER 7, 2017

TYPE: ACTION NEEDED

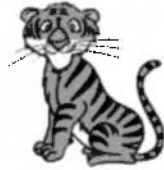
Attached is a memo from Jennifer Allen, Principal of Twin City Elementary, and a contract with the YMCA of Pierce and Kitsap Counties for the April 30 through May 2, 2018 Twin City Elementary School outdoor education camp at Camp Seymour in Gig Harbor, WA.

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 30 and May 1, 2018.

TWIN CITY ELEMENTARY SCHOOL  
JENNIFER ALLEN, PRINCIPAL



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DATE: October 19, 2017

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

FROM: Jennifer Allen, Principal

RE: 5<sup>th</sup> Grade Camp

We are requesting permission to take our Twin City Elementary fifth grade students to YMCA Camp Seymour from April 30, 2018 to May 2, 2018. Please review and approve the enclosed contract.

Departure time is 9:30 a.m. on Monday, April 30, 2018 and arrival back to school will be approximately 2:30 p.m. on Wednesday, May 2, 2018. All students will leave from Twin City Elementary and be dropped off there upon return.

We are expecting approximately 62 students, 20 adult chaperones, and 2 fifth grade teachers to attend. The program gets our students out in nature hiking, doing field study, learning about ecosystems, and working collaboratively with their classmates. The science content is a great fit with our fifth grade science standards.

Funding for this trip has been paid for by individual families and the Twin City PTA.

Sincerely,

Jennifer Allen, Principal  
Twin City Elementary School



**YMCA CAMP SEYMOUR**  
 YMCA of Pierce and Kitsap Counties

**CONTRACT AGREEMENT FOR USE OF  
 YMCA CAMP SEYMOUR  
 OUTDOOR & ENVIRONMENTAL EDUCATION**

Contract Date: September, 26, 2017  
 School Name: Twin City Elementary School  
 School Leader: Jennifer Allen Phone: 360-629-1270  
 Address: 26211 72nd NW Fax:  
 Stanwood, WA 98292 E-mail: jallen@stanwood.wednet.edu

**SCHOOL INFORMATION**

Dates: Apr. 30 to May. 02, 2018

Reservation Commitment: 74

Number of Cabins Reserved:

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.

Description	Rate	Participant #	Total
OEE 2Nights/6Meals	\$130.00	82	\$10,660.00
<b>Estimated Total Due</b>			<b>\$10,660.00</b>
<b>Deposit Due: (15% of contracted total)</b>			<b>\$1,599.00</b>

<b>Additional Contract Notes</b>	
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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**



**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**

Signature: *Jennifer Allen*  
 Twin City Elementary School School Leader

Signature: *Heidi Johnson*  
 Camp Seymour Authorized Staff Member

Date: 10/19/17

Date: September 26, 2017