

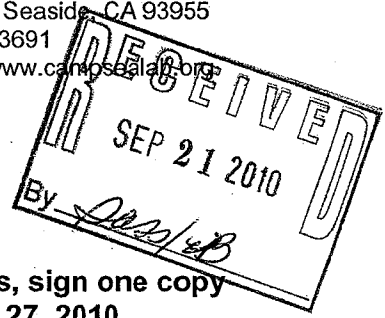
Westwood
9/23/10

COPY



Camp SEA Lab
Science, Education & Adventure

Camp SEA Lab
100 Campus Center Bldg.42, Seaside, CA 93955
T (831)582-3681 F (831)582-3691
campsealab@csumb.edu www.campsealab.org



RESIDENTIAL PROGRAM CONTRACT

Please review and make corrections, initial the financial statements, sign one copy and return with your holding fee to our office by September 27, 2010.

School information:

Westwood Elementary School
1748 West Street
Concord, CA 94521
Phone: 925-685-4202
Fax: 925-680-0431
Mt Diablo Unified School District
Grade level of students: 5th

Contacts: Michaela Bradley
Position: Teacher
Email: bradley@mduisd.k12.ca.us
Cell phone: 925-695-4980

Contra Costa County
Lead Teacher: Michaela Bradley

Program information:

Arrival date: **Mon., March 28, 2011** Departure date: **Wed., March 30, 2011**
Arrival time: 11:00am Departure time: 1:00pm
Location: Camp St. Francis, 2320 Sumner Ave, Aptos, CA 95003

Estimated number of students:	65
Estimated number of chaperones:	7
Estimated number of teachers:	3
Total participants:	<u>75</u>

Additional participants above the estimated number must be agreed upon by Camp SEA Lab.

Camp SEA Lab will provide:

- ❖ 3 days of program, 2 nights of lodging, 6 meals (dinner day 1, through lunch on day 3)
- ❖ Naturalist Instructors
- ❖ Coordination of all site logistics and programmatic implementation.
- ❖ Supplies for all activities: includes student journals and student T-shirts.

Westwood Elementary School will provide:

- ❖ One teacher for every 30 students, and one chaperone per every 10 students. Any additional adults must be agreed upon by both parties prior to final payment, and must pay full program tuition.
- ❖ Coordination and cost of transportation for arrival to and departure from program site at Camp St. Francis.
- ❖ Distribution and collection of forms and monies from students and chaperones.
- ❖ Bag lunches on arrival day (student brought or school provided).



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Financial Agreement for Westwood Elementary School

Tuition covers food, housing and program costs.

Your deposit of 30% will reserve your dates.

Student: \$187.00

Adults: teachers at 1:30 teacher/student ratio are free
chaperones at 1:10 chaperone/student ratio are \$93.50
adults over these ratios pay full rate of \$187.00

Please initial the financial statements.

Financial calculations are outlined on the Program Invoice.

_____ **Guaranteed minimum:** We allow for a (15%) decrease in estimated total numbers.
If participant numbers fall below the 15% decrease, you agree to pay **\$10,887.65**, which is 85% of the contracted total.

_____ **Payment schedule:**

September 27, 2010: Non-refundable holding fee of \$250.00.

November 15, 2010: 30% Deposit (minus your holding fee) = **\$3,592.85** must be received or your date will be relinquished.

February 28, 2011 (4 weeks prior) Final payment based on student/adult numbers.

_____ **Late penalty:**

A \$50 per week penalty will be assessed for late payment or paperwork.

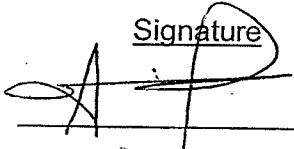
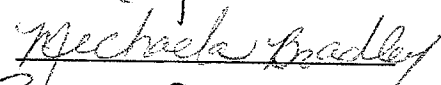
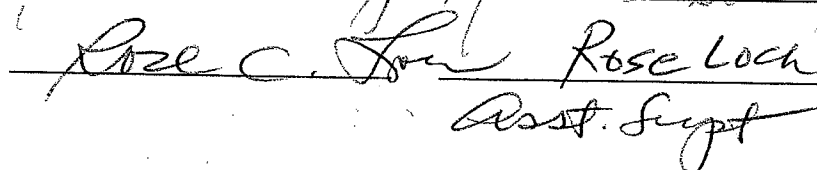
_____ **Refund policy:**

If your school needs to cancel your reservation prior to **February 28, 2011** (4 weeks prior), your deposit will not be refunded unless the dates can be filled by another group of equal or greater number. The non-refundable holding fee will be retained to cover administrative costs.

If your school needs to cancel after **February 28, 2011**, no refunds will be offered.

If your final participant numbers change within the 15% of your total estimated numbers by **March 14, 2011** (two weeks prior) and Camp SEA Lab is notified, a refund for the difference will be issued 6 - 8 weeks after the completion of the program.

Camp SEA Lab will not grant refunds for the cancellation of program activities due to weather or other unforeseen occurrences. No refunds will be given for participants sent home due to disciplinary procedures or illness.

	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Camp SEA Lab Director:	Amity Wood		8/30/10
Lead Teacher:	Michaela Bradley		9/13/10
Principal:	Rose C. Loch	 Asst. Supt	9/21/10



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PROGRAM INVOICE

Westwood Elementary School
1748 West Street
Concord, CA 94521
Phone: 925-685-4202
Fax: 925-680-0431
Program Dates: March 28 - 30, 2011

Contacts: Michaela Bradley
Position: Teacher
Email: bradley@mduisd.k12.ca.us
Cell phone: 925-695-4980

Location: Camp St Francis

Statement:

Contracted	Estimated #	Tuition/costs	Total
Students	65	\$187.00	\$12,155.00
Chaperone 1:10	7	\$93.50	\$ 654.50
Teacher 1:30	3	\$0.00	\$ 0.00
Extra Adults		\$187.00	\$0.00
Total			\$12,809.50
Due Sept 27, 2010		Holding Fee	250.00
Due Nov. 15, 2010		30%Deposit – Holding Fee	\$3,592.85
Due Feb 28, 2011		Balance	\$8,966.65

Final Payment	Final #	Tuition/costs	Total
Students		\$187.00	0
Chaperone 1:10		\$93.50	\$0.00
Teacher 1:30		\$0.00	\$0.00
Extra Adults		\$187.00	\$0.00
Final Total			\$0.00
Guaranteed Minimum*			\$10,887.65
Holding Fee		check #	
Deposit paid		check #	
Payments		check #	
Scholarship Applied			
Late Penalty		\$50.00/week	\$ 0.00
Due		Final Payment**	

*The Guaranteed Minimum is 85% of the contracted total.

**Final payment is based on the final total or the guaranteed minimum, whichever has the higher value.

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