

# LUTHER SPRINGS

264 Vause Lake Rd.; Hawthorne, FL 32640

Registration Office: 828-209-6301

Sue Mendenhall, Program Director

352-358-1440 \* smendenhall@novusway.org

www.novusway.org



# DAY CAMP CONTRACT

## Summer 2021

Send contracts to:  
aclifton@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 the first payment.**

This contract must be filled out in its entirety and returned to Registration 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:

- **Returning Congregations October 12, 2020:** Registration opens
  - 1<sup>st</sup> Payment Due (15%) to secure week *Non-Refundable*
- **New Congregations November 1<sup>st</sup>, 2020:** Registration opens
  - 1<sup>st</sup> Payment Due (15%) to secure week *Non-Refundable*
- **February 1<sup>st</sup> 2020**
  - 2<sup>nd</sup> Payment Due (10%) *Non-Refundable*
- **April 1<sup>st</sup> 2020**
  - 3<sup>rd</sup> Payment Due (25%)
  - Certificate of Liability Insurance Due
  - Contract Adjustment Deadline
- **One Week Prior to Your Day Camp** – Final payment due

### Payment, Contracts, and Cancellations:

1. First Payment of 15% (non-refundable) must be submitted with contract to secure a week.
2. Additional Payments: Feb 1<sup>st</sup> (10% non-refundable), April 1<sup>st</sup> (25%), One Week Prior to Day Camp (Remaining Balance)
3. Final changes to contracts are due by April 1<sup>st</sup>. After, you cannot decrease your program size. You may request an increase to your contracted number but it is not guaranteed.
4. You MUST submit a new contract to our office every time you make a change to your program week or size.
5. Cancellations: *Please note: Cancellations due to COVID are not eligible for a full refund unless state and local authorities enforce mandatory quarantines that prohibit the gathering of groups.*
  - Prior to April 1<sup>st</sup>: Non-refundable portion (25%) will be held as a credit for future event. All other funds will be refunded.
  - Between April 1<sup>st</sup>-May 1<sup>st</sup>: Non-refundable portion (25%) will be forfeited. All other funds will be refunded.
  - After May 1<sup>st</sup>: Congregation will be charged for half the total cost of the contract.

**AGE POLICY:** Day camp is for campers who have **COMPLETED** kindergarten through fifth grade. Congregations can include **Middle School** students in Day Camp as long as there is a minimum of 8. Please plan service activities for Middle School campers. **Volunteers and helpers must be completed 9<sup>th</sup> grade or older. Children under the age of 5 WILL NOT be accepted! Please make sure all campers attending meet these requirements.**

### LUTHER SPRINGS WILL PROVIDE:

1. Caring, committed, and trained staff, including an on-site Program Coordinator. The Program Coordinator is not included in counselor numbers, nor in the 1:8 ratio.
2. A 1:8 counselor to camper ratio.
3. A pre-camp planning meeting.
4. Availability of staff from Sunday through Friday.
5. Activities and curriculum based on summer camp Bible study program theologically reviewed by our Lutheran program staff.
6. Up to date liability insurance to protect the partnership with the congregation in the event of unforeseen incidents.

### AGREEMENT:

I understand and agree to all policies outlined in this contract. I agree to inform Luther Springs immediately if we need to cancel. I have read the information provided and will follow these guidelines or discuss variations by May 15. I, as leader, take full responsibility to share 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.

### THE CHURCH WILL PROVIDE:

1. Housing and showers, arrangements for all staff meals.
2. Craft supplies in consultation with Program Coordinator.
3. A local coordinator, present at all times during Day Camp.
4. A health care coordinator that will take care of any health care needs that arise. (Can be local coordinator)
5. A risk management plan and emergency procedures.
6. A Certificate of Liability Insurance naming Luther Springs as additionally insured for the Day Camp.
7. A final arrangements sheet sent to camp **at least 3 weeks prior to the Day Camp.**
8. An evaluation sheet completed and turned in to camp staff at the end of the camp week.
9. Registrations, permission slips, and health forms for each camper.
10. Arrangements for special events including transportation. (Camp staff will help lead but cannot provide transportation)
11. Daily morning snacks and beverages for campers and staff.

Signature of Local Coordinator

Date

Signature of Pastor or Congregational President

Date

**2021 DAY CAMP CONTRACT****Day Camp Dates**

Week (1st) \_\_\_\_\_ Week (2nd) \_\_\_\_\_ Week (3rd) \_\_\_\_\_

Church \_\_\_\_\_ Pastor: \_\_\_\_\_

Address (for mailing info to) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Church Phone \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Phone (cell) \_\_\_\_\_

June 7-11

June 14-18

June 21-25

June 28-July 2

July 5-9

July 12-16

July 19-23

July 26-30

**Transportation Fee**

The fee is based on the distance your day camp is from Luther Springs 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****PRE-ORDER SUMMER THEME T-SHIRT**

We offer the option to pre-purchase Summer Theme T-shirts for \$8 each. Some congregations purchase shirts for volunteers and/or campers. While we won't need to know exact sizes until the Friday prior to your Day Camp, we will need to know how many you would like (adult and child) 2 weeks in advance. *Your Day Camp team will bring shirts (varied sizes) to sell in the camp store for \$10 during Day Camp.*

**Preferred Package:****Contract****Contract****FINANCIAL AGREEMENT:****received by****received after****12/15/20****12/15/20**

Min. of 24 campers

\$1920.00

\$1980.00

25 to 32 campers

\$2400.00

\$2475.00

33 to 40 campers

\$2880.00

\$2970.00

**41 to 48 campers**

\$3360.00

**\$3465.00**

49 to 56 campers

\$3864.00

\$3960.00

57 to 64 campers

\$4352.00

\$4455.00

65 to 72 campers

\$4824.00

\$4950.00

1. Transportation Fee \$ \_\_\_\_\_
2. T-Shirt Pre-Order Quantity \_\_\_\_\_ x \$8 = \$ \_\_\_\_\_
3. **Total cost \$ \_\_\_\_\_ for up to \_\_\_\_\_ campers.** The congregation is responsible to pay for the bracket cost specified in the contract. Changes to decrease your bracket can be made until April 1<sup>st</sup>. Increase can be made at the approval of the director after this date.
4. **15% deposit \$ \_\_\_\_\_ with signed contract to secure your week. This deposit is non-refundable.**
5. **First Payment: 10% of total Cost \$ \_\_\_\_\_ is due by February 1, 2021.** This is non-refundable.

Checks made payable to: NovusWay Ministries

2049 Upper Laurel Dr, Arden, NC 28704.

**CREDIT CARD PAYMENT PROCESSING FORM**

Luther Springs 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 remaining deposit on Feb. 1 and second payment on April 1?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Checks should be made payable to NovusWay and mailed to 2049 Upper Laurel Dr., Arden, NC 28704**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep a copy of your contract for your records.

## NOTES

- You may not exceed the counselor to camper ratio of 1:8. (This does not include the Program Coordinator.)
- Camper limits are an important limitation which must be closely followed. Luther Springs 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.
- ***PLEASE NOTE: Cancellations due to COVID are not eligible for a full refund unless state or local governing bodies have enforced mandatory quarantines that prohibit the gathering of groups.***

Congregations that participate in Day Camp will have the option to sign up for the following year while their 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 for Summer 2022 will be available through October 15 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.**