

Van Buren Public Schools
Latchkey Request for Proposal (RFP)
For 2014-2016 School Years

Introduction

Van Buren Public Schools is currently requesting proposals for a company to provide latchkey services for the following schools for the 2014-2015 and 2015-2016 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 RFPs through July 30, 2014. If you would like information regarding the current enrollment in each program, please call 734-697-9133 ext. 1014 between 8:00 a.m. – 4:00 p.m. Monday through Thursday.

Important Information:

The district has the following additional requirements:

- The Written Agreement for Latchkey services will extend from the Tuesday after Labor Day until the last day of each school year. It does not include a summer program.
- 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 unlocked 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 would need to be arranged with the head custodian in each building. Any additional supplies brought in by the latchkey provider would need to be accompanied by a 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. to 3:50 p.m.
- Registration fee – include information such as: individual or family plans and refundable or non-refundable.
- 2014-2015/2015-2016 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 afterschool latchkey rates.
- Change in Daily Hours of School Schedule procedures - information such as: would you operate on snow days if the school building was open?; are parents charged for days when school is cancelled 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?
- Discontinued 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 handled?; when is payment due?; does your staff accept payments?; other options for payment, such as on-line?
- 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 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: amount of insurance available?; is Van Buren Schools names as the co-insured?
- Licensing – information such as: assistance needed with licensing?
- Staff/student Ratio
- Frequency of Turnover of Staff
- Hiring/Training of Staff
- Years in Business
- Any Additional Information You Would Like to Submit