

LUTHERIDGE

2049 Upper Laurel Drive, Arden, NC 28704
Registration Office: 828-209-6302
www.novusway.com



DAY CAMP CONTRACT

Summer 2019

Send contracts to:
regassist@novusway.org

***Please Read Carefully!**

Registration is OPEN, weeks will fill quickly. The only way to secure your week is to return this contract with deposit.

This contract must be filled out in its entirety and returned to Lutheridge accompanied by your 15 % deposit. *It is imperative you provide second and third week options.* Contracted Dates are assigned based on a first come first serve basis so having alternative available weeks allows us to more quickly confirm a week with you.

Dates to Remember:

1. **August 2018** – Registration opens for returning congregations.
2. **October 15th 2018** – Registration opens for New congregations.
3. **February 1st 2019** – Remaining 10% of deposit due.
4. **April 1st 2019** - 2nd payment due, additional 25%.
Up to date liability insurance due.
5. **July 15th 2019** – Final payments due.

Contracts and Cancellations:

1. Contracts must be submitted with a 15% deposit of the total contract. (deposit will not exceed \$500)
2. Second payment is due by April 1st along with final changes to contracts. After this date you may still request changes to your contracted number, however we may or may not be able to accommodate your request based on Staffing issues.
3. You MUST submit a new contract to our office every time you make a change to your week.
4. Final payments are due July 15th.
5. Cancellations made prior to April 1st will receive a refund minus their deposit amount.
6. Cancellations made after April 1st will be charged for half the total cost of the contract.

AGE POLICY: Day camp is for campers that have **COMPLETED** kindergarten through fifth grade. Please make sure that all campers attending your day camp meet these requirements. Church volunteers and helpers must be 17yrs old or older.

Children under the age of 5 WILL NOT be accepted!

LUTHERIDGE WILL PROVIDE:

1. Caring, committed, and trained staff, including an on-site Lutheridge Area Director. The Area Director is not included in the counselor numbers, or in the 1:8 ratio.
2. A 1:8 counselor to camper ratio.
3. A pre-camp planning meeting as requested by the congregation.
4. Availability of staff from Sunday through noon Friday.
5. Activities and curriculum that are based on the ELCA summer camp Bible study program.
6. Supplies and resources for the camp curriculum including Bible studies, crafts supplies, music, and recreational equipment.
7. Up to date liability insurance to protect the partnership with the congregation in the event of unforeseen incidents.

THE CHURCH WILL PROVIDE:

1. Housing and showers, arrangements for all staff meals (excluding Wed. dinner).
2. A local coordinator who will be present at all times during the Day Camp.
3. A risk management plan and emergency procedures.
4. A Certificate of Liability Insurance naming Lutheridge as additionally insured for the Day Camp.
5. A final arrangements sheet mailed to camp **at least 3 weeks prior to the Day Camp.**
6. An evaluation sheet completed and turned in to camp staff at the end of the camp week.
7. Registrations, permission slips, and health forms for each camper. (Lutheridge will provide samples.)
8. Planned special events with necessary transportation. The camp staff can help lead the event, but those arrangements need to be made by the church at least three weeks before the day camp.
9. Daily morning snacks and beverage for campers and staff.

AGREEMENT:

I understand and agree to all policies outlined in this contract. I agree to let Lutheridge know immediately if we have to cancel. I have read the Day Camp information provided and will set our Day Camp up in accordance with these guidelines or discuss variations by May 15. I, as leader, take full responsibility to interpret these guidelines to our group. If the guidelines in the contracted agreement are not followed, I understand the consequences involved may include financial obligations and/or cancellation of the Day Camp.

Signature of Local Coordinator

Date

Signature of Pastor or Congregational President

Date

2018 DAY CAMP CONTRACT

Please return this contract, along with deposit to reserve:

Day Camp Dates

- June 10-14
- June 17-21
- June 24-28
- July 1-5
- July 8-12
- July 15-19
- July 22-26
- July 29-Aug 2

Week (1st) _____ Week (2nd) _____ Week (3rd) _____

Church _____

Address (for mailing info. to) _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact Person _____ Phone (home) _____

Transportation Fee

The fee is based on the distance your day camp is from Lutheridge one way and is added to your final bill.

0-100 miles = \$75.00

101-200 miles = \$125.00

201-300 = \$175.00

300 or more = \$200

<u>Preferred Package:</u>	<u>Contract received by 12/15/18</u>	<u>Contract received after 12/15/18</u>
**Min. 16 campers	\$2320.00	\$2400.00
Up to 24 campers	\$2900.00	\$2980.00
Up to 32 campers	\$3920.00	\$4000.00
Up to 40 campers	\$4752.00	\$4832.00
Up to 48 campers	\$5500.00	\$5580.00
*Up to 56 campers	\$6864.00	\$6944.00
*Up to 64 campers	\$7920.00	\$8000.00
*Up to 72 campers	\$8976.00	\$9056.00

FINANCIAL AGREEMENT:

1. Transportation Fee \$ _____
2. Total cost \$ _____ for up to _____ campers. The congregation is responsible to pay for the number of campers served unless that is less than the minimum. Then the minimum will be charged. **Changes may be made until April 1st.** You may not exceed the counselor to camper ratio of 1:8.
3. **15% deposit to hold your week** \$ _____ with this signed contract to confirm the date requested. This deposit is non-refundable.
4. Remaining 10% of deposit (total) \$ _____ is due by February 1, 2019. This deposit is non-refundable. **Checks made payable to NovusWay**

If you have more than 80 campers, we recommend registering for two weeks due to the size of the group and staff needed.

CREDIT CARD PAYMENT PROCESSING FORM

Lutheridge accepts Visa, MasterCard, and Discover.

There is a 2% credit card processing fee that will be added to each credit card transaction.

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ 3 digit code on back: _____

Name of Cardholder: _____

Credit Card Billing Address: _____

City: _____ State: _____ ZIP: _____

Payment Amount Authorized (deposit amount): \$ _____

Would you like us to automatically run this card for the deposit on Feb. 1st and second payment on April 1st?

_____ Yes _____ No

Signature: _____ Date: _____

Please keep a copy of your contract for your records.

NOTES:

- ****This was an introductory bracket put in place to help churches build their Day Camp program. if your church was previously in this introductory bracket we will honor this reduced rated again for 2019. Churches are not permitted to drop down to this bracket after April 1st. Please be aware that this bracket will may no longer be available in 2020.**
- You may not exceed the counselor to camper ratio of 1:8. (This does not include the Area Director.)
- ***At this level we need to send 2 vehicles and possibly 2 Directors which accounts for the increased cost.**
- Camper limits are an important limitation which must be closely followed. Lutheridge and its staff prepare and plan for camper numbers upon these registration numbers. The overall program quality, as well as camper safety, depends upon the congregation's careful management of the registered camper numbers.
- *This contract is for churches who reside in NC, SC, TN, and cities north of Atlanta, GA. Please contact the Registration Office for a contract if you are not within these states and we will connect you with the Day Camp program closest to you. Contact us at regassist@novusway.org; 828-209-6301.*

New! - Congregations that participate in 2019 Day Camps will have the option to sign up for the following year (2020) while your Day Camp is currently in session. We will send new contracts with our staff and you simply need to fill it out and give it back to them before they leave. Registration will be available through September 30, 2019 to returning churches; after that it will be opened to new churches.

PLEASE NOTE: if your congregation has an outstanding balance from last summer you cannot reserve a week for next summer until it has been paid in full.