

Mamaroneck Union Free School District  
1000 West Boston Post Rd  
Mamaroneck, NY 10543  
RFP #2023-03 Universal Pre-Kindergarten Program

## REQUEST FOR PROPOSALS

RFP #2023-03

UNIVERSAL PRE-KINDERGARTEN PROGRAM

2023-2024

DUE: Tuesday, January 17, 2023 by 4:00 PM EST

Return to:  
Lauren Leone  
Purchasing Agent  
Mamaroneck UFSD  
1000 West Boston Post Rd  
Mamaroneck, NY 10543

Mamaroneck Union Free School District  
1000 West Boston Post Rd  
Mamaroneck, NY 10543  
RFP #2023-03 Universal Pre-Kindergarten Program

**DATE OF OPENING: Tuesday, January 17, 2023**

**TIME: 4:00 PM EST**

To All Providers:

Please submit a sealed proposal for administration of the Universal Pre-Kindergarten Program for the Mamaroneck Union Free School District. The District will receive sealed proposals on or prior to 4:00 PM EST, Tuesday, January 17, 2023. Proposals received after stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

**RFP #2023-03 Universal Pre-Kindergarten Program**

Proposals will be opened on the stated date but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of sixty (60) days from the date of proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The Mamaroneck Union Free School District Board of Education intends to award a contract or contracts in its best interest and reserves the right to reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the Mamaroneck Union Free School District to do so. No proposer shall have any legal, equitable or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the Mamaroneck Union Free School District, in its sole discretion, shall enter into a contract with the proposer(s) that it selects as the successful proposer(s).

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.

Lauren Leone, CPPB  
Purchasing Agent

Mamaroneck Union Free School District  
1000 West Boston Post Rd  
Mamaroneck, NY 10543  
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**Section I:**

**PURPOSE**

The Mamaroneck Union Free School District (the District) is seeking proposals from qualified agencies to administer the District's Universal Pre-Kindergarten (UPK) Program. The District's UPK program is currently an on-site program located at the Central School, 1100 Palmer Avenue, Larchmont NY 10538. The children participating in the UPK program are District resident, 4 year old students.

On-site program - At this time, the facilities for an on-site program will accommodate a maximum of 72 full-time equivalent students. At least one full time class must accommodate students with special needs. The maximum class size for an on-site program is 18 full-time equivalent students. Full time equivalent student is equal to one student attending a full 5 hours per school day or two students attending part time at 2 and a half hours per school day. In the case of an on-site program, the school's assistant principal will serve as the certified supervisor.

If an off-site program is proposed, the maximum number of children to be served is 244 full-time equivalent students with a maximum of 164 part-time students. At least one full time class must accommodate students with special needs. The maximum class size at an off-site program will be determined by the Office of Children and Family Services (OFCS). An offsite program run by a Community Based Organization will be overseen by the OFCS. The program Director will require certification. The teachers in the program will not. If the Director is not certified, a five-year certification plan must be created and submitted to the New York State Education Department (NYSED).

A combination of an on-site and off-site program will also be considered.

Parents may not be charged for the UPK Program. Separate before or after school childcare programs that run outside of the educational program may be offered on a tuition-paying basis and will be overseen by the OFCS. On-site programs may offer care before the AM program beginning at 7 A.M and after the program in the afternoon until 6 P.M..

More information may be found on the NYSED site:

<http://www.p12.nysed.gov/nurseryschool/regulations/NurserySchoolsRegulations.html>

If housed in District, the awarded UPK provider will have access to the nurse on the premises at the Central School. District classrooms designated for the UPK program as well as existing furniture and supplies are available for use by the awarded UPK provider. Use of Physical Education and outdoor spaces will be scheduled with the building Principal. The program will follow the District calendar which is available on the District website: [www.mamkschools.org](http://www.mamkschools.org) and in appendix "A" of this document. The calendar for the 2023-2024 school year will be available in January 2023.

