

Request for Proposals
NCCSC Latch-Key Program

The New Castle Community School Corporation is seeking proposals from qualified not-for-profit or for-profit organizations interested in implementing the 2022 -2023 school year elementary after school Latch-Key program for our school corporation. Interested organizations should obtain an application proposal packet from the Superintendent's Office, 322 Elliott Ave., New Castle, IN, or follow the "Latch-Key Request for Proposals" link on our web site www.nccsc.k12.in.us Proposals will be due by 4 p.m., May 20, 2022.

7. Please explain how your organization will operate your Latch-Key program. Use additional paper, if necessary.

This application completed by _____, representing
Name

_____ on _____
Organization Date

All proposals will be evaluated by the Superintendent's Office administrative staff of the New Castle Community School Corporation. After review of the proposals for their ability to comply with the school corporation's requirements in School Board Policy #2262, a recommendation will be made to the school board for approval.

**Please return this application to the Superintendent's Office,
322 Elliott Avenue, New Castle, IN, by 4 p.m., May 20, 2022**

“LATCHKEY” AGREEMENT

New Castle Community Schools
322 Elliott Avenue
New Castle, IN 47362
765-521-7201
Matthew Shoemaker
Superintendent

This “Latchkey Agreement” entered into this ____ day of _____, 2022, by and between _____ and hereinafter “Provider”) and the New Castle Community School Corporation (located at 322 Elliott Avenue, New Castle, Indiana, (765) 521-7201 and hereinafter “School”) WITNESSETH:

In consideration of the mutual covenants and conditions set forth herein below, Provider and School hereby agree as follows:

1. The parties will, in a cooperative effort, implement an after school “Latchkey” program. This program will be located on the School’s premises and operated and administered by Provider to provide parents with children in grades K - 5 a safe and fun planned activity program, including an appropriate snack for each child, for the time between school dismissal and 5:30 p.m. every school day, for which Provider shall be permitted to charge parents a reasonable fee.

2. The parties agree that this agreement is for the entire 2022-2023 school year, and that it shall be automatically renewed each successive school year except that either party may terminate this agreement by giving the other written notice of the intent to terminate, which notice must be delivered in writing to the other party at least thirty (30) days prior to termination.

3. Provider shall provide the operational budget, carry appropriate worker compensation insurance coverage for its on-site staff, and provide appropriate liability insurance coverage as required by law, but with minimum limits of \$1,000,000.00 per person and \$1,000,000.00 per occurrence, name the School as an additional insured on said policy, and provide the School with a copy of said policy or a Certificate of Insurance. The Provider shall not cancel said policy without first giving the School thirty (30) days written notice.

4. Provider shall determine and establish operational policies: staff and child ratio, operational hours, health and safety procedure, disciplinary actions.

5. Provider shall solicit, select and provide staff, negotiate wages, and delegate responsibilities. All staff shall be at least 18 years of age, have a high school diploma or equivalent, maintain a current CPR and first aid certification, maintain a clear Indiana criminal history report, and not appear on the OIG exclusion list. All staff members shall be independent contractors and any staff member is subject to dismissal in the discretion of either party at any time.

6. Provider shall promote and publicize the latchkey program to increase awareness and participation.

7. Provider shall establish and provide business operation procedures: correspondence, fiscal control, financial and statistical reporting, and arrange annual audits of financial procedure and records.

8. Provider shall coordinate schedule and plan daily program activities.

9. Provider shall purchase necessary office and program supplies.

10. Provider shall provide parent handbooks and address parent situation concerns and questions.

11. Provider shall maintain open communication with the elementary school principals and assistant superintendent of the community school system.

12. No staff member of Provider shall consume or be under the influence of drugs or alcohol or engage in any type of smoking during working hours. No staff member shall ever touch a child in a rude or harsh manner. Any suspected abuse shall be reported to the Director immediately. No personal visitors are allowed during working hours unless authorized by the Director. No staff member shall call or text on a cell phone during working hours unless authorized by the Director.

13. In the event a child has been bitten, scratched, struck or otherwise harmed by another child, Provider shall complete an incident report that day and the receiving child's parent shall be contacted immediately. The harming child shall be sent home immediately in the event of a second offense.

14. In the event a child becomes ill, the child's parent shall be contacted immediately by Provider and the child is to be separated into a "sick area" until the parent arrives.

15. All latchkey sites shall have a back-up location in the event of School activities.

16. The Provider shall provide each latchkey site with at least one qualified adult and one other person to protect parties from allegations of inappropriate actions. A sign-out sheet shall be kept for all children at all sites at all times and shall be submitted to the Director at the end of each week.

17. The Provider shall comply with all laws, governmental rules and regulations, school corporation Administrative Guidelines, and Bylaws and Policies of the Board of School Trustees which apply to the program, including but not limited to Policy #4121 (Personal Background Check) and Policy #2262 (School-Age Child Care Program).

18. The School shall provide at no fee program operation sites, restroom facilities, and outside communication access as provided by facility site principals.

19. The School shall provide at no fee electricity and utilities during program operational hours and daily custodial services following close of program.

All of which is agreed this _____ day of _____, 2022.

Administrator

Matthew Shoemaker
Superintendent
New Castle Community School
Corporation

policy

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SCHOOL-AGE CHILD-CARE PROGRAM

The School Corporation will comply with Indiana Statute regarding the provision of school-age, child-care programs.

A. Student Population

Students who are enrolled in the School Corporation and attend Kindergarten through Grade 6 are eligible child-care participants. The School Corporation will not discriminate against any person on the basis of sex, race, color, religion, national origin, age, or handicap in any of its educational programs.

