



EAST RUTHERFORD PUBLIC SCHOOLS

Office of the Board of Education

100 Uhland Street

East Rutherford, NJ 07073

Phone: (201) 804-3100 ♦ Fax: (201) 933-1845

www.erboe.net

The East Rutherford Board of Education seeks a RFP (Request for Proposal) to manage a Before and After School Program

SEE ATTACHED:

Proposal to be submitted to:

Mr. Joseph Abate, Interim Superintendent
Alfred S. Faust Intermediate School
100 Uhland Street
East Rutherford, NJ 07073
E-mail: JAbate@erboe.net
FAX: 201-804-3131

By: March 13, 2016



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2016-2017 School Age Child Care Program (Before and After Care)

WHEREAS, the above parties are desirous of continuing an Agreement to conduct a **“SCHOOL AGE CHILD CARE PROGRAM”** (hereinafter referred to as “Program”) and would like the terms and conditions set forth;

NOW THEREFORE, in consideration of mutual covenants and agreements the parties hereto agree as follows:

1. The Program shall be held at McKenzie School in East Rutherford.
2. The Program will begin on or about September 9, 2016 and will continue to run through the end of the 2016-2017 school year. There will be an option to renew the Program.
3. The operation of the Program is contingent upon adequate enrollment at each site (a minimum of twelve (12) full time children per month).
4. The Program will follow the East Rutherford School System calendar and will not be operational on days when the schools are scheduled to be closed or on days when there is an emergency school closing.
5. After full session days, the After Care portion of the Program shall operate between the hours of school dismissal and 6:30 p.m. On scheduled single session days, the Program shall operate between the hours of school dismissal and 6:30 p.m. The Before Care portion of the Program shall operate between the hours of 7:00 a.m. and the start of school.
6. The Program will be opened to children who reside in or attend public school in East Rutherford and who are in grades Kindergarten through Eighth.
7. The Program activities shall include but not be limited to Creative Time, Play Time, Nutrition Time (drink and snack), Project Time and People Time.
8. The Successful Applicant shall provide the administration of the Program, including, but limited to, management, finances, personnel, liability insurance, development of activities and registration.
9. The Successful Applicant shall be required to purchase and maintain in full force and effect during the entire length of the Program, insurance coverage with limits as set forth in Exhibit A, attached hereto. The Board shall be an additional insured on the Successful Applicant's General liability Policy. Each insurance policy shall contain a provision stating that neither the insured nor the insurer may cancel, materially change, or refuse renewal without a minimum thirty (30) days prior written notice to the Board. In the event of cancellation due to non-payment of premiums, said notice shall be at least ten (10) days prior to cancellation. The Successful Applicant shall provide the Board with declaration sheets and endorsements, and such other documents as requested by the Board evidencing the insurance coverage provided for herein. In the event the Successful Applicant uses any independent contractor during the Program, the Successful Applicant shall require the independent contractor's insurance coverage to be at least equal to the minimum requirements and terms and conditions set forth above, including provisions regarding the Board being listed as an additional insured and policies providing primary coverage. The Board shall obtain and maintain during the term of this Agreement, at its own cost and expense, insurance for the property for injuries to any person for limits not less than one million and 00/100 dollars (\$1,000,000.00) and for loss or damage to property for not less than five hundred thousand and 00/100 dollars (\$500,000.00) from an insurance company licensed to do business in the State of New Jersey. The Board shall provide evidence of insurance coverage by providing the Successful Applicant with a Certificate of Insurance. The parties agree that the Board is not responsible for the safety and security of the children enrolled in the Program.

2016-2017 School Age Child Care Program (Before and After Care)

10. The Board will provide daily bus transportation of the children enrolled in the program between Faust School and the McKenzie School at no cost to the Successful Applicant. The Board shall provide a bus aide on the bus that will assure that the children arrive at the program site and are received by a Successful Applicant staff member.
11. The Successful Applicant shall conduct regular meetings with a Parents' Advisory Committee which shall be organized by the Successful Applicant through Board referrals and shall consist of between eight (8) and fifteen (15) parents.
12. The Successful Applicant and the Board shall coordinate and cooperate with each other regarding care of equipment, and signage for doors. The Board shall issue the Successful Applicant a swipe pass for building access during the hours of operation of the program. Emergency contact numbers for School Officials/Custodian shall be given to the Successful Applicant by the Board.
13. The following are approximate tuition fees to be charged children in the program per month.

AFTER SCHOOL PORTION OF PROGRAM (MAXIMUM SUGGESTED MONTHLY RATES)

| # Days | First Child | | Additional Children | |
|--------|----------------------|----------------------|----------------------|----------------------|
| | 2016-17 | 2016-17 | 2016-17 | 2016-17 |
| | 4:30 P.M. Pick-up | 6:30 P.M. Pick-up | 4:30 P.M. Pick up | 6:30 P.M. Pick-up |
| 5 | \$ 268.00 | \$ 300.00 | \$ 258.00 | \$ 290.00 |
| 4 | \$ 248.00 | \$ 280.00 | \$ 238.00 | \$ 270.00 |
| 3 | \$ 211.00 | \$ 241.00 | \$ 201.00 | \$ 231.00 |
| 2 | \$ 185.00 | \$ 216.00 | \$ 175.00 | \$ 206.00 |

BEFORE SCHOOL PORTION OF PROGRAM (MAXIMUM SUGGESTED MONTHLY RATES)

| # Days | First Child | Child |
|--------|------------------------------|----------------------------|
| | 2016-17 | 2016-2017 |
| | 7:00 A.M. – School Starts | 7:00 A.M. School Starts |
| 5 | \$ 170.00 | \$ 160.00 |
| 4 | \$ 160.00 | \$ 150.00 |
| 3 | \$ 138.00 | \$ 128.00 |
| 2 | \$ 128.00 | \$ 118.00 |

At the time of registration there will be due a security deposit equal to one month's tuition that maybe applied to the child's last month in the program.

