

SCHOOL-BASED CHILD CARE PROGRAMS

Scope of Work

1. The proposer will present a comprehensive pre-school and childcare or extended day program. The program must adhere to standards set by specific elementary schools regarding developmentally appropriate practices.
2. The program will accommodate all customers of the elementary school interested in the service.
3. If an overflow condition for child care occurs, priority will be given to children with a sibling already enrolled in the program or in the school.

The prospective service providers are welcome to address items one and two individually or as a package. Each item must be addressed separately for purposes of evaluation.

1. Name of schools to be served.
2. Pre-school cost per pupil.
3. Before school care cost per pupil.
4. After school care cost per pupil.
5. Additional non-school day cost per pupil.
6. Comments and additional cost information including scholarships and cost waivers.

Scope of Proposal

The district will accept proposals from child care provider organizations for services at specific elementary schools. Such proposals should include an extended day childcare program and may also include limited pre-school services. The contract, if any, made pursuant to this proposal shall be for an unspecified number of child clients for the year. The district does not guarantee how many students will participate.

Proposal Requirements:

1. The successful proposer shall be able to supply all equipment, furniture, office equipment, supplies and materials necessary to implement a full pre-school/before and after primary care or extended day program and related items necessary to conduct operation to fulfill the contract requirements. The proposer shall indicate the items that will be utilized to meet these needs.

2. The proposer shall provide a full-time site manager and other personnel as appropriate to run the operation and maintain all relevant requirements for staffing to meet all codes and regulations pertaining to childcare. In addition, they must also be experienced in developmentally appropriate philosophy and teaching methods. The site manager shall, for childcare programs, be Director certified. Teachers shall have one full year's experience in early childhood education or childcare. The resumes of person(s) who will perform any of these services requested shall be provided to the district and will be subject to background checks. Final acceptance of personnel will be the sole right of the district representative(s). Proposers shall provide proof of all required licenses, certifications and experience.
3. The proposer shall provide hours of service compatible with the school's operating hours. These hours will be approximately 6:30 a.m. to 6:15 p.m.
4. The use of subcontractors is permissible under the terms of this contract only with the District's prior written consent. It is the responsibility of the proposer to insure that subcontractors comply with all conditions of the contract.
5. Each proposer must submit a proof of accreditation and good standing with their proposal. Proposals shall also indicate their authorization to conduct any proposed activities and list membership in professional organizations. Proof of such authorizations and professional memberships should accompany proposals.
6. The proposer shall list current or past clients, a contact at each client's location and site visit options for school's representative(s). The district reserves the right to verify the information furnished. The district also has the right to visit any similar facility currently in operations.
7. The proposal shall provide information about any special services or rates, e.g., tax-free or volume discounts, plus any other enhancements or inducements including scholarship or cost adjustment opportunities.

Evaluation Procedures and Criteria

General procedures:

1. A school team will judge the merit of proposals according to this document and school-based criteria.
2. Failure of the proposer to provide any information requested may result in disqualification of the proposal and shall be the responsibility of the individual or firm. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offerer to the execution of the proposal.
3. The objective of the school's evaluation committee will be to recommend the service provider whose proposal is most responsive to their needs. The specifications stated represent the minimum performance necessary for consideration of a proposal.

Special Requirements

The service provider will:

1. Meet or exceed all principles and program components described in the proposal.
2. Hire, train and supervise personnel.
3. Apply for appropriate licensing and maintain the standards required by the license.
4. Meet at least twice a month with the principal to review the operation of the program.
5. Respect all materials and displays of teachers whose classrooms are used.
6. Provide storage and materials for use in the program.
7. Assume responsibility for cleaning the space used.
8. In cooperation with the schools, provide facilities that have easy access, safety lighting, clean restrooms and an attractive, inviting environment. In the event that an accident should occur, at least one member of the staff who is trained in first aid and CPR will be present at all times.
9. Provide policies for general liability, workers compensation/employers liability, student accident, property insurance and auto insurance. Limits of liability will be \$1,000,000 per child. Additional insurance may be purchased for the number of children enrolled in the program. Thompson R2-J will be named as the second insured. Certificates of insurance verifying all coverage must be submitted with the proposal.

Adopted May 6, 1992