

# CANTON PUBLIC SCHOOLS

Dr. Jennifer Fischer-Mueller  
*Superintendent of Schools*



Patricia Kinsella  
*Assistant Superintendent*

Debra L. Bromfield  
*Director of Student Services*

960 Washington Street, Canton, MA 02021  
Telephone: 781-821-5060  
Fax: 781-575-6500  
[www.cantonma.org](http://www.cantonma.org)

Barry S. Nectow  
*School Business Administrator*

**To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.**

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## **Superintendent's Report School Committee Meeting of Thursday, March 28, 2019**

**Jennifer Fischer-Mueller, Ed.D.  
Superintendent of Schools**

### **Superintendent Activities Highlights**

CAPE Spelling Bee: March 22nd marked the 13th annual CAPE Spelling Bee. As both moderator in the student rounds and team participant in the adult rounds, I am impressed with the turnout and enthusiasm this event brings. The Spelling Bee is the largest fundraiser for CAPE. The money raised supports grants that teachers can apply for to enrich the experience of all Canton Public School Students. For a complete listing of grants awarded please go to: [www.cantoncape.org](http://www.cantoncape.org). Thank you to Ellen Golden and Katie Clark Radovsky for organizing this wonderful event, and congratulations to all the Spelling Bee winners!

SCREENAGERS: The GMS CAPT hosted a viewing of the documentary *SCREENAGERS*, on March 25. *SCREENAGERS* is an award-winning film that probes into family life and depicts the struggles over social media, video games and academics. The film offered strategies on how we can help our children navigate the digital world. *SCREENAGERS* revealed how technology time impacts students' development and offers suggestions on how adults can empower kids to best navigate the digital world and find balance. Thank you to GMS Principal, Sarah Shannon, for organizing such a successful event, and all the members of the panel who shared their expertise.

Artists in Bloom: Congratulations to Patricia Palmer on another amazing success with this year's Artists in Bloom event that took place on March 9-10 at Pequitside Farm. The event is a collaboration between CPS Art students and area gardeners, from the Canton Garden Club, to showcase both student and community talent.



### **Indicators of Excellence**

Galvin Middle School at the State MATHCOUNTS: Early last month, the Galvin Middle School participated in the MATHCOUNTS MetroSouth Chapter round. At this Chapter round, Akshay Kumar, an 8th-grader at the Galvin Middle School, came in first place and advanced to the State round. The MATHCOUNTS State Countdown Round was conducted at Wentworth Institute of Technology on March 2nd. Congratulations to Akshay on earning 4th place in this prestigious competition.



Next Principal of Dean S. Luce Elementary School: Yeschi Gaskin Lamour.



We are happy to announce Yeschi Gaskin Lamour as the new Principal of the Dean S. Luce Elementary School.

Mrs. Lamour served most recently as Principal of the Holmes Innovation School in the Boston Public Schools for the past six years. Her prior experience includes six years as a teacher in fully-inclusive classrooms in the second and fourth grades, teacher leader, Coordinator of Special Education and Student Support, and math teacher in grades 11 and 12.

Mrs. Lamour earned her Bachelor of Science degree in Management from Lesley University and her Master of Education degree in Urban Elementary and Special Education from Boston College, where she was a recipient of the Donovan Urban Teaching Scholar award. She has completed both the Principal Residency Network in advanced school leadership at Northeastern University and the Lynch Leadership Academy at Boston College. Mrs. Lamour is an alumna of Boston Latin School.

In her downtime, Mrs. Lamour is an avid snowboarder, enjoys reading realistic fiction, and traveling. She resides in Canton.

Please join me in welcoming Mrs. Yeschi Gaskin Lamour to the Canton Public Schools as the next Principal of the Dean S. Luce Elementary School.

Regional Science Fair: Congratulations to CHS Junior, Anvitha Addanki, who came in first place in the Regional Science fair for her Project titled: A Novel Noninvasive and Inexpensive Biomarker for Diagnosing Major Depressive Disorder (MDD). Anvitha also received an official delegation to the Intel International Science and Engineering Fair to be held from May 13-17 in Phoenix, Arizona.

2019 Real World Design Challenge State Award Ceremony: Congratulations to the Canton High School Bulldogs 2019 Real World Design Challenge 1st place State Champions. As first place

winners, they will be attending and competing in the RWDC Nationals April 12-14th in Washington, DC .

The Real World Design Challenge (RWDC) is an annual competition providing high school students, grades 9-12 the opportunity to work on real world challenges that face one of the Nation's leading industries. The challenge is aimed at enhancing science, technology, engineering and mathematics (STEM) education in high schools.

DESE Visit: As part of DESE Commissioner Jeff Riley's listening tour, he visited CHS on March 12. Commissioner Riley met with teachers and students and visited classrooms and programs to witness the great work taking place at CHS. Visit this link to view a video created by CHS students about the Commissioner's visit:

<https://twitter.com/digucator/status/1106264180871647232?s=12>

CHS Girls Hockey: Congratulations to the CHS Girls Hockey Team on receiving the James F. Mulloy Ice Hockey Team Sportsmanship Award for 2019. This award is presented to teams that exemplify sportsmanship.

### **Important Dates and Events**

March 29	CHS Spring Concert, CHS Auditorium, 7:00 pm, Public Welcome
April 2	Report Cards Emailed - All Grades
April 3	Early Release, PreK-5 Parent Conferences
April 4	PreK-5 Parent Conferences, Evening
April 9	CHS Jazz Concert, 7:00 pm, Public Welcome
April 11	School Committee Meeting
April 15-19	Spring Recess



## 2018-2019 BOYS VARSITY HOCKEY ROSTER

#	Name	Position	Year
2	Chris Lavoie	Forward	Jr
3	Tommy Dimock	Defense	Sr
4	Eamon Kelly	Forward	Fy
6	Tommy Vaughan	Forward	Jr
7	Jack Connolly	Defense	Jr
8	Matt Martin	Defense	Sr
9	Tommy Ghostlaw	Forward	Jr
10	Dylan Coyne	Forward	So
11	Shane Marshall	Forward	Jr
12	Colby Ciffolillo	Forward	Jr
13	Timmy Kelleher	Forward	Jr
14	Owen Lehane	Defense	Jr
15	Donny McNeice	Forward	So
17	Mat Pigeon	Defense	Sr
18	Joe Robinson	Forward	Sr
19	John Hagan (C)	Forward	Jr
20	Ryan Colby	Forward	Sr
21	Declan Pfeffer	Defense	Jr
22	Ryan Nolte (C)	Forward	Sr
23	Ronan O'Mahony	Defense	Jr
24	Sean Connolly	Defense	Fy
28	Anthony Delsignore	Defense	Sr
29	TJ McCabe	Forward	So
30	Michael Staffiere (C)	Goalie	Sr
31	Joe Cammarata	Goalie	Jr
<b>Manager:</b> Patrick Walsh '20			
<b>Coaches:</b> Brian Shuman, Scott Connolly, Tim Ford Greg Chamberlain, Matty Marcone, Corey Rocha			

## **JFK Student Council Members**

Kevin McCabe, President  
Gavin Hynes, Vice President  
Henry Cohen, Secretary  
TJ Gannon, Treasurer  
Wyatt Proctor  
Robbie Dickson  
Paola Garcia  
Kate Budway  
Dylan Lourenco  
Ben Burke



# anton Adult Transition Program



## PROGRAM GOALS

- To provide and implement an authentic learning experience
- To maximize independent functioning in the home, community and work environment
- To prepare students for employment opportunities within the community
- To increase knowledge and use of community resources

## CURRICULUM

- Community Integration
- Vocational/Career Development
- Work Based Learning Opportunities
- Mock Apartment for Independent Living
- Activities of Daily Living
- Functional Academics

## PROGRAM MISSION

The mission of the Canton Adult Transition Program (CATP) is to provide community - based instruction and transition services to post-high school students with Individual Educational Programs (IEP's) who are between the ages of 18-22. The CATP is designed to meet the needs of students with intellectual and/or developmental disabilities who have attended high school, yet have not earned their diploma. All program participants will have spent at least 4 years in high school and/or be at least 18 years of age. The program focuses on the acquisition of daily living and vocational skills that leads to a transition to adult life within the community.

## PROGRAM SCHEDULE

The Canton Adult Transition Program incorporates a flexible structure based on individual student skills and needs. The CATP is designed to teach independent living skills, vocational, functional academic, self-advocacy, social skills, self-determination, leisure, and community travel training skills.

The Canton Adult Transition Program runs concurrent with the Canton Public School Calendar and maintains the same hours as the high school. Students attending the program may be offered summer services as determined by the IEP Team and process.

## STAFFING

The Canton Adult Transition Program is staffed by a certified Special Education Teacher with expertise as a Transition Specialist. The Special Education Teacher will serve as the lead staff member for the program. Additional staff will be included in the program as required by student's Individualized Educational Programs (IEPs).

**CANTON PUBLIC SCHOOLS**  
Overnight and Travel Out of State Field Trips  
Superintendent/School Committee Request Form

CHS ☒

GMS ☐

HANSEN ☐

JFK ☐

LUCE ☐

GRADE: 9-12

TEACHER(S) IN CHARGE: Patrick Connor, JSA Advisor

1. Submit to Nursing and Administration at least ONE MONTH prior to trip departure date.

2. Complete all of the following information.

**Program Information:**

Destination of Field Trip, Activity: Sheraton Hotel  
JSA Spring State Congress, Stanford, CT  
Venue City State

Dates of Travel: 4/27 + 4/28

Location of nearest medical facility for emergency care: Stanford Hospital Medical Center

**Relevancy to Teaching Unit:**

What is your current lesson plan? JSA is an extra curricular group

Educational Value of Trip: Civic Engagement - Students will participate in debates + thought talks - all under the theme to "improve the understanding - and improve - the democracy we live in."

