

# SOUTHEAST DELCO SCHOOL DISTRICT

Educational Service Center ▪ 1560 Delmar Drive ▪ Folcroft, PA 19032  
(610) 522-4300 ▪ Fax (610) 461-4874



## **THE SOUTHEAST DELCO SCHOOL DISTRICT IS REQUESTING FROM OUTSIDE VENDORS PROPOSALS FOR THE OPERATION OF A BEFORE AND AFTER SCHOOL AND SUMMER CAMP PROGRAM FOR SCHOOL AGE CHILD CARE SERVICES**

Proposal Due Date: April 3, 2017 by 3:00 pm  
Educational Service Center  
1560 Delmar Drive  
Folcroft, PA 19032  
Attn: Ms. Vanessa Scott

Expected Board Action: April 27, 2017

Term of Contract: Monday, August 21, 2017 through Friday, July 31, 2020

### **1. OVERVIEW**

The School District would grant to the successful School Age Child Care (SACC) Provider permission to use the assigned space in the facilities of Delcroft, Harris, Sharon Hill, Darby Township Elementary Schools and the Kindergarten Center for the purpose of conducting, during the term of this Agreement, the Services of a before and after school and summer camp program. A rental fee will be paid to the School District by the SACC Provider as part of the agreement, and a tuition schedule for a proposed three year period should be attached to the proposal on the form provided.

### **2. PURPOSE OF THE BEFORE/AFTER SCHOOL PROGRAM**

The before/after school enrichment program must affirm its relationship to the ongoing school community program as a supporting and extending one. Each before/after school enrichment program will serve children in grades K to 8 in the school attendance boundary in which the school is located. The before school program will be offered from 7:00 AM to 8:40 AM and after school from 3:20 PM to 6:00 PM Monday through Friday in the context of regular before/after school program. The SACC Provider will provide extended kindergarten child care for the Kindergarten Center from 7:00 AM to 9:10 AM and after school from 3:00 PM to 6:00 PM Monday through Friday. When school is closed on designated school in-service days, all enrichment programs will be open from 7:00 AM to 6:00 PM. During the summer camp program, the School District acknowledges that the SACC Provider shall, at

the SACC Provider's option, operate one (1) or two (2) facilities and that such programs will be offered Monday through Friday from 7:00 AM to 6:00 PM. No services will be offered on scheduled holidays and holiday breaks, such holidays being: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Hours of operation may be modified as needed by the district.

After school enrichment programs are concerned with the overall development of the child and the School District believes that a structured well supervised, choice oriented recreational/study program will best meet the children's needs. This daily program will include an option for parents to send their children's breakfast or to participate in the school breakfast program where SACC staff will supervise the children. Snacks will be provided through the state funded CAACFP.

The daily program will consist of child/staff planned and spontaneous activities in the areas of creative expression, active and quiet activities, etc. Activities will involve groups based on age and interest. The daily program will be reflective of the district's need to increase student's academic achievement. Instructional activities should be the priority of the schedule for the children and should encompass the majority of the student's time spent in the enrichment program, including *oversight of homework*. Besides in-center activities, efforts will also be made to use outdoor areas for recreational activities which will benefit the physical education of the children involved. Television viewing, films, etc. will be limited to those times when outside recreation is impossible, and not in place of instructional activities to support student achievement. The SACC Provider shall furnish the District with a schedule and description of all activities and programs prior to the beginning of the programming.

### **3. USE OF SCHOOL FACILITIES**

#### **A. Classroom**

At Delcroft, Sharon Hill, Harris, Darby Township Elementary Schools and the Kindergarten Center, a designated area will be identified and made available to the SACC Provider. It will be the area where the children will eat their breakfast/snack and participate in activities ranging from quiet games to approved physical activities. The School District acknowledges that all equipment located at the Facilities and purchased by the SACC Provider in connection with SACC Provider's provision of the Services under this Agreement belong solely to the SACC Provider, a list of said equipment is to be provided to the District as an attachment to the contract. All equipment shall be clearly labeled as the property of the SACC Provider.

## **B. Policy/Relating to Use of Space**

The SACC Provider will have access to the area ten (10) minutes before the program starts for set-ups and preparation time and ten (10) minutes after the program closes for clean-up and planning.

The principal will make every effort to give the SACC Provider at least three (3) days notice if a schedule change is made; however, the notice may be of shorter duration. Alternate space will be made available for SACC staff and children.

The SACC Provider will be assigned limited storage space (if available) as designated by the building principal. Cabinets will be purchased by the SACC Provider if needed.

The SACC Provider will have an adult supervise children at all times. There will be an adult present with the minimum ratio being one (1) adult to ten (10) children in grades one (1) through eight (8). All district minimum ratios must be adhered to at all times. Failure to comply will be grounds for termination of contract of SACC Provider.

The SACC Provider is responsible for clean-up of its own activities and shall be responsible for any damage to the building and/or the School District's equipment caused by the SACC Provider's negligence, reasonable wear and tear excepted. The School District, at its own expense, shall provide general maintenance and regular cleaning for all of the Facilities.

