

BEFORE & AFTER CARE including a Summer Program

Scope of Work

The Greenwich Township School District in Gloucester County is requesting proposals for an elementary Before and After School Care Program along with a Summer Program to support the students in preschool, kindergarten, and grades 1-5. The ability for the firm to also offer additional flexible options (possibly including but not limited to a half day school care) will also be considered during proposal review.

This will be a two-year contract (2025-2026, and 2026-2027) with the option of renewal for two additional years (2027-2028 and 2028-2029) upon mutual consent. Each contract year will begin July 1st and commence on June 30th of the respective school year.

Program Requirements

All programs will provide a safe and secure, supportive, engaging, and meaningful in-school and extracurricular programs to enrich the Greenwich Township students. The after-school program will consist of two main elements: 1) academic assistance with homework and 2) enrichment and physical activities.

1) Academic Assistance

All programs must include tutoring and homework support. This academic assistance must be aligned with the pupils' regular academic programs and must assist students in meeting and exceeding state and local academic achievement standards in core academic subjects, such as reading, mathematics, and science.

2) Enrichment and Physical Fitness

All programs must provide an enrichment element that offers participating students a broad array of additional services, programs, and activities that are designed to reinforce and complement the regular academic program. Proposed enrichment activities may include, but are not limited to, the following: physical education activities, martial arts, dance, music, yoga, and character education programs.

Staff Requirements

- The successful bidder must have the appropriate childcare license to operate the program and must meet the State of New Jersey requirements for students to staff ratio.

- The staff members must participate in a training program and receive ongoing professional development. Training topics may include child development, positive guidance, program quality, safety, curriculum, and partnership building. Information concerning the training programs must be made accessible to the Greenwich Township School District.
- Administrators/managers will be available to conduct program visitations to assess program quality and provide additional resources and coaching for program staff.
- Fingerprinting and background checks for all employees and volunteers must be completed before having contact with District students. The cost of fingerprinting is the responsibility of the successful Bidder.
- The staff should be qualified and alert in their supervision. Staff members should be knowledgeable to address the needs of all students, including students with medical needs and students with disabilities.

3) Additional Program Requirements

- All programs should allow for flexible options for student enrollment. In addition, registrations for 1, 2, 3, 4, and/or 5 days per week and/or use of a flexible drop in option for occasional support will be offered.
- The before school program will begin no later than 7 am and the after-school program will begin immediately following the end of the school day. The Summer Program will begin immediately after the 4th of July and run until the third week in August.
- The scope of services shall include, but may not be limited to the following: to provide a safe, secure on-site after school environment for children to deliver an enriching, enjoyable, after school program format that blends childcare, homework, extracurricular activities, enrichment, music, recreation, physical activities, and arts.
- Options to expand the program to offer additional flexible options may include but are not limited to a half day school care, expansion to a Middle School program and babysitting support during PTA meetings.
- The daily operations of the after and before school program will begin with the first day of the school year and end on the last day of school in June following the school year calendar. The daily operations of the Summer Program will begin the day after the 4th of July and continue through the third week of August. Program lists including the students' names

will be provided to the applicable school principal two weeks before the program begins, and again one week before the program begins, and following the addition and deletion of students enrolled in the program.

- The before and after school program along with the Summer Program will offer an Open House Program to provide an opportunity for families to learn about the after-school program and to register children in addition to online registration options.
- All programs must maintain regular contact with parents to involve them in their children's after-school learning through newsletters, reports, and informal conversations with parents as they arrive to pick up their children.
- The equipment will be supplied and maintained by the successful bidder, with a storage area to be provided by the district.
- All programs will maintain a system such as an external portable bell so the district's office staff will not need to manage parent entry at pick-up time and carry an onsite cell phone so that program staff are always reachable. An emergency protocol will be in place to address emergency situations including but not limited to lockouts, lockdowns, evacuations, and medical emergencies.
- All programs will be a self-sustaining program at no cost to the district.
- Facility Use Terms: The Greenwich Township Board of Education will provide access to the gymnasium, classrooms, or other appropriate spaces to operate the program. Prior to awarding of the contract, the official responsible will be required to fully execute an Application for Use of School Facilities.