What do you have for follow-up plans? We have regular meetings on Tuesday to debrief.

**Program Specifics:**

Time of Departure: 9:30 Am 4/27

Time Scheduled to Return: 6:30-7:00 pm (4/28)

Number of Students Attending: 15-20

Cost per Student: \$ 165 for registration / \$195

Number of CPS Chaperones: 2

Number of Additional Chaperones: by 3/26 after 3/26

Total Number Substitute Staff needed: 0

Transportation: Canton Van / Additional Van: if needed.

Initial Principal Approval: [Signature] Date: 3/13/19

**Superintendent and School Committee approval are required.**

**Allow a minimum of one month for planning**

☐ Approved by Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved by School Committee \_\_\_\_\_ Date: \_\_\_\_\_

Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

	A	B	N	O	P	Q	R	S	T	U	V	W	X	Y	AA	AB	AC	AD	AE		
1	FY 19 DR. ARTHUR TRACEY CABOT TRUST FUND																				
2	Organization	# of Children Served	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY19	FY 19 Superintendent's Request	FY 19 Superintendent's Recommendation	% of Total	Amount Per Student Served	Out-of-door	Healthy	Children of Canton Served	Could this be covered by the Town Budget?	Superintendent's Recommendation (Based on Criteria Test)	
3																					
4	6th Grade Comm. Problem Solvers	400	\$0	\$370	\$370					\$1,200	\$1,500	\$1,500	\$1,500	12.50%	\$3.75	Y	Y	Y	N	Y	
5	Brookwood Community Farm									\$1,200	\$1,500	\$1,500	\$1,500	0.00%							
6	BSA Boy Scouts Troop #77		\$1,245	\$1,500	\$1,500	\$1,500	\$1,140		\$2,000	\$2,000	\$2,000	\$1,000	\$1,000	0.00%							
7	BSA Cub Scouts Pack 77	50	\$312	\$500	\$500	\$500	\$380	\$500		\$1,000				0.00%							
8	BSA Friends of Canton Scouting, Inc.									\$2,500	\$1,500	\$1,500	\$1,500	12.50%	\$30.00	Y	Y	Y	N	Y	
9	Canton Academy		\$312	\$825	\$825	\$825	\$741		\$1,100	\$0				0.00%							
10	Canton American Legion Baseball		\$374	\$450	\$450	\$450	\$342	\$342	\$500	\$0				0.00%							
11	Canton Little League & Girls Softball		\$1,246	\$1,500	\$1,500	\$1,500	\$1,140		\$1,500	\$0				0.00%							
12	Canton Public Schools Wellness Department		\$936	\$477	\$477				\$0	\$0				0.00%							
13	Canton Recreation-Archery									\$0				0.00%							
14	Canton Recreation-Dolphin Sum. Swim Team	200	\$623	\$1,000	\$1,000	\$1,000				\$0				0.00%							
15	Canton Recreation-M.E.A.N. Girls							\$800		\$0				0.00%							
16	Canton Recreation-Pequitside Day Camp			\$2,000	\$2,000	\$2,000	\$2,280	\$3,000	\$3,000	\$2,000	\$3,000	\$2,500	\$2,500	20.83%	\$12.50	Y	Y	Y	N	Y	
17	Canton Recreation-Summer Playground Pgm				\$500	\$500				\$0				0.00%							
18	Canton Recreation-Youth Leadership Institute									\$0				0.00%							
19	Canton Youth Basketball		900	\$1,558		\$500	\$500		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	8.33%	\$1.11	Y	Y	Y	N	Y
20	Canton Youth Hockey Assoc.		550	\$623	\$1,000	\$1,000	\$1,000	\$760	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	8.33%	\$1.82	Y	Y	Y	N	Y
21	Canton Youth Lacrosse	300	\$312	\$500	\$500					\$0				0.00%							
22	Canton Youth Soccer Assoc.			\$500	\$500		\$380	\$500		\$0				0.00%							
23	CFA-Pop Warner-Football & Cheerleading		\$748	\$1,500	\$1,500	\$1,500	\$1,900	\$0	\$0	\$2,200	\$2,500	\$2,200	\$2,200	18.33%	\$7.33	Y	Y	Y	N	Y	
25	Dean S. Luce CAPT Fun Run		300	\$623	\$800	\$800	\$800	\$684	\$800	\$800	\$800	\$800	\$800	\$800	6.67%	\$2.67	Y	Y	Y	N	Y
26	Girl Scout Troop # 76061									\$900				0.00%							
27	Girl Scouts Brownie Troop 62226								\$1,000	\$400				0.00%							
28	Hansen CAPT	491			\$500	\$500		\$594	\$1,006	\$0	\$1,000	\$0	\$0	0.00%	\$0.00	Y	Y	Y	Y	N-WILL FUND WITH SCHOOL BUDGET	
29	JFK CAPT	400					\$1,052	\$706		\$0	\$2,800	\$1,500	\$1,500	12.50%	\$3.75	Y	Y	Y	N	Y	
30	Susan Lipton Memorial Fund					\$951	\$723			\$0				0.00%							
31	TOTALS	3591	\$9,535	\$13,545	\$15,045	\$14,149	\$11,040	\$10,158	\$14,182	\$15,000	\$15,100	\$12,000	\$12,000	100.00%	\$3.34						
32																					
33	FY 2019 AVAILABLE BUDGET:	\$ 22,679.63																			
34	As of YTD Budget Report generated 3/18/19																				
35	FY 2019 TARGET FUNDING AMOUNT	\$ 14,439.00																			
36				# of Children Served	\$ Amount Requested			# of Children Served		\$ Amount Awarded											
37			Distribution By Organization Type																		
38																					
39			School Related	891	25%	\$3,800	25%	891	25%	\$1,500											
40			Recreation and Athletic Related	2250	63%	\$8,300	55%	2250	63%	\$7,500											
			Non-Recreation and Non-Athletic Related																		
41				450	13%	\$3,000	20%	450	13%	\$3,000											
42				3591		\$15,100		3591		\$12,000											

# CANTON PUBLIC SCHOOLS *DRAFT 3/28/2019*

## 2019-20 School Year Calendar



August 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Key						
No school						
Early release						
First & last days of school; parent conf.						

### 2019-20 CPS No school days, early release days, and other important dates

Aug. 23	Substitute Educator Orientation	Jan. 1	No school: New Year's Day*
Aug. 26-27	New Educator Orientation	Jan. 8	Early release: PreK-12 (PreK-5 common plan., 6-12 PD)
Sept. 2	No school: Labor Day*	Jan. 20	No school: Martin Luther King, Jr. Day*
Sept. 3	All staff report to school (no students)	Feb. 12	Early release: PreK-12 (PD)
Sept. 4	Teachers report to work (no students)	Feb. 17-21	No school: February Vacation
Sept. 5	First day for students: Gr. 1-12	March 3-5	Kindergarten registration
Sept. 9	First day for students PreK & K	March 25	Early release: PreK-5 (common planning)
Sept. 25	Early release: PreK-12 (PD)	April 1	Early release: PreK-5 (parent conferences)
Sept. 30	No school: Rosh Hashanah	April 2	Parent conferences: PreK-5
Oct. 9	No school: Yom Kippur	April 10	No school: Good Friday*
Oct. 14	No school: Columbus Day*	April 20-24	No school: April vacation
Oct. 30	Early release PreK-5 (common planning)	May 1	Early release: 6-12 (PD)
Nov. 5	No school: Election Day; PD day for all staff	May 25	No school: Memorial Day*
Nov. 11	No school: Veterans' Day*	June 3	Early release PreK-5 (common planning)
Nov. 20	Early release: PreK-8 (parent conferences)	June 5	CHS Graduation
Nov. 21	Parent conferences: PreK-5, 9-12	June 16	Last day for PreK and Kindergarten
Nov. 27	Early release: Thanksgiving break	June 17-19	Kindergarten screening
Nov. 28-29	No school: Thanksgiving break	June 22	Last day of school Gr. 1-12, early release (180 <sup>th</sup> day)
Dec. 4	Early release PreK-12 (PD)	June 29	185 <sup>th</sup> day of school (for snow day purposes)
Dec. 20	Early release: PreK-12 (winter break)		
Dec. 23-31	No school: Winter break		

\*District offices closed

Inclement weather or other events may require calendar changes.

Visit [www.cantonma.org](http://www.cantonma.org) for updates.

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---

**TO:** Dr. Jennifer Fischer Mueller, Superintendent of Schools  
**FROM:** Barry S. Nectow, School Business Administrator   
**SUBJECT:** FY20 Bus Fee Increase Proposal  
**DATE:** March 18, 2019  
**CC:**

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I propose increasing the bus fees from \$250 to \$300.

Families registering multiple riders will receive the following discount:

Second rider: \$285 (Current - \$235)

Third Rider: \$265 (Current - \$215)

Family Cap is three riders - \$840 (Current - \$700)

The last bus fee increase was in FY16 and raised the fees from \$200 (\$200/\$185/\$165 – Family Cap - \$550).

FY20 will be the third year of the bus contract with Connolly Bus and carries an increase totaling \$35,000.

The fee increase will cover the cost of the increase in the contract.

The total cost of Connolly contract in FY19 will be \$1,280,000 and the total fee income is estimated to be \$313,500 or 25% of the overall cost. The remainder, \$966,500, is paid from the operating budget.

