



# CONTRACT GUIDELINES

## KIDZ KAMP

### 2019

Kidz Kamp Texas is excited for your church to be a part of an exciting weekend at Latham Springs this summer. Please take time to carefully read through the contract below. If you have any questions about any part of the contract please call the Kidz Kamp director, Steve Abbe (254-292-0283) to clarify any information. We want the kamp and the kids to be our focus. This contract is created to outline the financial details of camp so that all questions and concerns can be addressed before camp; which will help us to keep from having any misunderstandings that will detract from having the best possible kamp.

Our Church and our church leader for Kidz Kamp agree to the camp requirements as stated in this contract in partnership with: Kidz Kamp Texas for July 18-22, 2019 @ Latham Springs Camp, Aquilla, Texas

#### I. Deposit:

A nonrefundable deposit of \$25 per camper/counselor is required on **May 12, 2019**. This deposit reflects an estimated number of campers/counselors expected for attendance at camp for the above named church. This deposit secures the \$215 camp fee per camper/counselor for your church.

**Deposit amount received:** \_\_\_\_\_ **Estimated kampers/counselors:** \_\_\_\_\_

**Deposit paid:**      **online & received on** \_\_\_\_\_ **by mail/check #** \_\_\_\_\_

Additional campers or counselors can be added to your list. Simply add their names to the **MASTER LIST you must fill out and email to us by July 11<sup>th</sup>**. (See Section IV for details on the Master List) After July 11<sup>th</sup>, any additional campers you add, after your Master List is turned in, will be charged a \$240 camp fee. No additional deposit fee is required to be mailed in when adding campers between now and July 11<sup>th</sup>.

*(For example: If your deposit covered 25 campers/counselors and then you add an additional 3 campers, just add those campers to your MASTER LIST you email to us on July 11<sup>th</sup>. This would bring your total campers/counselors to 28. These numbers are important to Latham Springs and our ability to plan.)*

Please read the information about our cancellation policy (Section IV.) if you have campers who drop out.

The deposit amount you paid (indicated above in your contract) will be subtracted from the final camp fees your church is responsible for. Your final camp balance will be based on the final number of campers/counselors that attend camp, any additional fees, minus your deposit.

**You can use the submission form on our website and make your deposit using pay pal.**

**Your can also mail a deposit check to:** (MAKE CHECK PAYABLE TO KIDZ KAMP TEXAS)

Kidz Kamp Texas  
c/o Crossroads Fellowship Church  
405 Estates Drive      Woodway, Texas 76712

## II. Camp Fees:

The Kidz Kamp pre-registration fee for 2019 is \$215 per camper (3<sup>rd</sup>-6<sup>th</sup> grade) and all adult counselors. This fee covers the camp facility fee (cabin, food and facilities), all camp programming needs, booklet, recreation supplies, and a t-shirt.

If any adult counselor plans to bring one of their children to camp that are not yet at the camper's age (3<sup>rd</sup>-6<sup>th</sup> grade completed) needs to secure approval for that through the Kidz Kamp office before signing the child up. If they plan for the child to participate in all the activities (crafts, small group, t-shirt, etc. where supplies would be needed) we ask that you charge them the full camp fee of \$215. (This is typical a child in 1<sup>st</sup> and 2<sup>nd</sup> grade) If your child is Kindergarten or below, we suggest you bring or figure out someone who watch the child during the teaching times. Although this is discouraged because we want our counselors to give the campers in their small group their undivided attention, we realize from time to time there may be extenuating circumstances. Please contact us if this is the case for one of your counselors.

**Golf Cart Fee:** \$250 is the fee for a golf cart (our cost) for the camp week (Thurs-Mon). If you wish to use a golf cart at camp, this needs to be secured through **Steve Abbe by July 11<sup>th</sup>**. (You can email your request to [info@kidzkamptexas.com](mailto:info@kidzkamptexas.com)) There is a limited number of available golf carts. Golf carts will be secured on a first come, first serve basis. Your golf cart fee will be added into your final camp balance; which is due the first day of camp - July 18<sup>th</sup>.