Proposal Requirements

In addition to addressing the items listed under Program Requirements, Additional Requirements, and Staff Requirements, the proposal must succinctly and clearly address the following:

1. Describe your history, vision, and philosophy. Indicate the number of years you have provided services like those requested in the RFP. Describe your organizational structure. Provide your organizational chart. Do you have a state license to operate childcare? If yes, what is the licensing agency and provide the name and contact information for the agency.
2. Describe your organization's qualifications and experience providing services in after school settings.

3. Plan for delivery of services:

- a) What enrollment minimums do you require to operate the after-school program? How do you intend to handle it if the school does not meet the enrollment minimum?
- b) Provide a sample lesson plan, snack menu, and program schedule.
- c) How do you handle equipment, supplies, consumables, and furniture needed for program operations?
- d) Describe methods used to communicate with parents of children in your program.
- e) Describe how you provide program information to the school board, principals, and other administrative personnel.
- f) Describe how you collaborate and communicate with school site leadership and staff about the program and student needs.
- g) Describe how you market the program to the school community.
- h) Describe your supervision plan and the method used to account for and track the whereabouts of each student in the program.
- i) Provide all relevant insurance verification, including a dollar value to which your company is covered. What types of insurance do you offer?
- j) Provide a timeline indicating steps required and time needed to establish the after-school program.
- k) Describe staff training and resources available to resolve disputes and resolve differences and conflicts between students and between students and adults.
- l) Are you willing to offer a sliding scale of fees and scholarships for those families who cannot afford to pay full tuition to participate in the before or after school programs but have a demonstrated need for services? If yes, please provide details of your proposal and how it would be implemented.

4. Staffing Plan

- a) What are the required qualifications for each staff member involved with the program?
- b) What staffing ratios will be employed?
- c) What kind of training program do you have in place for staff members—both initial and ongoing?

5. Program Budget and Program Fees; Complete and Include the following Fee Chart

- a) What is the proposed afternoon, weekly full-time (5 day) tuition rates for this program? Please also indicate any registration fees or any miscellaneous fees (such as membership fees or supply fees).
- b) Describe your tuition policies.

- c) See 3(l) above.
- d) Submit budget as follows (if it is the intention to change the costs for year 2 of this contract, please note and list separately):

Anticipated fees 2025-2026 and 2026-2027.

	Before School Care	After School Care	Summer Program
One Day per Week			
Two Days per Week			
Three Days per Week			
Four Days per Week			
Five Days per Week			

Please list any additional fees:	
Before School (daily or drop off rate)	
After School (daily or drop off rate)	
Annual Registration Fee	
Supply Fee	
Snack Fee (in compliance with the Federal Smart Snacks Guidelines)	
Late Pick Up Fee	
Cost Per Enrichment Program (Please explain.)	
Discount rate for multiple siblings	

6. References and Additional Information

- a) Provide at least three written references from other school-based services provided. Provide business name, contact person, complete address, and phone number.
- b) Provide parent survey responses demonstrating the satisfaction of the services you offer families, if available. Surveys must be completed within two years.
- c) Provide a Parent Handbook, or similar document/brochure, if applicable.
- d) Provide a website address, if applicable.
- e) Provide any information if you plan or would consider hiring current District school staff.
- f) Has your organization had a childcare agreement terminated for convenience or due to default in the last five years? If yes, provide details.

- g) Are you or your firm/agency/organization aware of any claims made or litigation alleging misconduct, discrimination, or sexual harassment? If yes, provide details.
- h) Is your firm/agency/organization involved in or aware of any pending disciplinary action or investigation by any local, state, or federal agency? If yes, provide details.

7. Lists the caption(s) of all legal actions which have been filed against you, either by way of complaint, crossclaim, or counterclaim, in connection with your rendering of student care services.

Award of Contract

The procedures developed for the award of the contract constitutes a “fair and open” process pursuant to N.J.S.A. 19:44A-20.7. A decision on whether the contract will be awarded and to whom it will be awarded shall be made within sixty (60) days from the date the proposals are opened. Contract award will not be based upon lowest bid but will be made upon best perceived value to the school district, students, and families utilizing the program.

The evaluation will consider, but not be limited to, the following:

- 1. Ability to meet the objectives of the district as described above in detail.
- 2. Management criteria: Review and analysis of the staffing plans, references, and overall program management.
- 3. Cost criteria: Cost to the district’s parents will be considered during proposal evaluation.
- 4. Miscellaneous - Other factors, if demonstrated, to be in the best interest of the Board