

**CONTRACT NAME: AGREEMENT BETWEEN SACRAMENTO COUNTY  
OFFICE OF EDUCATION AND DAVIS JOINT UNIFIED SCHOOL DISTRICT**

**BRIEF DESCRIPTION OF CONTRACT:** This agreement confirms Willett Elementary School's participation in the Sly Park Environmental Education program from January 28 to February 1, 2019.

**FISCAL IMPACT:** Site funds, donations and PTA contributions fund this program.

## RESERVATION CONFIRMATION 2018-2019 SCHOOL YEAR

TO: Willett Elementary  
1207 Sycamore Lane  
Davis CA 95616  
ATTN: Marla Cook

DATE: 6/6/2018  
INV./REFERENCE #: 5w-012819-3142  
RESERVATION DATES: 01/28-02/01/2019  
TOTAL STUDENTS RESERVED: 90

School Phone Number: (530) 757-5460  
Principal Name: Heidi Perry

Coordinator Name: Marla Cook  
Coordinator Email: mcook@djusd.net

**Note:** The last day to change student number is **May 1** for Fall Reservations or **Sept. 30** for Spring Reservations

Thank you for your non-refundable deposit of \$ 1,800.00, received 6/6/2018. Your school is confirmed for participation in the Sly Park Environmental Education 5 day program as follows:

Arrival Date & Time	Departure Date & Time	Number of Students	Cost Per Student
1/28/2019 at 10:30am	2/1/2019 at 12:00pm	90	\$235.00

MINIMUM NUMBER OF STUDENTS: 81

MAXIMUM NUMBER OF STUDENTS: 99

**GENERAL INFORMATION:** Students will eat lunch shortly after arriving on the first day, and will eat lunch just before departure on the last day of the program. Please check weather conditions before your trip and have students dress appropriately.

**TRANSPORTATION:** Make sure you have transportation arranged for your students, teachers, and chaperones. Plan to have your buses arrive on the first day between 10-10:30am, and on the last day between 11-11:30am. Mountain weather can be unpredictable, so buses should carry chains.

**STUDENT ATTENDANCE:** Your school/district will be financially responsible for no less than 90% of the reserved total number of students. This means that your final invoice will be for the total number of students that actually participate, but NO LESS THAN 81 students. Your deposit amount will be applied to your final invoice. Additionally, you may increase your student total by no more than 10% of the reserved number of students, up to 99 students, but only if space is available. Should your planned attendance increase you must inform Sly Park in writing at least 10 business days prior to attendance. Any increase must be approved by the Sly Park director.

**TEACHERS:** Your school/district is required to send one teacher for every 34 students. Teachers within that ratio attend free of charge. Extra teachers or school staff will be charged the full student fee for the week.

**CHAPERONES:** Your school/district is required to send one adult male chaperone for every 12 male students, and one adult female chaperone for every 12 female students. High school students age 16-18 can be substituted for no more than 50% of your total chaperones. All chaperones age 18 and over must be fingerprinted. Additional chaperones will be charged the full student fee for the week, and may only attend with approval from the Sly Park Director if space is available.

**CANCELLATIONS:** Cancellations will be invoiced for 75% of the reserved total number of students.

To confirm receipt of the above information, please sign this form and email it back to us at: [jornelas@scoe.net](mailto:jornelas@scoe.net)

Coordinator Signature: \_\_\_\_\_ Marla Cook Date: \_\_\_\_\_

School Administrator Signature: \_\_\_\_\_ Bruce E. Colby Date: \_\_\_\_\_