It will be the SACC Provider's responsibility to provide adult supervision for children to safely store personal belongings in the respective area. The School District shall not be held responsible for the loss of any personal property of the SACC Provider or participants.

## **C. Program Procedures**

### Recreation and Communication

The SACC Provider will enroll all children and be responsible for collection/record maintenance of all tuition fees due and collected. The decision whether to accept a child for admission to the program shall be subject to SACC Provider's reasonable discretion in full compliance with the law.

The School District will provide information about the SACC Provider to parents through distribution of provider newsletters and classroom handouts to children in grades K-8.

The School District will share responsibility with SACC Provider and initial contact by disseminating an informational letter and receiving calls from families interested in the service.

The SACC Provider will have its own telephone list in each of the centers and will make sure there is an assigned person to receive messages from parents whose children participate in the program.

The SACC Provider will be assigned a box in the school office for mail and messages.

The School District and SACC Provider will share attendance lists on a daily basis.

#### **D. Daily Release of Children**

Parents must sign the child in and out each day, with the date, time and signature. The SACC Provider will be required to maintain the daily logs indicating the sign-in/sign out.

A child shall be released from the Facility only to the child's custodial parent(s) or guardian or to a person authorized, in writing, by the parent(s) or guardian to receive the child. Should a child be removed from school prior to the end of the day, the building secretary will be responsible for notifying SACC Provider of the early release. The SACC Provider is responsible to verify the identity of the custodial parent or guardian with school officials.

#### **E. Illness and Accidents**

Any child showing signs of illness shall be isolated, to the extent reasonably possible, until he/she leaves the child care site. A SACC Provider staff member shall monitor him/her until the child leaves the center. Parents will be notified and expected to pick up their child immediately after contact.

If children have been exposed to a communicable disease within the school age child care site, parents of enrolled and incoming children shall be notified in writing by the SACC Provider.

Treatment as soon as possible shall be obtained by the SACC Provider for a child who sustains a minor injury (scratches,

scrapes and insect bites). In addition, the SACC Provider will notify the child's parents by written Incident Report.

If a major injury occurs, the SACC Provider will immediately call for professional help via **911**. Parents, designated emergency contacts or the child's doctor will be notified immediately by the SACC Provider. In addition, the SACC Provider will provide a report of the incident to the building principals and the office of the superintendent.

Parents are required to sign a medical emergency form included with the application. In the event of an emergency requiring medical attention, the parents must give permission for the SACC Provider to seek medical attention for the child at the hospital. A copy of the SACC Providers form should be attached as part of the proposal submission.

If medication is to be administered by the SACC Provider (for emergencies only, i.e., asthma attack, etc.), special instructions must be given in writing by the parents and physician to the SACC Provider.

#### **F. Discipline Policy Statement**

The most effective policy (discipline plans) are applied universally, so that no matter where the students go, they encounter the same plan. The function of a rule is to prevent or encourage behavior by clearly stating student expectations. We believe:

- Consequences are the result of a child's chosen action. The issue is choice.
- Rules, consequences and rewards should be posted.
- Always deal with the behavior, not the person.
- Consequences should be fair and consistent with district/school policy.

In the event that the rules are broken, the SACC Provider will:

- Take the child aside and discuss the problem.
- The SACC Provider will use a behavior chart. Each staff member may attempt different ways and methods to maintain discipline, but will always use positive reinforcement.

- In order to support the students of Southeast Delco, the SACC provider will share any behavior incidents/charts with classroom teachers and classroom teachers will likewise share any concerns to the SACC provider so that both parties can work together to reinforce appropriate behaviors.
- The SACC Provider agrees to comply with the Southeast Delco School District discipline policies. Corporal punishment is strictly prohibited.

## **G. Relationship of School Personnel and the SACC Provider**

### Principal

A designated person of the SACC Provider will confer at least once every two (2) weeks with the school building principal.

The principal agrees to send out notices provided by the SACC Provider to school families as needed.

### School Instructional Staff

At the beginning of each school year, the school instructional staff will be invited to meet with the SACC Provider to learn about and discuss the extended day program.

For the reason that instructional activities should encompass the majority of students' time spent in the enrichment program, including the oversight of homework. As such, the school instructional staff will:

- Confer with the SACC Provider regarding students' individual academic needs.
- Provide copies of curriculum for reference and appropriate program materials to advance students academically.

### School Secretary

The school secretary shall receive mail for the SACC Provider.

The school secretary will be responsible for notifying the SACC Provider of the child's early removal from school.

## **H. Before/After School Enrichment and Summer Camp Staff**

There will be at least one (1) adult staff person for every ten (10) children grades one (1) through eight (8) in the program. All district mandated minimum ratios must be adhered to at all times. Failure to comply will be grounds for terminating the contract of the SACC Provider.

In addition to paid staff, the program will have volunteers, community volunteers and parents. Staff will be hired from the community in which the school is located.