The proposed fee increase to \$300 is equal to the average of our 12-town peer group.

Attachments:

1. Bus Fee Survey
2. Bus Fee Increase Proposal

Bus Fee Increase Proposal		
Date	Wednesday, March 20, 2019	
	<b><u>2018-2019 School Year</u></b>	<b><u>2019-2020 School Year</u></b>
# of Riders	2200	2200
# of Fees Collected	1200	1100
Fee Amount	\$250/\$235/\$215 - Family Cap - \$700	\$300/\$285/\$265 - Family Cap - \$840
Total Revenue	\$279,794	\$313,500
Revenue Increase		\$33,706

Bus Fee Survey		
Apr-18		
Town	Fee	Family Cap
Canton	\$250	\$700
Dedham	\$180	None
Foxborough	\$0	\$0
Milton	\$375	\$900
Needham	\$390	\$790
Norwood	\$250	\$600
Randolph	*	*
Sharon	\$540	\$0
Stoughton	\$360	\$0
Walpole	\$250	\$550
Wellesley	\$521	\$1,142
Westwood	\$180	\$450
Average	\$300	
*Randolph only provides transportation for middle school students living greater than 2 miles from school and there is no fee for the transportation.		

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---

**TO:** Jennifer Fisher-Mueller, Superintendent of Schools  
**FROM:** Barry S. Nectow, School Business Administrator   
**SUBJECT:** Before and After School Care at Dean S. Luce Elementary School  
**DATE:** March 20, 2019  
**CC:**

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The Canton Public Schools awarded a three (3) year contract in April 2016 to Kidsborough (Four Rohwers, Inc.) for before and after school care at the Dean S. Luce Elementary for the period of July 1, 2016 to June 30, 2019. Kidsborough is also the vendor for the before and after school program at the John F. Kennedy Elementary School.

In anticipation of the end of the contract terms, a request for proposal (RFP) was issued for a new three (3) year term. The new contract includes two (2), one (1) year options, exercisable at the sole discretion of the Canton Public Schools.

The RFP was issued in February, with a due date of March 1, 2019. Five (5) proposal were received and evaluation team was formed to review each of the proposals using the criteria set forth in the RFP.

The evaluation team chose Kidsborough as the vendor for the before and after school program at the Dean S. Luce Elementary School. Kidsborough was the highest ranked program of the five (5) programs submitting proposals. In addition, the Luce administration is very pleased with their service and welcomes the opportunity to continue to work with the company.

I recommend awarding the contract to Kidsborough.

Attachments:

1. Kidsborough Proposal
2. Kidsborough Price Proposal

*The Canton Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability or homelessness. Equal Opportunity Employer (EOE)*

ORIGINAL



Proposal to Provide  
Before and After School Child Care  
at the

Dean S. Luce Elementary School  
45 Independence Street  
Canton, MA 02021

Presented to:  
Barry S. Nectow  
School Business Administrator  
Canton Public Schools  
960 Washington Street  
Canton, MA 02021

March 1, 2019

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## Appendix

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Kidsborough Curriculum  
EEC License and Letter of Good Standing  
Woman-Owned Business Certificate

### **III.B.3. SUMMARY**

Four Rohwers, Inc. (DBA Kidsborough) is a locally-operated, family-owned business whose corporate purpose is to assist school districts by helping them bridge the gap between a school district's desire to provide effective before and after-school programming and the more recent need to generate revenue from the private use of its facilities. We are certified by the Commonwealth of Massachusetts Supplier Diversity Office as a woman-owned business enterprise (WBE) and have committed our resources to solely serve the children and families of Massachusetts.

Kidsborough provides a structured, academically based before and after-school program to children in grades K-8. Each afternoon includes a healthy snack, educational time including homework support and completion, fun enrichment-based activities, active physical play and free time. Our programs are carried out by an exceptional, caring staff that look forward to working with children each day. We create an environment that is consistent and predictable, yet empowers the children to explore their potential.

#### **Kidsborough Philosophies, Goals and Objectives**

Every day we aspire to:

- Teach, practice and instill effective study habits and engage each child to become a lifelong learner.
- Support children in their social and emotional growth by creating an environment of inclusion, safety and respect for all.
- Encourage personal creativity through a variety of enrichment-based activities.
- Develop positive and dynamic relationships with families where communication is encouraged, comfortable and enhances the development of each child.
- Provide opportunities to build strong bodies through healthy eating choices and active, physical play.
- Pursue meaningful endeavors, that unite our Kidsborough population in serving our local communities.

#### **General Staffing Practices**

Making appropriate staffing decisions has always been our first priority. Each of our staff is an embodiment of the Kidsborough philosophy and thus sets the foundation for each site. The qualities we look for during the interview process are: significant school-age child care experience in an educational or recreational setting; ability to communicate effectively with children, parents and fellow staff; a strong academic background; and most importantly, a genuine interest in working with children. In addition, we seek staff with a variety of outside hobbies, skills and interests which can be shared with the Kidsborough community.

Kidsborough supports its staff by providing annual access to relevant professional development opportunities. Likewise, all staff members are encouraged to identify training that meets their own unique needs as a school-age care provider. A list of training opportunities may be found on page 8.

## **Health and Safety Procedures**

At Kidsborough, the day begins and ends with safety. Kidsborough uses a daily enrollment roster for signing in children as they arrive from school. We immediately follow-up on any children not accounted for, until verification of safety is secured. Kidsborough continues to maintain safety throughout the program day in a variety of ways. We begin with the positioning of staff on the premise. Whether in the cafeteria, on the playground or in the gym, Kidsborough staff members stand or sit in such a way as to always have their front facing the group. Staff members are always monitoring the movement of the children and individuals entering the areas we occupy, and are equipped with walkie-talkies to ensure timely, efficient communication.

When a group of children is taken to the gym or outside to play, “face-to-name” attendance is recorded and maintained by a staff member. A silent attendance is taken every hour during the care period. Prior to vacating the area, “face-to-name” attendance is taken again to account for all children. Our low staff-to-student ratio of 1:8 enhances our ability to maintain proper supervision, thus ensuring the safety of the children in our care.

## **Procedure for Monitoring/Release of Children**

After making contact with staff and prior to departing, children are signed out by their parent, guardian, or other parent approved individual. Any person unknown to Kidsborough staff, must present photo identification, to be compared with the release list provided by the parent(s) or guardian. While in our care, attendance is taken multiple times throughout the afternoon to ensure all students are regularly accounted for (i.e. transitions outside, the gym, bathrooms, etc.). Throughout programming and at the end of each day, staff members review the daily roster to verify/record the accurate departure of each student.

## **Emergency Procedures**

Kidsborough holds monthly practice evacuation drills. The drills are held at different times of the program day and utilize all exits. Kidsborough has a written protocol for all aspects of the evacuation drills. Any deficiencies are addressed that evening, at the next staff meeting, and with the children as appropriate. Kidsborough also has written protocols for fire, natural disaster, gas leaks, loss of power or water, and other child-related emergencies. Additionally, we will work with a Canton Police School Safety Officer to develop/implement an Emergency Management Protocol to address unexpected emergency situations in the before and after-school setting. Likewise, Kidsborough staff participate in the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) blended training course.

## **Behavior Management**

Kidsborough uses behavior management in a consistent, reasonable and appropriate way based on an understanding of the child’s needs and stage of development. We have had tremendous success with our approach and the reason is very simple - at the heart of everything we do is respect. Respect for teachers, respect for students, respect for peers, respect for property, and most importantly respect for self.

Moving toward the goal of respect is the use of choice as the behavior management technique. We are always good citizens of Kidsborough, but sometimes we make inappropriate choices.

When an inappropriate choice occurs, an opportunity for reflection arises. A teacher and the student take the time to discuss the choice that was made and evaluate other potential choices (outcomes) that would have been more effective in that given situation. Likewise, we are always looking to recognize and compliment good choices, acknowledging the growth in the child, as well as, their contribution to the community.

On occasion, a student will lack the skill set to navigate through challenging behaviors. Our staff work closely and consistently to help children identify the triggers for these behaviors, develop individual tools to help avoid reoccurring themes and to feel good about the self-regulating steps they are taking to improve their choices.

### **Parent Communications**

As previously stated, one of our key objectives is to create positive, dynamic relationships with our Kidsborough families and the Luce school community. This is achieved through open communication that is encouraged, considerate and responsive. We strive to touch base with every parent, every day and encourage parents to provide input into the development of programs and policies. All parental input is considered and reviewed by the Site Coordinator and Program Administrator, and discussed with appropriate staff for implementation consideration. Daily communications range from a simple greeting to a private sit-down meeting. To facilitate communications with all Luce families, Kidsborough actively recruits and hires bilingual staff, and publishes all documents in Spanish and/or Portuguese as needed.

### **Drug-free environment**

Four Rohwers Inc. DBA Kidsborough adheres to any and all drug-free environment policies established and enforced by the Canton Public Schools.

### **Point of Contact**

Christeen Rohwer, owner of Kidsborough, is the point of contact on this contract. She can be reached at (508)577-0721.

### **III.B.4. BIDDER'S QUALIFICATIONS**

While many companies have “added” school-age childcare to their list of services, Kidsborough was created with the sole purpose of serving the school-age child. Kidsborough curriculum is created in support of the Massachusetts DESE Curriculum Frameworks. We are proud to be a local, family-owned business that serves Massachusetts School Districts exclusively. You can expect the owner to continue to visit Luce on a regular basis and return phone calls the same day.

