

Human Resources
Linda D. Littlefield
Executive Director of Human Resources
Stanwood Camano School District



Date: September 17, 2013

To: Board of Directors

From: Linda Littlefield

RE: Approval of Contract for Services with Camp Seymour and an Overnight Field Trip

You will find attached, Principal Barb Marsh's recommendation related to Stanwood Elementary's yearly Outdoor Education trip. The school proposes that they spend October 9th through October 11th, 2013 providing their fifth grade students an outdoor education experience at YMCA Camp Seymour. Stanwood Elementary has changed their Outdoor Education camp to be held in the beginning of the year because they feel there are many benefits to the school community due to the relationships developed through this experience.

You have been provided with information about funding for the activity, a non-local overnight field trip application, and the contract with YMCA Camp Seymour for your review.

If you have questions regarding this request please let me know.

RECOMMENDATION:

I recommend that the Board approve Stanwood Elementary's 5th grade Outdoor Education trip and overnight stay to Camp Seymour, Gig Harbor, WA from October 9th - October 11th and that the Board approve the attached contract with Camp Seymour.

STANWOOD ELEMENTARY SCHOOL

10227 273RD PLACE NW
STANWOOD WA 98292
(360) 629-1250

BARBARA MARSH, PRINCIPAL
RUTH TURNER, OFFICE MANAGER
ANNIE HOUK, SECRETARY

"HOME OF THE HUSKIES"

September 3, 2013

To: SCSD Board of Directors

Fm: Barbara Marsh, Principal
Colleen Van Belle, 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 2013-2014 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 9th – October 11th, 2013.

At this time of year a 15% deposit is requested by YMCA Seymour as well as a signed contract for the days reserved. Our deposit due is \$1209.60.00

Our estimated number of attendees this year is 70 at the rate of \$113.00 per person for a total bill of \$7910.00.

The bill is paid through a combination of resources: the fundraising efforts of our Stanwood Elementary PTA 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 Oct 9th-11th and overnight stay.



YMCA CAMP SEYMOUR
 YMCA of Pierce and Kitsap Counties

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

Contract Date: March, 21, 2013
 School Name: Stanwood Elementary School
 School Leader: Julie Miller Phone: 360-629-1250
 Address: 10227 273rd PI NW Fax:
 Stanwood, WA 98292 E-mail: jmillier@stanwood.wednet.edu

SCHOOL INFORMATION

Dates: Oct. 09 to Oct. 11, 2013

Reservation Commitment: 65

Number of Cabins Reserved:

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

Description	Rate	Participant #	Total
OEE 2Nights/6Meals (72 @ \$112.00)	\$112.00	72	\$8,064.00
Estimated Total Due			\$8,064.00
Deposit Due: (15% of contracted total)			\$1,209.60

Additional
 Contract
 Notes

- 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: 
Stanwood Elementary School School Leader

Signature: 
Camp Seymour Authorized Staff Member

Date: 4-8-13

Date: ##### 3-22-13



NON-LOCAL, OVERNIGHT & EXTENDED FIELD TRIP APPLICATION (To be completed by Teacher/Advisor)

School SES Today's Date 9-5-2013

Individuals/Group Involved 5th grade Number of Students 54

Activity Outdoor Education

Destination Camp Seymour - Gig Harbor

Departure Date 10-9-13 Return Date 10-11-13

Accommodations: Cabins

Source of Revenue: PTO / Parents

Fundraising Activities _____

Individual Student Cost \$108 Total Group Cost ≈ 7776

Insurance (special coverages) _____

Purpose of Trip (include educational value) Science education

Has this trip been previously taken? X If yes, when? October 2012

List of chaperones and students MUST be attached to this form. (Chaperones must be of each gender if students of each gender are attending.)

- 1. Additional information needed: _____
- 2. Insurance coverage to be arranged through the insurance office.
- 3. Parent permission and medical authorization forms go to principal.
- 4. All district employees need to submit a travel request form.
- 5. Notify school nurse.

Colleen Van Belle
Signature of Initiator

[Signature]
Signature of Building Principal

For Administration Use Only:

Board approval needed. Will be submitted on September 17, 2013
 Approved

Superintendent or Designee Signature

Date