

## Van Buren Public Schools

### Latchkey Request for Proposal (RFP) For 2019-2020 School Years

#### Introduction

Van Buren Public Schools is currently requesting proposals for a company to provide latchkey services for the following schools for the 2019-2020 school years:

- Edgemont Elementary (K-4th grade)
- Rawsonville Elementary (K-4th grade)
- Savage Elementary (K-4th grade)
- Tyler Elementary (K-4th grade)
- Owen Intermediate (5th - 6th grade)
- Haggerty Early Childhood Development Center - Pre-K program for 3 and 4-year-olds

The district will be accepting RFP's through July 30, 2019. If you would like information regarding the current enrollment in each program, please call 734-697-9123 ext. 1014 between 8:00 a.m. and 4:00 p.m. Monday through Thursday.

#### Important Information:

The district has the following additional requirements:

- As part of the proposal, we are looking for the latchkey program to provide an educational component throughout the day (i.e., instruction, tutoring, STEM Education, character education, computer-based instruction).
- The Written Agreement for Latchkey services will extend from the Tuesday after Labor Day until the last day of each school year. Although the agreement does not require a summer program, this may be a part of the proposal.
- Access to each building must follow the district building security policy. Buildings are locked and doors secured at all times, other than 15 minutes arrival time before school and 15 minutes departure time after school. Doors may not be propped open or left unblocked at any time. Latchkey staff must have the ability for parents to contact staff to allow for the entrance and exit of students, such as contact by cell phone.
- The latchkey provider must work with the district maintenance department on storage of latchkey supplies, storage containers or cooler space. There would be an additional cost if cooler space is necessary for snacks or lunches.
- The use of custodial supplies brought in by the latchkey provider would need to be accompanied by an SDS sheet.

## **Requested Information:**

The following information should be submitted in your proposal:

- Hours of operation - Pre-K through 6th grade daily schedule is 8:45 a.m. - 3:50 p.m.
- Registration fee - include information such as individual or family plans and refundable or non-refundable.
- 2017-2018 / 2018-2019 Latchkey Rates - include information such as weekly full time, before school, afterschool, drop-in, multiple child discounts for latchkey services.
- Pre-K Rates - include information such as full day and half day school date rates, additional costs for before and after school latchkey rates.
- Change in Daily Hours of School Schedule procedures - information such as: program offered during Summer break; would you operate on snow days if the building was open?; are parents charged for days when school is canceled or not in session?; would you operate on a scheduled half-day of school?; and what would be the cost to parents for these services?
- Discounted services - information such as: is a two-week notice required for a parent to stop participating?; how do you handle non-payment fees?
- Van Buren Public School Staff - information such as: is there a reduced fee scheduled?; is there a discounted rate?
- Payment due/billing - information such as: how is billing?; when is payment due?; does your staff accept payments?; other options for payment, such as online?
- Charge for Change in Schedule - information such as: is a student charged for days of illness?; is there a charge for a change in attendance schedule, such as from M-F to M-W-F?
- Policy for Late Pickup - information such as: fees assessed for late pickup?; what is the latest time available and what happens if a parent misses that time?
- Snacks/Food - information such as: are latchkey snacks provided?; is lunch provided on half or full days, such as snow or in-service days?
- Drop-In - information such as: do you accept drop-in students?; rates if accepted?
- Pay Back to Van Buren Schools
- Insurance - information such as: the amount of insurance available?; is Van Buren Schools named as co-insured?
- Licensing - information such as: assistance needed with licensing?
- Staff/Student Ratio
- The frequency of Turnover of Staff
- Hiring/Training of Staff
- Years in Business
- Any additional information you would like to submit