14. The Successful Applicant shall make some scholarships available for families who are unable to afford the rates.
15. The Board will provide the following facilities to be used by the Successful Applicant for the Program at the McKenzie School in East Rutherford.
McKenzie School gymnasium, art room, kitchen and a space for Successful Applicant storage cabinets, as well as, use of refrigerator/freezer.
16. The Board will charge the Successful Applicant \$25,000.00 for the school year for use of the facility. This fee will be paid in two equal installments i.e. by September 1, 2016 and January 1, 2017.
17. The Successful Applicant shall replace or repair any Board property (whether real or personal) that is damaged as a result of or arising out of the Successful Applicant's use of the Board's equipment, property and facilities.

2016-2017 School Age Child Care Program (Before and After Care)

18. The Board will provide maintenance and utilities at the above facilities and will keep them in appropriate condition for the Successful Applicant to conduct the program. This will include compliance with all State and local governing regulations regarding facilities.
19. The Successful Applicant shall comply with all State and local governing regulations (specifically N.J.A.C. 10:122 and N.J.S.A. 30:5B-1 to 15). The Board shall cooperate and coordinate with the Successfully Applicant regarding compliance.
20. The Board or Successful Applicant may terminate this agreement with or without cause and no cause need to be stated, by providing the other party with a 90 day written notice.
21. The Successful Applicant shall defend and indemnify the Board and hold it, its officers, agents, representatives and employees, harmless from any and all loss or liability of any kind including claims, damages, judgments, costs, including attorney's fees, for personal injury or damage to property or other liabilities of any kind resulting from, or arising out of the Successful Applicant operation of the program, or other property owned by the Board.
22. In the event that performance by either party of any of its obligations or undertaking under the Contract shall be interrupted or delayed by any occurrence not occasioned by the conduct of either party, whether such occurrence be an act of God such as lightening, earthquakes, floods, or other like causes, the common enemy, the result of war, riot, civil commotion, sovereign conduct, explosion, fire or the act of conduct of any person or persons not a party to or under the direction or control of a party hereto, then such performances shall be excused for such a period of time as is reasonably necessary after such occurrence to remedy the effect thereof.
23. The suggested objectives of the School Age Child Care Program are as follows:
 - a. To support and strengthen the family unit by focusing on:
 - Improving communication among family members
 - Increasing their ability to work and play together
 - Helping families to share their values with each other
 - Increasing their sense of community with other families
 - b. To help children develop their fullest potential by focusing on:
 - Self-awareness, confidence and feelings of self-worth
 - Interpersonal relationships
 - Values development
 - Academic achievement
 - Physical skills
 - Health and nutrition
 - c. To deliver the Program in a positive environment of safety, support and care by focusing on:
 - Having all children be safe and happy in the program.
 - Broadening the community, national and world understanding of children and parents.
 - Conducting the program in accordance with the Successful Applicant operating principles and philosophy.

EAST RUTHERFORD BOARD OF EDUCATION

BY:

BY:

2016-2017 School Age Child Care Program (Before and After Care)

PROGRAM ACTIVITIES SHALL INCLUDE BUT NOT LIMITED TO:

Ages 5-9

CREATIVE TIME

PROJECT TIME

PLAYTIME

PEOPLE TIME

NUTRITION TIME

HOME TIME

HOMWORK HELPER

Ages 10-12 (above activities adapted to older children)

PLAYTIME – team sports, fitness, skill classes

PROJECT TIME – month long workshop

PEOPLE TIME – assist with younger children, junior leaders organize clubs, values education

EXHIBIT A

INSURANCE REQUIREMENTS

The **SUCCESSFUL APPLICANT** (hereinafter, the "Successful Applicant") shall keep in force the following types of insurance in a company or companies acceptable to the EAST RUTHERFORD BOARD OF EDUCATION.

WORKERS COMPENSATION

Coverage is to comply with NJ Statutes and include coverage for Proprietors, Partners and/or Executive Officers. EMPLOYERS LIABILITY limits of \$500,000 for each accident/disease each employee required.

COMMERCIAL GENERAL LIABILITY

Minimum Policy Limit of: \$1,000,000. Per Occurrence / \$2,000,000. Aggregate and must include Completed Operations Liability. Policy must be endorsed to show EAST RUTHERFORD BOARD OF EDUCATION as Additional Named Insured.

AUTOMOBILE LIABILITY

Minimum Policy Limit of: \$1,000,000. Combined Single Limit (CSL) covering all Owned, Non-Owned and Hired vehicles.

UMBRELLA LIABILITY

Minimum Policy Limit of: \$4,000,000. / Per Occurrence \$4,000,000. / Annual Aggregate

PROPERTY INSURANCE

The Successful Applicant is required to insure their own Property. THE EAST RUTHERFORD BOARD OF EDUCATION will not provide any insurance on the Successful Applicant's property.