Additional information is available through the NYSED "Frequently Asked Questions" link below:

<http://www.p12.nysed.gov/upk/faq.html>

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**Section II: ORGANIZATIONAL INFORMATION**

<b>Lead Organization's Name:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>E-mail Address:</b>
<b>Contact Person and Title:</b>
<b>Type of Organization:</b> <input type="radio"/> Public Institution <input type="radio"/> Private Non Profit <input type="radio"/> Private for Profit <i>Please attach proof of organizational status (e.g. 501©(3) IRS letter)</i>
<b>Statement of the Organization's Mission:</b>
<b>Chief Executive Officer:</b>
<b>Signature of Chief Executive Officer:</b>

**Section II: ORGANIZATIONAL INFORMATION (cont.)**

<b>Partnering Organization's Name:</b>
<b>Address:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>E-mail Address:</b>
<b>Contact Person and Title:</b>
<b>Type of Organization:</b> <input type="radio"/> Public Institution <input type="radio"/> Private Non Profit <input type="radio"/> Private for Profit <i>Please attach proof of organizational status (e.g. 501©(3) IRS letter)</i>
<b>Statement of the Organization's Mission:</b>
<b>Chief Executive Officer:</b>
<b>Signature of Chief Executive Officer:</b>
<b>Date of Application Submission:</b>

**Section III:**

**ORGANIZATIONAL BACKGROUND**

1. Describe your organization's history of providing quality early childhood programs. Please include information regarding services provided to children with disabilities and children with limited English proficiency.
2. Indicate your organization's capacity to provide Universal Pre-Kindergarten services.

**Section IV:**

**UNIVERSAL PRE-KINDERGARTEN SERVICES**

1. Detail how your organization will meet the following goals and objectives of the Mamaroneck Union Free School District's Universal Pre-Kindergarten Program Plan:

- a. Children will strengthen their cognitive skills.
- b. Children will increase their early literacy skills (reading, writing, speaking, listening and information processing).
- c. Children will increase their creative and artistic abilities.
- d. Children will improve their, inter and intra-personal skills, increase their feelings of self-worth, and become independent at a developmentally appropriate level. Children will increase their appreciation of diversity and improve their understanding of their own heritage and its relationship to their self-image and interactions with others.
- f. Children will enhance their personal, physical and emotional wellness.
- g. Children will increase their physical skills (fine and gross motor movement, kinesthetic and spatial relationships).

2. Detail how a child's progress will be documented by assessments.

3. Demonstrate the effectiveness of the organization's program.

4. Describe the early childhood services your organization will provide through the Universal Pre-Kindergarten program and how they will meet the following required components of Part 151 of the regulations of the Commissioner of Education and the NYS Pre-Kindergarten Foundation for the Common Core.

- a. Provide support services to children and families such as social and health related services.
- b. Meet the needs of English language learners.
- c. Encourage parental involvement in their child's education.
- d. Ensure parents have ease of utilization and access to program and program services.

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e. Support transition/continuity with the District's K-3 program curriculum and the New York State Learning Standards.

f. Integrate preschool children with disabilities.

g. Indicate the on-going staff development opportunities in which Universal Pre-Kindergarten staff would be engaged.

h. How many students will the organization provide services for?

i. How many classrooms will the organization support?

j. How many hours per day will the Universal Pre-Kindergarten Program operate?

6. Explain how the proposed program will meet all applicable health and safety codes and licensure requirements (including the New York State Uniform Fire Prevention and Building Code).

7. Describe the collaborative relationship your organization proposes to have with the Mamaroneck Union Free School District.

**Section V: PROGRAM STAFFING**

1. Describe how Universal Pre-Kindergarten services will be staffed. Include information regarding staff qualifications, staff patterns, proposed staff length of employment, and child-staff ratio. Please refer to the Universal Pre-Kindergarten Regulations for minimal requirements.

2. a) Explain the administrative structure of the organization and how records are managed within the organization. Describe documentation procedures followed by the organization.

b) Describe the supervisory structure for the proposed Universal Pre-Kindergarten services, including the qualifications of the supervisor(s).

c) Describe the process for coverage or substitution of staff as well as the ability of the organization to fill vacancies in a timely manner.

**Section VI: INSURANCE REQUIREMENTS**

I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the provider hereby agrees to effectuate the naming of the district as an unrestricted additional insured on the provider's insurance policies, with the exception of workers' compensation.