#### **Minimum Criteria**

Kidsborough meets or exceeds the following minimum qualification criteria as follows:

- Four Rohwers Inc., DBA Kidsborough is currently licensed by the Commonwealth of Massachusetts’s Department of Early Education and Care (EEC). The EEC was formerly known as The Massachusetts Office for Children.
- Four Rohwers Inc., DBA Kidsborough has 13 similar contracts in greater Boston.
- Four Rohwers Inc., DBA Kidsborough maintains a staff-to-child ratio of no greater than 1:8.

#### **Our History/Background/Experience**

Kidsborough began as an “off-site” after-school option for parents, differentiating itself from on-site competitors by providing academically focused programming in an “at home” personal setting. We have since modified our curriculum to meet the fast-paced, high-energy environment of an on-site after-school program. The result is a hybrid of traditional programs: a small personal program with academically advanced curriculum and the business acumen of a large corporate provider. The result is Kidsborough.

With over 19 years of experience providing before and after-school care in the towns of Canton, Southborough, Hopkinton, Ashland, Medfield, Framingham, Marlborough, Ashby, Townsend and Pepperell our team’s depth and breadth of experience in the childcare and business environments result in a high quality childcare program that is run in an effective, caring and efficient manner. Focusing all of our efforts in Massachusetts has allowed us to fully align our curriculum with the Massachusetts Curriculum Frameworks resulting in fun, academic rich STEM and ELA activities. Since 2008, we have successfully superseded the YMCA, Champions (the nation’s largest child care provider) and the Boy’s and Girl’s Club in four different public school systems.

Kidsborough believes in establishing meaningful relationships with the school and district staff. We better serve our students when we actively engage with their school community and partner with their teachers, guidance counselors, social workers, school administrators and custodians. We feel it is this commitment to building relationships that has contributed to our excellent reputation and tremendous growth both locally and company-wide. Kidsborough@Luce is a great example of this growth, with enrollment nearly doubling since we opened in September 2016.

Note: Reference III.B.8. Required Documents and Statements for a list of 6 current references where similar programming is being performed.

Corporation Established: on February 11, 1999 at 41 Woodland Road, Southborough, MA 01772  
 First location: Opened January 8, 2000 at 9 Main Street, Southborough, MA 01772  
 Current Number of Employees: 131  
 Number of EEC licenses: 15 (serving 975 children per day)

### **III.B.5. PERSONNEL AND RESUME SYNOPSIS**

Kidsborough has experienced tremendous sustained growth since its inception. The largest contributing factor to our growth is our amazing staff. We are incredibly selective in the hiring process and the result is a dedicated team of Site Coordinators that have embraced our philosophies and goals. We lead by example, with a smile and a positive can-do attitude. Each site is unique. From the layout of the facility to the personality of the principal. The needs of the students, families and school community all contribute to the Kidsborough experience.

#### **Kidsborough@Luce Staffing Plan**

Our staffing plan surpasses the Department of Early Education and Care's requirement for a 1:13 ratio and provides for a staff to student ratio of 1:8. Likewise, when our program enrollment at a specific site exceeds 52 FTEs it is Kidsborough policy to add an Assistant Site Coordinator to provide both administrative support, as well as another facilitator of effective program communications. Spencer Hastings and Kayleigh Foley currently fill these roles.

The Kidsborough@Luce site will continue to be staffed per FTE enrollment as follows:

Kidsborough@Luce						
FTE Enrollment	32	40	48	56	64	72
Site Coordinator	1	1	1	1	1	1
Asst. Site Coordinator	0	0	0	1	1	1
Group Leader II	2	2	2	2	2	3
Group Leader I	0	1	2	2	2	2
Asst. Group Leader	1	1	1	1	2	2
<b>Ratio 1:8 # of staff on site</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>

Kidsborough has incorporated "grade level staffing teams" during educational time. The children are grouped with their peers spanning two grade levels, K - 1<sup>st</sup>, 2<sup>nd</sup> - 3<sup>rd</sup>, and 4<sup>th</sup> - 5<sup>th</sup>. This allows our staff to fully immerse themselves into the curriculum of two grade levels, enabling them to improve program efficiencies while exercising their individual strengths.

#### **General Staffing Practices**

Making appropriate staffing decisions has always been our first priority. Each of our staff is an embodiment of the Kidsborough philosophy and thus sets the foundation for each site. Our main recruiting philosophy is to hire a collective staff that comes from a diverse background of both educational and professional experiences. This results in a staff that is able to engage, inspire and connect with a larger number of children. Degrees held by some of our current staff include: Art History, Education, Geology, Social Work, Marketing, Fine Arts-Jewelry/Metals,

Psychology, Engineering and Special Education. Please find job descriptions and example resumes of recent hires in the Appendix.

The qualities we look for during the interview process include: significant school-age child care experience in an educational or recreational setting; ability to communicate effectively with children, parents and fellow staff; a strong academic background; and most importantly, a genuine interest in working with children.

Kidsborough utilizes several recruiting processes including: job postings and resume review at local area college placement offices, staff and parent referrals, and placing advertisements in local publications and online resources. To provide continuity in hiring, each potential employee is first interviewed by our Human Resources Administrator. A second interview then takes place with the specific Site Coordinator, which generally includes an opportunity for supervised student and staff interactions. Prior to an offer of employment, a minimum of two reference checks are performed, as well as CORI, SORI and DCF background checks, followed by fingerprinting protocol. In addition to our existing EEC approved Background Record Check Policy, Kidsborough accepts and has put into practice the requirements defined in IV(D)(5) and (6). All Kidsborough staff meet, and generally exceed, the minimum qualifications required by the EEC.

**Qualifications requirement for Site Coordinator:** BA or BS in a relevant field, and three to five years of school-age experience. Job description included in resume section.

**Qualifications requirement for Assistant Site Coordinator:** BA, BS or Associates preferred, and three to five years of school-age experience.

**Qualifications requirement for Group Leaders:** BA, BS or Associates preferred, in pursuit of degree, and one to three years of school-age experience. Job description included in resume section.

Once hired, staff members are oriented to the program through a combination of formal meetings and on-the-job training. Prior to beginning work, new employees meet with the Site Coordinator to review all pertinent company policies and EEC regulations. When fully understood, the employee signs an orientation checklist acknowledgement. (This same information is reviewed annually with all staff.) For several days, each new employee shadows a peer, to become familiar with our routine at Kidsborough. In addition to on-going review and support, new staff members are given an informal 90-day review to affirm successes and address areas requiring modification. Any pressing concerns are always addressed immediately. Going forward, all staff members are observed and findings are recorded every two months culminating in a formal annual performance review. The annual review allows staff members to evaluate themselves in 13 different areas, highlight their successes and set goals for the next year. The Site Coordinator and/or Program Administrator meet with each staff member to discuss the evaluation and provide helpful feedback.

## Professional Development

Kidsborough supports its staff by providing annual access to relevant professional development opportunities. Likewise, all staff members are encouraged to identify training that meets their own unique needs as a school-age care provider.

Samples of our Annual School Age Training opportunities includes: Understanding ADHD; Everyone Welcome! Diversity in School-Age Programs; Indoor and Outdoor Group Games; Preventing Child Abuse and Helping Victims; Spatial Intelligence; Teaching Nonverbal Language Skills; Social and Emotional Development; Discipline in Child Care; Early Childhood Stress: Serious Stress in Children's Lives; Nurturing Children's Self-Esteem; Witnesses to Violence: Helping Children Cope in a Violent World; Exploring the Continuum of Development in Children Ages 5-12; Guiding the Behavior of Individual Children; Building Relationships with School Personnel; Creating and Maintaining Safe School-Age Environments; Developing Activities that Encourage Creativity and Cognitive Development; Creating Successful Clubs; Special Events and Field Trips in School-Age Programs; and Developing Activities that Support Character Development and Promote Social Interaction.

Minimum Annual Hours Required: Site Coordinator – 20 hours, Asst. Site Coordinator – 20 hours, Group Leader – 12-20 hours, Asst. Group Leader – 5-12 hours.

### **III.B.6 DESCRIPTION OF ORGANIZATION**

Four Rohwers Inc. DBA Kidsborough is organized as an S-Corp in the Commonwealth of Massachusetts. Christeen Rohwer is 75% owner and her husband Kim Rohwer is a 25% owner. Mr. Rohwer is employed at Raytheon and is not involved in the company on a day-to-day basis. With 15 locations, we have three regional directors each overseeing five sites, supporting the Site Coordinators at their respective sites. Although not required by the EEC or our contracts, we employ full-time Assistant Site Coordinators at our larger sites. This practice provides a second layer of direct support to the Site Coordinator, similar to a Vice Principal. We then build each team with highly qualified Group Leaders and half as many Assistant Group Leaders. We value our employees and are very fortunate that more than half of our adult staff has been with the company between 4-16 years.

#### **The Owner Lives Here Too**

Kidsborough owner, Christeen Rohwer, oversees all contracts. Each year we plan for controlled growth, such that each new site is established as if it were the first. When Kidsborough@Luce opened in 2016, Mrs. Rohwer was on site every day through mid-November, guiding the staff and children in the affirmation of Kidsborough's goals and philosophies. She continues to visit as needed by staff and to stay connected with the children. She will continue to be the primary point of contact on this contract. Mrs. Rohwer's official EEC title is Program Administrator.

#### **Subcontractors**

Kidsborough uses a very limited number of subcontractors. Examples include: Bricks4Kids, Young Rembrandts, Yoga Instructors and Martial Arts Instructors. Each year we survey the parents to determine which activities to provide to our students. Resumes and any required insurance certificates will be provided to the Canton Public Schools at that time. All subcontractors will follow the background record check protocol and will always be attended by a Kidsborough staff member.