B. Hours of Operation and Calendar

Child-care services for the students previously specified will be operated after the school day and may include periods before the school day begins or periods when school is not otherwise in session. Half-day Kindergarten students will not be offered services while the regular school day is in session.

After-school child care will be offered from the end of the elementary school day until 6:00 p.m.

Before-school child care, when available, will be offered from 6:30 a.m. until the beginning of the elementary school day.

Child-care programs must be offered each day school is in session and may be provided on vacation days during the regular school year. A calendar will be developed and provided to the parents utilizing the child-care services.

C. Service Providers

School-age child-care services will be provided by one of the following:

1. The School Corporation
2. Request For Proposal (RFP) agreements with the School Corporation and not-for-profit or for-profit organizations. All contractors for school-age child-care programs must operate in accordance with the standards provided in this policy and Indiana Code 20-5-2-1.5, et seq.

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D. Insurance Requirements

Any agency providing child-care services utilizing School Corporation facilities will be required to acquire a minimum of \$1,000,000 per occurrence and \$1,000,000 aggregate liability insurance, and list the school corporation as additional insured.

Written documentation of the agency meeting the liability insurance requirement must be submitted annually to the School Corporation central office four (4) weeks prior to beginning of such services. Procurement of an insurance liability clause for damaged property is the responsibility of the provider.

E. Adult/Child Ratio

Any agency providing child-care services utilizing school facilities will maintain a maximum adult/child ratio of one (1) to fifteen (15).

F. Fees

A fee schedule will be established by the School Corporation or the contracting agencies. Contracting agencies must submit the fee schedule to the Assistant Superintendent of Schools for approval. This fee schedule must be submitted by August 1st of each year. Any adjustment in a fee schedule after August 1st must also be approved by the Assistant Superintendent of Schools four (4) weeks prior to the proposed implementation.

G. Facilities, Supplies, and Materials

The school-age child-care services will be conducted in the areas of the building designated by the building principal. All areas utilized for child care shall be left clean and neat.

Materials and supplies for children to use during child-care activities are to be provided by the service provider at each school. All materials must be stored when not in use.

H. Student Behavior

A set of rules for the children's behavior and discipline plans will be developed by the provider and the building principal and provided to the parents. Staff of the child-care program are responsible for supervision and monitoring of the children's behavior and reporting problems to the principal and parents.

If behavior problems are persistent or severe, the child may be terminated from the child-care services. Parents must be notified of the child's dismissal from the child-care program.

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I. Transportation

Parents of students participating in child-care services are responsible for their child's transportation to morning sessions and home from the afternoon sessions.

A list of emergency phone numbers and the names of adults authorized to pick up children will be maintained by the child-care staff.

Students must be signed out by an authorized adult. There will be no exception.

J. Confidentiality and Reporting Abuse

Staff members in the child-care program must keep any and all information about the children in the program confidential. Should a child-care employee suspect or know of any type of physical or sexual abuse or neglect, s/he is required under Indiana statute to report this immediately to the Henry County Division of Child and Family Services.

K. Health Care and Records

All children participating in a child-care program must have a complete set of medical information on file and available for the staff. If the parent does not provide the medical and emergency information, the child cannot participate in the child-care program.

Staff of the child-care program must have received basic first-aid training prior to beginning to work with children.

L. Disaster plans

Each building in the School Corporation has a set of plans for utilization in cases of a disaster. Child-care workers are responsible for acquainting themselves with the school's disaster plans. A copy of the disaster plans shall be available from the building principal.

M. Waivers

In some instances, the need for child-care services may not be great enough to support the program's costs. Should this case arise, the School Corporation shall provide the appropriate documentation to the Indiana Department of Education for a waiver of services.

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N. Child-Care Employee

Positions in school-age child-care services require contact with students. In order to maintain qualified personnel, all child-care service employee staff must complete a request for background information, which includes a criminal history check. Records on employees background information will be kept on file by the employer. The employer will also consult with the principal regarding employment of child-care workers.

O. Parent Needs Assessment for Child-Care Services

At the beginning of each school year, the School Corporation will conduct a written assessment of parents' needs and their willingness in participation in before-school and after-school child-care services. The results of this assessment will be utilized in developing plans for future child-care needs.

This policy and the regulations governing it will be reviewed annually by the School Corporation and the provider.

I.C. 20-5-2-1.5; 34-4-16.5-4

Book	Policy Manual
Section	4000 Support Staff
Title	PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS
Code	po4121
Status	Active
Adopted	June 10, 1996
Last Revised	April 17, 2017

4121 - PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's support staff.

Such an inquiry shall also be made for substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment on the Corporation's support staff which shall include the following:

- A. an expanded national criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- C. a search of the national sex offender registry maintained by the United States Department of Justice
- D. beginning July 1, 2017, a search of the State child abuse registry
- E. telephone inquiry with former employer(s)
- F. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- G. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- H. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board may deny employment to an applicant who is

A. convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law; or

B. the subject of a substantiated report of child abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

During the course of his/her employment with the Corporation, each support staff employee shall be required to report the

A. arrest or the filing of criminal charges against the employee;

B. conviction of the employee for a crime; and

C. substantiated report of child abuse or neglect of which the employee is the subject

to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

Revised 1/98

Revised 4/11/16

Revised 2/13/17

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Legal

I.C. 5-2-22

I.C. 10-13-3

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10, -11 and -11.5

I.C. 20-28-5-8