II. The policy naming the district as an additional insured shall:

- be an insurance policy from an A.M. Best rated "Secure" or better, New York State admitted insurer;
- state that the organization's coverage shall be primary coverage for the district, its Board, employees and volunteers by using ISO additional insured endorsement CG 20 26 or equivalent;

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- state that the policy affirmatively provides coverage for claims of negligent hiring, training and supervision which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct.
- III. The provider agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
- **Commercial General Liability Insurance**
  - \$1,000,000 per occurrence/ \$2,000,000 aggregate.
  - **Automobile Liability**
  - \$1,000,000 combined single limit
  - **Products and Completed Operations**
  - \$2,000,000
  - **Personal and Advertising Injury**
  - \$1,000,000
  - **Sexual Misconduct and Assault**
  - \$1,000,000
  - **Fire Damage**
  - \$100,000
  - **Medical Expense**
  - \$10,000
  - **Workers' Compensation and NYS Disability** – proof of coverage must be on the forms as approved by the NYS Workers Compensation Board – proof of coverage on the Acord form is no longer acceptable. Statutory Workers' Compensation and Employers' Liability Insurance for all employees.
  - **Excess Insurance**  
\$1,000,000 each occurrence and aggregate on a “follow-form” basis.
- V. Provider acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the district. The provider is to provide the district with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.
- VI. At the District's request, the contractor shall provide a copy of the declaration page of the liability policy with a list of endorsements. If so requested, the contractor will provide a copy of the policy endorsements.

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**Section VII:**

**PROPOSED BUDGET**

1. Detail proposed expenditures. Please note: Parents cannot be charged a fee for participation in the Universal Pre-Kindergarten Program. Costs may be detailed on a separate sheet if necessary.

<b>Item Description</b>	<b>50-100 Students</b>	<b>101-150 Students</b>	<b>151-200 Students</b>	<b>201-244 Students</b>
Professional Salaries				
Support Staff Salaries				
Purchased Services				
Supplies and Materials				
Travel Expenses				
Employee Benefits				
Indirect Costs				
Equipment				
<b>TOTAL COSTS</b>				

2. Describe proposed Universal Pre-Kindergarten Program expenditures.

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**Section VIII:** **CONTACT INFORMATION**

Lauren Leone  
Purchasing Agent  
1000 West Boston Post Road  
Mamaroneck, NY 10543  
Phone: 914-220-3035  
Fax: 914-220-3091  
E-mail: lleone@mamkschools.org

**Section IX:** **TIMELINE**

December 9, 2022	Advertisement and release Date for RFP
December 16,2022	Confirmation of Participation Due
January 5, 2023	RFP Questions Due
January 10, 2023	RFP Answers Distributed via Addendum
January 17, 2023	RFP Due Date
January 17-30, 2023	Review and Interview Providers
February 7, 2023	Contract Award (estimated)
July 1, 2023	Contract Start Date

**Section X:** **QUESTION AND ANSWER PERIOD**

Questions regarding this RFP will be accepted by the District Purchasing Agent until 4:00 PM on Thursday, January 5, 2023. Answers will be distributed via e-mail, in the form of an Addendum to all specification holders that have returned a confirmation of participation in this RFP process by 4:00 PM on Tuesday, January 10, 2023.

**Section XI:** **EVALUATION CRITERIA**

Previous Experience of Proposer with UPK programs	25%
Experience and qualifications of the professional staff assigned to the program	25%
Quality of proposed comprehensive UPK program	25%
Submission of cost-effective budget	25%

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**Section XII: RFP SUBMISSION INSTRUCTIONS**

All proposals are due Tuesday, January 17, 2023 By 4:00 PM. Two (2) copies of each proposal, one original and one marked "COPY" should be submitted in a sealed envelope **clearly marked with "RFP-2023-03, Universal Pre-Kindergarten Program"**.

Proposals must be delivered to:

Mamaroneck Union Free School District  
Lauren Leone -Purchasing Agent  
1000 West Boston Post Road  
Mamaroneck, NY 10543

There is no express or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

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**Universal Pre-K RFP #2023-03**

**Confirmation of Participation**

Bidder Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

The company/organization intends to submit a proposal for RFP #2023-03 \_\_\_\_\_

The company/organization will **NOT** be submitting a proposal for RFP #2023-03 but would like to remain on the vendor list for these services for the future. \_\_\_\_\_

Please complete and return this form to Lauren Leone no later than Friday, December 16, 2022.