### III.B.7. WORK STATEMENT as Defined in V(A)-V(T)

#### **V(A)-V(C) Primary Task/Hours of Operation/Misc. Requirements**

Kidsborough accepts and puts into practice the requirements defined in V(A) through V(C)(vi).

#### **V(D) Tuition/Fee Schedule**

Kidsborough continually monitors the socioeconomic demographics of the communities we serve. We have used our current tuition pricing in two of our districts with lower median household incomes (Framingham: \$73,182 and Marlborough: \$75,418) to establish our cost effective and reasonably priced Luce tuition.

During the 180-day school year, monthly tuition is paid in 10 equal payments. Half-days are included at no additional charge for children in the after-school program who regularly attend that day. Our monthly rates for the 2019-20 school year have been converted to weekly rates as required by this request for proposal:

<u>Before-School</u>	<u>After-School</u>	<u>Before and After-School</u>
5 - Days \$46.51/week	5 - Days \$108.14/week	5 - Days \$145.35/week
4 - Days \$40.70/week	4 - Days \$95.35/week	4 - Days \$127.91/week
3 - Days \$34.88/week	3 - Days \$80.23/week	3 - Days \$110.47/week
2 - Days \$30.23/week	2 - Days \$58.14/week	2 - Days \$83.72/week

Vacation Days \$60 (on site) or \$75 (field trip)

Multi-Program Discount: 10-25% Sibling Discount: 10% District Employee Discount: 10%

Other fees: NSF check \$25, Late Tuition \$10/week, Late Pick-up \$1/minute per child.

Kidsborough does NOT charge an annual registration fee.

#### **Financial Aid/Sliding Fee Schedule**

Kidsborough accepts state vouchers and offers financial scholarships. Our assumption is that 25% of our families will require on average a 25% reduction in tuition. The amount of scholarship offered to each family is determined by the total number of applicants and prioritized by the amount of family need. Eligibility for our financial aid is determined by the subsidy policies of the Department of Early Education and Care. A copy of the EEC Eligibility Table and our Financial Aid application can be found in the Appendix. Since 2011, Kidsborough has funded 100% of all eligible financial aid applicants.

Per V(N) and V(O) Kidsborough will provide the Superintendent of Schools with a detailed accounting of payments made to the Luce Public Schools and quarterly student enrollment reports on the following dates: October 1, December 1, April 1 and June 30 of each year. We understand the Luce Public School district reserves the right to audit enrollments at any time during the term of the contract.

Per V(S) Kidsborough will be responsible for contracting for services with individual parents and for collecting all user fees.

## **V(E) Program Structure and Content**

For 19 years, Kidsborough has provided a high quality, educationally focused program. When the Common Core came to Massachusetts we took the opportunity to align and improve our own curriculum. The pleasant, unexpected result was an affirmation that we have been doing some really great work. Our curriculum is used during “educational time” or as an enrichment activity and includes extensive offerings for each grade. In addition to being educationally sound and highly structured, the Luce community will find our program to be engaging, fun, respectful and inclusive. The following summarizes “a-day-in-the-life” at Kidsborough.

### **Elementary Before-School Programming (7:00am to 8:45am)**

Our morning program is less structured and allows for relaxed, independent play. Although some children may use this time to finish homework, the majority of children will read a favorite book or do a puzzle from our mobile library, play a board game with friends, or build with Legos or K’nex. Children are given the option to play outside (or in the gym during winter) for 30 minutes each morning. We understand visits to the gym must be approved by Principal Peter. Kidsborough students are dismissed to their classrooms per school policy.

### **Elementary After-School Programming (2:45pm to 6:00pm)**

Children thrive in an environment that is consistent and predictable, yet empowers them to explore their potential. Because we respect the daily investment teachers and school staff make in their students on an academic, social, physical, and emotional level, Kidsborough is committed to extending each child’s opportunity for growth in these areas. After a friendly greeting, putting away personal items, and having a nutritious snack with friends, we settle into our after-school routine.

**Educational Time (20-45 minutes respective of grade level)** As stated, our objective is to teach, practice and instill effective study habits and engage each child to become a lifelong learner. Therefore, our after-school program begins with a structured, supportive, academic focus. Whether Day 1 or Day 179, raining or sunny, homework or no homework, Kidsborough kids know they begin their afternoon with “educational time.” For most students, this includes a 30-45 minute period for homework completion. However, even our youngest students participate in a 20-minute educational period as outlined below. We feel this is an opportunity to develop early study habits that will serve the children well as they progress through the school system. The children generally work in small groups, usually by grade level, and are assisted by Kidsborough staff members. Our 1:8 staff to student ratio is essential in providing necessary academic support, guiding the children to achieve at their highest level, reviewing homework for understanding, accuracy and completion, while encouraging the role of personal responsibility in their academic success.

In addition to traditional homework completion, our educational time includes the following literacy-based activities: daily practice spelling tests, reading buddies, word-of-the-week, a listening center, and opportunities to play Phonics Jr.(K-2) and the Phonics Game (K-5) in small, developmentally similar groups. Each child is also given a journal to keep on site to encourage variety in writing including stories, poems, pictures, comics, puzzles, and story problems.

Mastering basic math facts builds confidence and allows children to advance to the greater problem-solving aspects of mathematics. We encourage a positive attitude toward math through the use of fun board games, puzzles, mazes, and several variations of hands-on manipulatives.

Kidsborough@Luce has four Chromebooks and a printer available for homework use. At least one device has Internet access. Student Internet activity will always be monitored by a staff member. Sites are always outfitted such that all necessary homework demands are met.

### **Enrichment/Free-Choice Play Activities (50 minutes, rotates opposite Active Physical Play)**

Following educational time, children are encouraged to explore their personal creativity by participating in a variety of enrichment activities such as: arts and crafts, science projects, or dramatic play. Children may also join our free, 8-week clubs that have included: Chess, Spanish, Gizmos&Gadgets, Dance, Outdoor Education, Knitting, Exercise Class, Music, Community Service, Karate, Young Rembrandts, Bricks4Kids, and Yoga. Free-choice play (such as board games, puzzles, Legos, books and drawing) is always an option during this period. The social aspect of these activities allows the children to develop friendships, practice problem-solving skills, learn patience, and become independent thinkers.

### **Active Physical Play (50 minutes, rotates opposite Enrichment Activities)**

Following educational time, Kidsborough kids enjoy gym or outside play. We provide a balance of free play and organized group games and activities. In addition to building strong bodies, physical play provides an excellent opportunity to support and guide children in their social and emotional growth. We often use this time to help children navigate the intricacies of sharing, waiting our turn, including others, resolving conflict and respecting property.

### **Non-School Days**

Kidsborough offers reasonably priced non-school day programming during vacation weeks, teacher professional days and holidays. These themed days generally include a combination of art, science, cooking and physical play.

Program highlights include:

- Weekly Themes (i.e. Grossology 101, Sports FANatic, Wild Water Week)
- Ideal mix of enrichment activities and free time
- Daily activities include: art, cooking, science, outdoor play, computers and games
- Great balance of outdoor and indoor activities
- 1-2 Field Trips each week
- Reasonably priced
- Flexible attendance
- Staff-to-student ratio of 1:8
- Same policies/procedures/protocols as our Before and-After School Program

### **District/School/Community Support**

Kidsborough supports the public schools by extending and fostering the academic, social, physical and emotional goals set by the school district. We accomplish this by helping each child to become a better student through the practice of good study habits, providing opportunities for positive social and emotional interactions and by presenting healthy snack and physical play

choices. Our structured, academically focused period of educational time directly aligns with and supports the Canton Public Schools grade level curriculum summaries. (Examples of our current curriculum can be found in the Appendix.) In addition, Kidsborough staff are familiar with and support the anti-bullying Second Step and Steps to Respect programs. As needed, Kidsborough will be a participant in the Canton Families Embracing Diversity group and the Canton Parent Advisory Council for Student Services.

### **Luce School Support**

To promote the well-being of the Luce school community and support the needs of our students, Kidsborough has put into practice the “Kidsborough SHINEs with Luce” incorporating the values of being safe, helping others, including one another, never giving up and encouraging excellence. We extend Luce policies such as school behavior expectations, safety protocols, and general school rules as listed in the student handbook. Kidsborough is always a good neighbor, respecting the school spaces, property, and equipment used to administer our program. Kidsborough staff are always easily identifiable by wearing the badges provided by the district and Kidsborough provided “wear” as often as possible.

Kidsborough supports CAPT by donating to and participating in the Luce Fun Run and the Luce Carnival, collecting Box Tops for Education, collecting nickels for the Canton Food Pantry, and stocking our mobile library with Luce student favorites from the annual school book fair. Likewise, Kidsborough will participate in the Honor Book program, donating books in the names of our Luce Kidsborough kids.

### **Luce School Improvement**

Kidsborough will always be responsive to the changing needs of Luce Elementary School. Each year we will review the School Improvement Plan in order to identify specifically targeted areas that we can support. An example from our Kidsborough@Dunning program in the Framingham Public Schools included:

- Donating over 90 non-fiction books (Goal 1) to the Dunning classrooms and stocking our mobile library with non-fiction books.
- Implementing the behavior modification technique of helping children to identify “expected” situational behaviors (Goal 4) to our existing behavior plan.
- In collaboration with the Dunning Principal and Math Coach, Kidsborough developed and presented a piloted-series of eight workshops entitled “Mathletes Can Achieve Success” (MCAS). Each workshop (Goal 2) included 20 minutes in the “Math Gym” and 45 minutes of focused Multi-Step Problem Solving activities. It is our intention to expand/extend future workshops to include additional students and varied subjects.