**Miscellaneous Fees:** These fees need to be communicated with your campers and counselors as they will require the parents to provide additional money above the \$215 camp fee. These fees need to be brought to camp as cash.

Bazooka Ball (3<sup>rd</sup>-6<sup>th</sup> graders) - \$3 per 2 game sessions. *(Optional-kids do not have to do Bazooka Ball.)*

Canteen – The Canteen is open each day during afternoon rec and each night after worship.

Gift Shop - Open each day for kids to purchase souvenirs, Latham Spring shirts, etc.

*(The Canteen and Gift Shop are also optional. However, kids who don't have money at the Canteen each day or who might want to buy a gift may get upset if they don't have money set aside for this and other kids are buying snacks and gifts. Be sure and communicate these extra expenses to parents and ask them to put their child's money in a labeled envelope with instructions on what can be spent.)*

### **STANDARD Registration Camp Fee: \$230.**

This is the fee you would charge campers/counselors who sign up after you have covered your estimated deposit numbers turned in on May 12<sup>th</sup>.

### **LATE Registration Camp Fee: \$240**

This is the fee you would charge campers/counselors after your Master List is turned in on July 11<sup>th</sup>. This is a processing fee for changes that must be made due to a late registration. (For example: t-shirts, dorm assignments, food, etc.)

*(Churches can absorb this change in price and still charge the \$215. Be sure and set a date for the price change in the information you advertise and hand out.)*

*These possible extra fees will appear on your final statement balance emailed to you sometime between Monday and Wednesday – July 15-16 – so you can bring a final balance due check at registration on Thursday, July 18<sup>th</sup>.*

### III. Church Master List: **Due in Kidz Kamp office July 11<sup>th</sup>.**

It is mandatory that your church complete the Master List form provided on our Kidz Kamp website. The Master List is located on the Church Leaders Page.

The **Master List** is an excel spread sheet where you fill in your church's information and each camper's last name, first name, grade, and t-shirt size. **You MUST fill out both pages of the Master List** for your church. The first excel sheet is for Male campers/counselors, the second excel sheet is for Female campers/counselors.

#### **Submission of Master List:**

- Download the Master List to your computer.
- Fill in both the Male and Female sheets with your campers/counselors information.
- Go to the MASTER LIST SUBMISSION FORM on the Church Leader Page.
- Upload the Master List document from your computer and click submit.

### IV. Cancellation Policy:

Occasionally, you will sign up campers who then drop out at the last minute. Our cancellation policy for campers who drop out is based on your Master List received in our office on July 11<sup>th</sup>. Once we receive your Master List, that list is considered your "final count." We are calculating your balance, all cabin assignments, color groups, t-shirt sizes, and final numbers to Latham Springs according to the Master List numbers you send us.

**If one of your camper/counselors drops out after July 11<sup>th</sup>, we will need to still collect a camp fee of \$130** for that camper/counselor. This \$130 fee allows Kidz Kamp Texas to fulfill our commitment to Latham Springs based on the "final numbers" you gave us on July 11<sup>th</sup> which we then turned in to Latham Springs.

*(Our recommendation: Option 1. If the camper who dropped out has not paid their camp fee or still owes money on their camp fee – you will still need to collect \$130. Your church will be billed \$130 for this camper/counselor who dropped out after July 6<sup>th</sup>. Option 2. If the camper paid their \$210 fee, only return the camp fee amount minus the \$130 to the camper who dropped out.  
Ex: \$215 - \$130 = \$85 returned to camper/counselor. In extenuating circumstances your church may decide to pay this fee for the camper/counselor.)*

### V. Camp Fee Balance: **Due at registration on July 18<sup>th</sup>.**

Your balance will be calculated on the following: A camp fee of \$215 per camper/counselor who are registered to attend camp *(This balance is calculated based on your final Master List number, plus additional camper/counselor fees applied after July 11<sup>th</sup>, plus any \$130 cancellation fee per camper/counselor who dropped out after July 11<sup>th</sup>, plus any additional fees that apply, minus your deposit amount paid in May.)*

A balance sheet will be emailed to you between Monday, July 15<sup>th</sup> and Tuesday July 16<sup>th</sup> so you can secure a check to bring with you to registration on July 18<sup>th</sup>.