Via Fax: 914-220-3091

Via E-mail: [lleone@mamkschools.org](mailto:lleone@mamkschools.org)

Mamaroneck Union Free School District  
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**NON-COLLUSIVE BIDDING CERTIFICATION**

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966.

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury:

Non-collusive bidding certification.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and,
  3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the reasons therefore. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the bid is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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**NON-COLLUSIVE BIDDING CERTIFICATION (cont.)**

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing, and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

**The bidder affirms the above statement as true under the penalties of perjury.**

<p>CORPORATE SEAL [if bidder is a corporation]</p>	<p>BIDDER COMPANY NAME:</p> <p>ADDRESS:</p> <p>PHONE #:</p> <p>FAX #:</p>
--	---

**Authorized Signature**

(Sign)

\_\_\_\_\_

(Name & Title of Signer)

\_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_

(Notary public)

Mamaroneck Union Free School District  
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**CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and that neither the Bidder/ Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
(Notary public)

Mamaroneck Union Free School District  
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**FORM OF DISCLOSURE**

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

<u>Name</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____

1. Does any Mamaroneck Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? \_\_\_\_\_ If yes, set forth the basis upon which a financial interest exists in the firm:

\_\_\_\_\_  
\_\_\_\_\_

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Mamaroneck School District? \_\_\_\_\_ If yes, please describe transaction(s):

\_\_\_\_\_  
\_\_\_\_\_

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). \_\_\_\_\_ If yes, set forth below the Mamaroneck School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

\_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm: \_\_\_\_\_

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

Print Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Mamaroneck Union Free School District  
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APPENDIX A

**MAMARONECK UNION FREE SCHOOL DISTRICT**  
 School Calendar for 2019-2020

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
5	6	7	8	9
10	11	12	13	14
15	16	17	18	19
20	21	22	23	24
25	26	27		

  

OCTOBER				
M	T	W	T	F
		1	2	3
4	5	6	7	8
9	10	11	12	13
14	15	16	17	18
19	20	21	22	23
24	25	26	27	28
29	30	31		

  

NOVEMBER				
M	T	W	T	F
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

  

DECEMBER				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

  

JANUARY				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

Give Back  
Conference  
Closed

**SEPTEMBER**

2 Labor Day - no school

3 Superintendent's Conf Day - no students

4 First Day of School: (ALL STUDENTS)

Elementary: 8:40AM-3:00 PM (Grades 1-5)  
 8:40 AM - 11:40 AM - kindergarten  
 Hommocks: 8:00 AM - 2:09 PM (Grade 6)  
 9:00 AM - 2:57 PM (Grades 7 & 8)  
 High School: 8:00 AM - 2:42 PM (Grade 9)  
 10:45 AM - 2:42 (Grades 10 - 12)

30 Rosh Hashanah

**OCTOBER**

1 Rosh Hashanah

9 Yom Kippur

14 Columbus Day

**NOVEMBER**

5 Superintendent/Conf. Day - no students

11 Veteran's Day Observed

27-29 Thanksgiving Recess

**DECEMBER**

23-31 Holiday Recess

**JANUARY**

1 Holiday Recess

6 Schools Reopen

20 Martin Luther King, Jr.

**FEBRUARY**

17-21 Winter Recess

**MARCH**

11 Superintendent/Conf. Day - no students

**APRIL**

6-10 Holiday Recess

13 TBD: Snow/Spring Giveback Day #1

**MAY**

25 Memorial Day

26 TBD: Snow/Spring Giveback Day #2

**JUNE**

26 Last Day of School

FEBRUARY				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28		

  

MARCH				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31				

  

APRIL				
M	T	W	T	F
			1	2
3	4	5	6	7
8	9	10	11	12
13	14	15	16	17
18	19	20	21	22
23	24	25	26	27
28	29	30		

  

MAY				
M	T	W	T	F
				1
2	3	4	5	6
7	8	9	10	11
12	13	14	15	16
17	18	19	20	21
22	23	24	25	26
27	28	29	30	

  

JUNE				
M	T	W	T	F
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

Adopted by the Board of Education: 1/22/19