Last year, following a “check-in” with Principal Peter, it was determined that “stamina in descriptive writing” was an area of potential school improvement. The Kidsborough@Luce team immediately revised the use of our Kidsborough student journals to include weekly writing prompts in support of this goal. In addition, we used descriptive word puzzles such as crosswords and word searches to keep the activities light and fun.

### **Accommodation Plan**

A commitment to inclusion is an essential element of Kidsborough’s philosophies, goals and objectives. We believe that diversity greatly enriches the educational experience for all. Kidsborough families enjoy unique cultures, speak different languages, and have varied

academic, social and financial needs. Respect for the diversity and dignity of individuals and groups is always embraced at Kidsborough.

#### Cultural/Language

During the enrollment process each Site Coordinator inquires about any specific accommodations that may be desired and/or needed. Families are encouraged to share information about their cultures with the Kidsborough community. We have been fortunate enough to have families share food/recipes, art work, photographs, costumes and customs from a variety of cultures and regions.

#### Special Needs

Kidsborough contracts with various Behavioral/Mental Health Specialists, to provide professional development in the areas of supporting diverse learners and children with special needs. These training events allow our staff to learn and then implement strategies that help regulate and improve student behavior and educational progress. Kidsborough has provided care to children diagnosed with Asperger's, Cerebral Palsy, PDD/nos, ADD, ADHD, Sensory Integration Dysfunction, hearing-impairment, and academic and developmental delays.

#### **Community Outreach Activities**

One of our goals is to pursue meaningful endeavors, that unite our Kidsborough population in serving our local communities. As citizens of the Luce community and the town of Canton, we will encourage our Kidsborough students to seek meaningful ways in which we can support and give back to the school and local community. Likewise, our staff will actively pursue networking opportunities to increase our presence in, and knowledge of, youth-related organizations in the Canton community. Kidsborough sponsors local youth sports teams and contributes to the Canton Alliance for Public Education. Our most recent community outreach activity included coordinating with the local Department of Youth Services (DYS) office for the holiday season. The DYS provided a list of gifts "wished" for by local area families. Kidsborough created a holiday tree with gift-giving cards, which our parent/families took and shopped for the families in need. Kidsborough staff wrapped all of the presents and delivered them to DYS to distribute. All involved appreciated the opportunity to give back.

#### **V(F). Licensing and Space Requirements**

As the current Before and After-School provider to Luce Elementary School, Kidsborough will provide a seamless contract transition into the 2019-20 academic school year. We have communicated with our parents about the RFP process and they will register for the 2019-20 school year, knowing there could be a change in vendor and corresponding refund of all fees paid.

The site remains equipped as needed. Each year we replace any materials or equipment that are worn or need updating. A copy of our Luce license (which renewed in August 2018) and a current Letter of Good Standing from the EEC may be found in the Appendix. In addition, Kidsborough will ensure that it has annual building and fire inspection certificates on file. We understand per V(M) that we are provided two days each for preparation and clean-up at the beginning and the end of the school year, respectively.

Kidsborough will continue to conduct our program in the common areas identified including the cafeteria, playground and (with permission) the gymnasium. Per V(I) all program materials are stored in locked cabinets (provided by Kidsborough) that are readily available to staff, yet not obtrusive to school staff. Similarly, we have provided a refrigerator to store perishable food items, book carts to house our mobile library and shelving to hold board games, art and homework supplies. Walkie-talkies and a cell phone are provided by Kidsborough per V(J).

Per V(R) Kidsborough will continue to be a respectful user of all buildings and will be responsible for building area cleanliness, always returning areas to the condition in which they were found.

### **V(G). Off-Site Locations**

We maintain the following off-site locations:

Local office: Kidsborough, 55 North Street, Medfield, MA 02052

Main office: Kidsborough, 34 Hayden Rowe, Hopkinton, MA 01748

Our Mailing Address is: Kidsborough, P.O. Box 94, Southborough, MA 01772

Of note, our Medfield location may be of use to Luce families on public holidays and during our 9-week summer program.

### **V(H). Safety/Health/Communication Guidelines**

#### **Safety**

At Kidsborough, the day begins and ends with safety. Before students arrive the staff ensures that all areas are appropriately clean, free from debris and unsafe objects, and generally ready for use by the children. Kidsborough uses a daily enrollment roster for signing in children as they arrive from school. We immediately follow-up on any children not accounted for, until verification of safety is secured.

Kidsborough continues to maintain safety throughout the program day in a variety of ways. We begin with the positioning of staff on the premise. Whether in the cafeteria, on the playground or in the gym, Kidsborough staff members stand or sit in such a way as to always have their front facing the group. Staff members are always monitoring the movement of the children and individuals entering the areas we occupy and are equipped with walkie-talkies to ensure timely, efficient communication. When a group of children is taken to the gym or outside to play, "face-to-name" attendance is recorded and maintained by a staff member. A silent attendance is taken every hour during the care period. Prior to vacating the area, "face-to-name" attendance is taken again to account for all children. Our low staff-to-student ratio of 1:8 enhances our ability to maintain proper supervision, thus ensuring the safety of the children in our care.

Throughout programming and at the end of each day, staff members review the daily roster to verify/record the accurate departure of each student. After making contact with staff and prior to departing, children are signed out by their parent, guardian, or other parent approved individual. Any person unknown to Kidsborough staff, must present photo identification, to be compared with the release list provided by the parent(s) or guardian.

Kidsborough holds monthly practice evacuation drills. The drills are held at different times of the program day and utilize all exits. Kidsborough has a written protocol for all aspects of the evacuation drills. Any deficiencies are addressed that evening, at the next staff meeting, and with the children as appropriate. Kidsborough also has written protocols for fire, natural disaster, gas leaks, loss of power or water, and other child-related emergencies. Additionally, we will work with a Canton Police School Safety Officer to develop/implement an Emergency Management Protocol to address unexpected emergency situations in the before and after-school setting. Likewise, Kidsborough staff participate in the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) blended training course.

### **Health Care Policy**

Kidsborough has worked diligently in creating and refining its 10-page Health Care Policy (available upon request) that ensures the health and safety of every child in attendance. Our Health Care Policy addresses medication administration, health and medical referrals, individual health care plans, emergency health care and preparedness, child abuse and neglect, our injury prevention plan, illness exclusion policies, and our plan for infection control. Pediatrician, Dr. Angela Hunt, our Health Care Consultant, reviews our policies annually and provides sound advice on addressing the needs of our students. All Kidsborough staff members are First Aid certified and trained in Medication Administration, USDA Nutritional Guidelines and Food Choking Hazards. Staff aged 18 and older are CPR certified. The following are symptoms requiring a child to remain home or be picked up from Kidsborough:

- Vomiting, diarrhea
- Fever over 100° (Temperatures will be taken using a digital thermometer either aurally (ear) with single use cover or axillary (under the arm))
- Rash, especially with fever or itching
- Open or oozing sores
- Signs of severe earache, headache, or sore throat
- Signs of extreme or unusual irritability, discomfort, confusion or fatigue
- Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment
- Lice or scabies
- Serious injury not requiring 911 call

### **Nutritious Snacks**

After school the children are served a nutritious snack and beverage following their arrival at Kidsborough. Our list of nutritious snacks includes foods such as: fresh fruit and vegetables, whole grain bread and crackers, 100% juices, applesauce, cheese, cottage cheese, yogurt, milk, trail mix, cereals and baked chips. Children with allergies or dietary restrictions are welcome to provide their own afternoon snack after making arrangements with the Site Coordinator. Snacks are stored, prepared and presented in a manner that ensures a safe, hygienic eating experience. Eating areas are sanitized before and after each meal. All staff are trained in the ServSafe Food Handler Program. The Site Coordinator is trained in the ServSafe Massachusetts Allergen Program.

### **Initial Parent Communication**

Kidsborough will continue the recruitment process immediately following the contract award. We will recruit new families by sending home a small tri-fold brochure (or an email via the virtual backpack) which outlines our program. In addition, Kidsborough will communicate with parents through the school (V(P).) in ways as directed. We will also host “Open House” events as needed, so that new Luce families have the opportunity to meet the owner and staff, hear about our programming, ask questions and register for the 2019-2020 school year. When school is out of session, we will remain available by phone or email and will continue to register students throughout the summer, meeting families at our Medfield location. Kidsborough will coordinate permission for the above recruitment activities with Principal Peter.

As is practice, each new family will be provided the opportunity to meet with the Site Coordinator and visit one of our programs prior to enrolling. The Site Coordinator will encourage a program orientation meeting as an opportunity for the parents and child to meet the Kidsborough staff, become familiar with the program plan, and ask any pertinent questions prior to enrollment. The Site Coordinator will seek information about each child’s and family’s interests and needs such that Kidsborough may attempt to meet those needs on an individualized basis. This is an ideal time for parents to share information about any other therapeutic, educational, social and/or support services received by the child, and may include the child’s developmental history to date. This information is essential to Kidsborough staff so that we may support transitions and coordinate with services being offered by other providers.