You may also pay your balance using our FINAL PAYMENT SUBMISSION FORM on the Church Leader Page of our website.

\*Any last minute changes that occur, we will finalize at camp and any remaining balances and/or reimbursements can then be mailed after camp.

**If you choose to bring your final balance check to registration on July 18th, make the church check out to Kidz Kamp Texas.**

## **VI. Registration Paper Work:**

Important registration information is needed and required by Kidz Kamp Texas. Please follow all instructions on our website on the Church Leader Check-off List in completing the following **paper work** so it is ready to be **turned in at registration**:

### **HERE IS YOUR LIST TO CHECK OFF BEFORE YOU LEAVE FOR CAMP.**

- \_\_\_\_\_ 1. Camper Registration/Medical Release Form and Risk Release Form for each camper attending camp – SIGNED (Copy of Immunization records NOT needed, insurance card # must be filled in on the registration form.)
  - \_\_\_\_\_ 2. Counselor Registration/Medical Release Form for each counselor attending camp – SIGNED
- PLEASE PUT YOUR CAMPER/COUNSELOR FORMS IN ALPHABETICALLY ORDER. PLACE THE FORMS IN A MANILLA FOLDER TITLED: REGISTRATION FORMS. INCLUDE YOUR CHURCH NAME AND YOUR CHURCH LEADERS NAME AND PHONE NUMBER ON THE FOLDER.**
- \_\_\_\_\_ 3. Individual Camper Medications in Ziploc bags/labeled with the Child's Name and Church Name.
  - \_\_\_\_\_ 4. All individual child Ziploc bags of medicine for your church must be placed in a box/plastic container and labeled with your church's name.  
(Epi Pens and Inhalers – bring two – one for Ziploc bag and one for camper to have with them.)
  - \_\_\_\_\_ 5. Sponsor Certification and Background Verification Form filled out.  
This means all CPT training and background checks for your counselors must be completed before this form can filled out.
  - \_\_\_\_\_ 6. CPT Certificates and your verification form must be place in a manila envelope labeled CPT Training with your church name on the outside and your church leaders name and phone number.
  - \_\_\_\_\_ 7. Final Payment check. (Unless paid online through pay pal.)

## CONTRACT SIGNATURE PAGE

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Please make sure that you have thoroughly read and agreed to all of the terms for **KIDZ KAMP TEXAS Contract Guidelines**.

**DO AN ONLINE SUBMISSION AS YOUR SIGNATURE PAGE or return a signed copy of this signature page by June 9<sup>th</sup> to our Kidz Kamp office.**

This contract is an agreement between the church leader, the church, and Kidz Kamp Texas. By agreeing to this contract, you agree to abide by all of the payments, paperwork, dates, fees and cancellation fee guidelines.

**Contract Agreement can be made online:**

The contract submission form is located on the Church Leader Page on our website. When you fill out the submission form and click “agree” and then submit the contract submission form, this is considered your contract signature page.

If you chose to sign and mail your contract, use the signature spaces below and mail.  
(Scan and email to [info@kidzkamptexas.com](mailto:info@kidzkamptexas.com) or make a copy and mail the original using the address below.)

Kidz Kamp Texas  
c/o Crossroads Fellowship  
405 Estates Drive  
Woodway, Texas 76712

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*Church Leader Signature*

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*Date*

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*Church Name*

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*Address*

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*Contact Phone #*