- All SACC staff and volunteers will be required to submit the following required Pennsylvania clearances to the Office of Human Resources:
  - Department of Human Services Child Abuse History Clearance
  - Pennsylvania State Police Request for Criminal Records Check
  - Federal Criminal History Record Information (CHRI)
- In addition, all SACC staff will be required to complete the ACT 126 Mandated Reporter training and submit a certificate of completion to the Office of Human Resources.
- Information regarding all clearances and trainings are located on the Pennsylvania Department of Education website.

Before/After School Enrichment staff will participate in training sessions provided by the Before/After School Enrichment Program and will meet regularly with the coordinator of the program.

Before/After School Enrichment staff will participate in any school meetings that are pertinent to the program.

## **I. Inclement Weather**

In the event that Southeast Delco School District (KYW Radio Identification #464) is closed, or during the school day closes its school due to inclement weather:

- Early Dismissal

SACC Provider will attempt to call parents to pick up children early; however, the providers will stay until all children are picked up.

- Delayed Opening

SACC Provider will begin the program at 9:00 A.M. on delayed opening days.

- District Closure

When the school district is closed, no child care program will be provided.

#### **J. Rental Payments**

The SACC Provider shall pay a monthly rental fee to the School District for each of the five (5) sites. The fees will be due the 1<sup>st</sup> of each month beginning September through May and for each site used for the summer camp program for the months of June through August.

Monthly payments should be reflected on the attached rental fee schedule, for each of the three year term of this agreement.

#### **K. Miscellaneous**

The SACC Provider agrees to hold the Southeast Delco School District harmless and to indemnify the School District, its agents and employees, for any liability of whatever nature concerning the performance and actions of the SACC Provider.

The term of the Agreement is Monday, August 21, 2017 through Friday, July 31, 2020.

It will be the SACC Providers responsibility to inform all building principals of each person that needs access to the building, and proper building ID is required at all times.

- For safety purposes, if at any time an unauthorized individual should enter the building, the SACC staff members will notify the building principal or designee immediately.

The SACC Provider agrees to have staff members take responsibility for any Kindergarten students who are not picked up by their parent at their regular home school bus stop. This would include Darby Township School, Delcroft School, Harris School, and Sharon Hill School. Guardian contact information will be made available to the SACC Provider as needed to contact the guardian. If an additional staff member is needed solely for this responsibility due to provider requirements, the cost for this must be included in the overall SACC provider application.

The District has the right to terminate the contract with the SACC Provider with 60 days notice without cause. The contract can be terminated with cause immediately based on evidence of failure to comply with terms of contract.

#### **L. Insurance**

The SACC Provider shall take out and maintain during the life of this Agreement such Public Liability and Property Damage Insurance, including daycare provider coverage, as such protects them and any sub-contractor, when performing work covered by this agreement, whether such operations be by himself or by anyone directly or indirectly employed by either of them. The minimum limit for such insurance shall be \$1,000,000 for damages to any one person, and \$2,000,000 for damages for any one accident. Property damage minimum shall be \$1,000,000. Proof that such insurance can be obtained is required.

The SACC Provider must accept, insofar as the work herein provided is its concern, the provisions of Worker's Compensation Act and any agreement thereto; before performance of the contract with the School District is begun by the contractor, he shall submit proof that he has accepted said Act and any amendments thereto, and that he has insured his liability in accordance with the terms of said Act and the conditions above and below.

- **COMPREHENSIVE LIABILITY**
  - General Aggregate Limit  
**\$1,000,000**
  - Umbrella Liability Limit  
**Minimum of \$7,500,000**
  - Products/Completed Operations  
Aggregate Limit  
**\$1,000,000**

- Each Occurrence Limit  
**\$1,000,000**
- Fire Damage Limit  
**\$1,000,000**
- Medical Expense Limit (excluding students)  
**\$ 20,000**
- Daycare Provider Professional Liability With  
Sexual Abuse Coverage  
**\$1,000,000**
- Policy to cover all premises, operations and  
products liability.
- **WORKER'S COMPENSATION**
  - Statutory Coverage  
Employer's Liability Limit  
**\$100,000/500,000/100,000**

A certificate providing evidence of such insurance shall be submitted to the school district, naming the Southeast Delco School District as an additional insured under all coverages maintained by SACC Provider in the amount set forth above.

**M. Required Attachments to Request for Proposal**

- **Letter of interest which covers:**
  - **The history of organization;**
  - **Current childcare services of the organization including the number of Keystone Stars the agency has earned for their various facilities;**
  - **Demonstrated capacity for the organization to effectively run and supervise five (5) school sites;**
  - **Successful record of providing quality childcare and before/after school programs;**
  - **Current staffing information that includes turnover rate of staff.**
- **Detailed Description of Proposed Program**
- **Detailed School Age Child Care Fee Schedule (Attachment A)**
- **Proposed Rental Fee Per Building by School Year (Attachment B)**