### **On-going Parent Communication**

As previously stated, one of our key objectives is to create positive, dynamic relationships with our Kidsborough families and the Luce school community. This is achieved through open communication that is encouraged, considerate and responsive. We strive to touch base with every parent, every day and encourage parents to provide input into the development of programs and policies. All parental input is considered and reviewed by the Site Coordinator and Program Administrator, and discussed with appropriate staff for implementation consideration. Daily communications range from a simple greeting to a private sit-down meeting. Kidsborough will utilize the following tools to ensure on-going parent communications:

- Kidsborough maintains a parent binder that includes the daily schedule, current snack menu, house copies of the parent handbook and health care policy, blank forms, resources and other helpful information.
- The Site Coordinator will keep parents aware of important news and upcoming events through our monthly parent newsletter “Kidsborough Knews.”
- Important reminders and emergency notices are sent via email.
- Each site utilizes an Instagram account so that parents can share in the fun of their child’s Kidsborough experience.
- Kidsborough uses a large, upright whiteboard as a Parent Communication Board, and small portable, upright displays to draw attention to announcements.

To facilitate communications with all Luce families, Kidsborough will actively recruit and hire bilingual staff, and publish all documents in Spanish and/or Portuguese as needed.

### **Student Progress Reports**

Kidsborough provides a written progress report for each child midway through the school year. Parents of children with identified special needs receive progress reports every three months. Progress reports are based on observations and documentation of the child's progress in a range of activities over time and may include samples of the child's work. All Kidsborough staff, outside specialists and consultants working with the child at Kidsborough will be offered an opportunity to contribute to the report. The progress report will address the child's growth and development within the parameters of Kidsborough's program objectives. Finally, the progress reports will be used to adapt the program to the child's individual strengths, interests, and needs; to maintain on-going communication with the child's family; and, with parental consent, to facilitate the child's transition to other programs and/or services as may be appropriate.

### **Luce Communication**

Our collaborative relationship with the Luce school community is essential to our success as the school-age care provider. Kidsborough will continue to seek positive communicative relationships with the Luce teaching and administrative staff, and the new school principal. Likewise, as the after-school provider, we will act as a bridge between school and home, improving support and communications whenever possible. With parent permission, Kidsborough will continue to be available to school staff in order to share information, ideas and strategies about the children in our care. We are always open to hearing how we can best support our students academically, socially and emotionally. Kidsborough will touch base with school administrators at least monthly, send program updates as needed and attend meetings that school staff deem beneficial.

### **Evaluation of Quality and Effectiveness**

In order to obtain meaningful feedback from parents, school administrators, and our students, Kidsborough conducts an annual customer service survey during the month of May. We seek evaluation in the areas of academic support, communication, program offerings, staff interactions and the effectiveness of our health and safety practices. Survey results are used to make program modifications and improvements. Kidsborough also uses the evaluation resources available through its memberships in BOSTNet on a local level and the National After School Association. Similarly, we are in the midst of a self-assessment as outlined by the Level 2 Quality Rating and Improvement System administered by the EEC. As previously stated, we will check-in with the new Luce principal regularly to confirm that his or her expectations are being met.

### **V(I) and V(J) Cabinets/Phone see V(F)**

### **V(K)-V(L) Background Record Checks**

In addition to our existing EEC approved Background Record Check Policy, Kidsborough accepts and will put into practice the requirements defined in V(K) and V(L).

### **V(M) Prep/Clean-up see V(F)**

### **V(N) and V(O) Accounting see V(D)**

### **V(P) Parent Communication see V(H)**

## **V(Q) Behavior Management Policy**

It is important for our students to understand that although their school day has ended and they are in the care of Kidsborough, they remain in and are citizens of Luce Elementary. Each year, with a little guidance from our staff, the children participate in preparing the "Kidsborough Rules." During this process, we always ask, "What is the school rule?" such that we guide the students to use the school rules and core values as the basis for the Kidsborough rules. Likewise, we guide the rules toward our objective of supporting children in their social and emotional growth by creating an environment of inclusion, safety and respect for all. On occasions when the Kidsborough rule is viewed as "more strict" than the school rule, we simply remind the children that after school hours, we are guests in the building.

Kidsborough uses behavior management in a consistent, reasonable and appropriate way based on an understanding of the child's needs and stage of development. We have had tremendous success with our approach and the reason is very simple - at the heart of everything we do is respect. Respect for teachers, respect for students, respect for peers, respect for property, and most importantly respect for self.

Moving toward the goal of respect is the use of choice as the behavior management technique. We are always good citizens of Kidsborough, but sometimes we make inappropriate choices. When an inappropriate choice occurs, an opportunity for reflection arises. A teacher and the student take the time to discuss the choice that was made and evaluate other potential choices (outcomes) that would have been more effective in that given situation. Likewise, we are always looking to recognize and compliment good choices, acknowledging the growth in the child, as well as, their contribution to the community.

On occasion, a student will lack the skill set to navigate through challenging behaviors. Our staff work closely and consistently to help children identify the triggers for these behaviors, develop individual tools to help avoid reoccurring themes and to feel good about the self-regulating steps they are taking to improve their choices.

### **Behavior Specialist**

Over the last several years, Kidsborough has observed an increase in both the number of children in need of behavioral support and those with diagnosed special needs. Last spring, Kidsborough hired a full-time Behavior Specialist to support our families and staff. Her primary goal is to work with parents and (with permission) school personnel including classroom teachers, BCBAs, school psychologists and ABA 1:1 aides to create tailored programs that meet the unique needs of each of these students. Her collaborative nature and 20 years of experience in the Special Education field have proven instrumental in our ability to better serve all of our students. Likewise, our staff are benefitting from the targeted support and specialized training programs. We plan to expand our behavioral staff over the next few years.

## **V(R) Building Use see V(F)**

## **V(S) Accounting see V(D)**

## **V(T) Indemnification**

Upon contract award, Kidsborough will provide the indemnification as listed in V(T).

### **III.B.8 REQUIRED DOCUMENTS/STATEMENTS**

**IX. PLEASE RETURN THIS ENTIRE PACKAGE (Pages 21 to 32)**

**This Form and All Accompanying Bid Documents Must Be Typed or Legibly Printed.**

Please Print:

Christeen Rohwer President/Owner  
Agent Submitting Bid (Full name) Title  
Four Rohwers Inc. DBA Kidsborough ( 508 ) 577-0721 ( )  
Company Phone(s)  
Mailing: P.O. Box 94, Southborough Massachusetts 01772  
Street State Zip  
8:00 a.m. to 6:00 p.m. Monday - Friday ( 508 ) 435-0032  
Office Hours Days Fax  
*Christeen Rohwer* March 1, 2019  
Agent's Signature Date

.....

**Acknowledgement of Addendum (If Any)**

Number	Date	Initials
<u>1</u>	<u>02/22/19</u>	<u>CR</u>
<u>      </u>	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>

**Return One (4) Copies of This Package and Retain One (1) For Your Files**

## X. STATE TAX CERTIFICATION FORM

All providers of goods or services to any agency of the Commonwealth of Massachusetts or of any subdivisions shall be required to attest that he/she is in compliance with all the laws of the Commonwealth of Massachusetts. The form of attestation shall also provide space for the provider to furnish his/her:

1. Social Security Number or;
2. Federal Identification Number

It should be noted that submission of a Social Security Number or Federal Identification Number is purely voluntary.

The attestation shall be in the following form:

*"Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, the bidder has filed all state tax returns and paid all state taxes required under law."*

### PLEASE PRINT

Four Rohwers Inc. DBA Kidsborough

Individual or Corporate Name of Bidder

Mailing: P.O. Box 94

Street

Southborough

City

Massachusetts

State

01772

Zip

Four Rohwers Inc. DBA Kidsborough *has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

*Christeen Rohwer*

President/Owner

Signature and Title of Person Making Certification

04-3458390

Social Security Number or Federal Identification Number

## XI. CERTIFICATE OF NON-COLLUSION FORM

The undersigned certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

### PLEASE PRINT

Christeen Rohwer

\_\_\_\_\_  
Name of Person Signing Bid or Proposal

Four Rohwers Inc. DBA Kidsborough

\_\_\_\_\_  
Name of Company or Business

*Christeen Rohwer*  
\_\_\_\_\_  
Signature

March 1, 2019

\_\_\_\_\_  
Date

**XII. AFFIDAVIT  
of  
CLERK OF CORPORATION VENDOR**

I, Christeen Rohwer, certify as follows:  
(print full name)

I am the Clerk of Four Rohwers Inc. DBA Kidsborough  
(print exact name of corporation)

which is duly authorized and incorporated under the laws of Massachusetts  
(state of incorporation)

That the names and addresses and title of the officers of the above named corporation are as follows:

Christeen Rohwer

President

Vice-President

41 Woodland Road

Address

Address

Southborough, MA 01772

City

Zip

City

Zip

Kim Rohwer

Treasurer

Resident Agent

That the above named corporation was incorporated on 02/11/1999.

The Federal tax identification number of said corporation is: 04-3458390.

That the above named corporation is in good standing with the Secretary of the Commonwealth or the  
Secretary of the State of \_\_\_\_\_ (state if incorporated under the laws of a foreign state.)

Signed under the pains and penalties of perjury this 1st day of March in the year of 2019.

Christeen Rohwer  
Clerk

### XIII. INSURANCE CERTIFICATE FORM

The Town shall be named as an additional insured on the Certificate on Insurance to be provided by the Contractor.

➤ **THE CONTRACTOR AGREES TO CARRY:**

All insurance shall be maintained with limits of liability not less than the following:

<u>Coverage</u>	<u>Limits</u>
Workers' Compensation	Statutory
Employers Liability*	\$ 500,000 each accident \$ 500,000 each employee - Disease \$ 500,000 policy limit - Disease
Commercial General Liability	\$ 3,000,000 general aggregate \$ 1,000,000 per occurrence \$ 1,000,000 aggregate, completed
Operations	\$ 1,000,000 personal injury
Automobile Liability	\$ 1,000,000 combined single limit
Umbrella Liability	\$ 5,000,000 per occurrence \$ 5,000,000 general aggregate

\*must provide coverage for claims alleging sexual abuse or molestation.

No cancellation, change, or revision in the insurance by the Insurer of Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is given to the Canton Public Schools, 960 Washington Street, Canton, MA 02021, at least thirty (30) days prior to the intended date of cancellation, change, or revision by mail, postage prepaid and evidenced by a return receipt, or if the insurance is canceled, the contract is null and void.

PLEASE ATTACH CERTIFICATE HERE



FOURROH-01

CAIMOLA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/15/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> The Corcoran & Havlin Insurance Group 287 Linden Street Wellesley, MA 02482	<b>CONTACT NAME:</b> Denise M. Donohue	
	<b>PHONE (A/C, No, Ext):</b> (781) 235-3100 271	<b>FAX (A/C, No):</b> (781) 235-1622
	<b>E-MAIL ADDRESS:</b> DDonohue@chInsurance.com	
<b>INSURED</b> Four Rohwers, Inc. DBA: Kidsborough P. O. Box 94 Southborough, MA 01772	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	
	<b>INSURER B:</b> Twin City Fire Insurance Company	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	
	<b>NAIC #</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK1910921	12/2/2018	12/2/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 PROF LIAB \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1910921	12/2/2018	12/2/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	08WECRI9633	12/16/2018	12/16/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Abuse & Molestation			PHPK1910921	12/2/2018	12/2/2019	Each Occurrence 100,000
A	Abuse & Molestation			PHPK1910921	12/2/2018	12/2/2019	Aggregate 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Canton Public Schools  
960 Washington St.  
Canton, MA 02021

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

#### XIV. SIMILAR CONTRACTS

Per IV.(C) Please use the list below as six (6) current references.

**The Bidder is required to include six (6) School Daycare Contracts under which it has performed work within the last six (6) years. The following must be included:**

#1. Robie Peter	Principal
Contact Name	Title
Dean S. Luce Elementary	781-821-5075
Company/Organization	Phone
45 Independence Street	Canton
Street	City
Massachusetts / 02021	Sept 2016 - June 2019
State/Zip	Dates of Contract
#2. Michele Schechter	Principal
Contact Name	Title
Dunning Elementary School	508-626-9155
Company/Organization	Phone
48 Frost Street	Framingham
Street	City
Massachusetts / 01701	Sept 2011 - June 2020
State/Zip	Dates of Contract
#3. Kalliope Pantazopoulos	Principal
Contact Name	Title
Kane Elementary School	508-460-3507
Company/Organization	Phone
520 Farm Road	Marlborough
Street	City
Massachusetts / 01752	Sept 2014 - June 2019
State/Zip	Dates of Contract

### SIMILAR CONTRACTS (continued)

#4. Lauren Dubeau Principal  
           Contact Name Title

Marathon Elementary School 508-497-9875  
           Company/Organization Phone

129 Hayden Rowe Street Hopkinton  
           Street City

Massachusetts / 01748 Sept 2018 - June 2021  
           State/Zip Dates of Contract

#5. Becky Janda Principal  
           Contact Name Title

Spaulding Memorial Elementary 978-597-0380  
           Company/Organization Phone

1 Whitcomb Street Townsend  
           Street City

Massachusetts / 01469 Sept 2017 - June 2022  
           State/Zip Dates of Contract

#6. Christine McMahon Principal  
           Contact Name Title

JFK Elementary 781-821-5080 ext. 5101  
           Company/Organization Phone

100 Dedham Street Canton  
           Street City

Massachusetts / 02021 Sept 2018 - June 2021  
           State/Zip Dates of Contract

**Philadelphia Insurance Companies**  
**Customer Loss Detail Report**



Template: Customer Loss Detail Report

Grouping:

Sorting:

Filtering:

# Philadelphia Insurance Companies

## Customer Loss Detail Report



Account 79199610 FOUR ROHWERS INC DBA KIDSBOROUGH

Product DY Day Care Pkg

Policy Number PHPK502193 12/02/2009 TO 12/02/2010

<u>Claim Number</u>	<u>Claimant/Driver Name</u>	<u>Loss Type</u>	<u>Status</u>	<u>Loss Date</u>	<u>Open</u>	<u>Closed</u>	<u>Total Loss Paid</u>	<u>Total Expense Paid</u>	<u>Subro/Sal Recovered</u>	<u>Rep</u>
---------------------	-----------------------------	------------------	---------------	------------------	-------------	---------------	------------------------	---------------------------	----------------------------	------------

Unknown Claimant

Total Number of Claims For Policy PHPK502193 0

Total Loss Paid:	0.00	Total Expense Paid:	0.00	Subro/Sal Recovered:	0.00
Total Loss Paid:	0.00	Total Expense Paid:	0.00		
Total Expense Paid:	0.00				
Salv/Subro Recovered:	0.00				
Loss Reserves:	0.00				
Expense Reserves:	0.00				
Total Incurred:	0.00				

2/19/2019 8:23 AM

# Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 FOUR ROHWERS INC DBA KIDSBOROUGH

Product DY Day Care Pkg

Policy Number PHPK647146 12/02/2010 TO 12/02/2011

Claim Number	Claimant/Driver Name	Loss Type	Status	Loss Date	Open	Closed	Total Loss Paid	Total Expense Paid	Subro/Sal Recovered Rep
	Unknown Claimant						0.00	0.00	0.00

Total Number of Claims For Policy PHPK647146 0

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

## Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 FOUR ROHWERS INC DBA KIDSBOROUGH  
Product DY Day Care Pkg  
Policy Number PHPK790989 12/02/2011 TO 12/02/2012

Claim Number PHIDY12050637544  
Claimant/Driver Name FOUR ROHWERS INC DBA KIDSBOROUGH  
Loss Type Allied Lines Contents - Water Damag

Status CL Loss Date 05/31/2012 Open 05/31/2012 Closed 08/17/2012  
Total Loss Paid 6,376.56 Total Expense Paid 698.00 Subro/Sal Recovered Rep 0.00 Grabauskas

Total Loss Paid: 6,376.56  
Total Expense Paid: 698.00  
Salv/Subro Recovered: 0.00  
Loss Reserves: 0.00  
Expense Reserves: 0.00  
Total Incurred: 7,074.56

2/19/2019 8:23 AM

# Philadelphia Insurance Companies

## Customer Loss Detail Report



Account 79199610 FOUR ROHWERS INC DBA KIDSBOROUGH

Product DY Day Care Pkg

Policy Number PHPK951783 12/02/2012 TO 12/02/2013

Claim Number Claimant/Driver Name Loss Type  
Unknown Claimant

Total Number of Claims For Policy PHPK951783 0

Status Loss Date Open Closed Total Loss Paid Total Expense Paid Subro/Sal  
Recovered Rep

0.00

0.00

0.00

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

2/19/2019 8:23 AM

# Philadelphia Insurance Companies

## Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc. dba Kidsborough

Product DY Day Care Pkg

Policy Number PHPK1101750 12/02/2013 TO 12/02/2014

Claim Number	Claimant/Driver Name	Loss Type	Status	Loss Date	Open	Closed	Total Loss Paid	Total Expense Paid	Subro/Sal Recovered Rep
	Unknown Claimant						0.00	0.00	0.00

Total Number of Claims For Policy PHPK1101750 0

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

2/19/2019 8:23 AM

# Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc. dba Ktdsborough

Product DY Day Care Pkg

Policy Number PHPK1248347 12/02/2014 TO 12/02/2015

Claim Number	Claimant/Driver Name	Loss Type	Status	Loss Date	Open	Closed	Total Loss Paid	Total Expense Paid	Subro/Sal Recovered Rep
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Total Number of Claims For Policy PHPK1248347 0

Total Loss Paid:	0.00
Total Expense Paid:	0.00
Salv/Subro Recovered:	0.00
Loss Reserves:	0.00
Expense Reserves:	0.00
Total Incurred:	0.00

2/19/2019 8:23 AM

# Philadelphia Insurance Companies

## Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc.

Product DY Day Care Pkg

Policy Number PHPK1427609 12/02/2015 TO 12/02/2016

Claim Number Claimant/Driver Name Loss Type

Unknown Claimant

Total Number of Claims For Policy PHPK1427609 0

Status Loss Date Open

Closed

Total Loss Paid

0.00

Total Expense Paid

0.00

Subro/Sal  
Recovered Rep

0.00

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

2/19/2019 8:23 AM

# Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc. dba Kidsborough  
Product DY Day Care Pkg

Policy Number PHPK1563786 12/02/2016 TO 12/02/2017

Claim Number Claimant/Driver Name Loss Type

Unknown Claimant

Total Number of Claims For Policy PHPK1563786 0

Status Loss Date

Open

Closed

Total Loss Paid

0.00

Total Expense Paid

0.00

Subro/Sal  
Recovered Rep

0.00

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

# Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc. dba Kidsborough

Product DY Day Care Pkg

Policy Number PHPK1726100 12/02/2017 TO 12/02/2018

Claim Number Claimant/Driver Name Loss Type  
Unknown Claimant

Total Number of Claims For Policy PHPK1726100 0

Status Loss Date Open Closed Total Loss Paid Total Expense Paid Subro/Sal  
0.00 0.00 Recovered Rep

Total Loss Paid: 0.00  
Total Expense Paid: 0.00  
Salv/Subro Recovered: 0.00  
Loss Reserves: 0.00  
Expense Reserves: 0.00  
Total Incurred: 0.00

## Philadelphia Insurance Companies Customer Loss Detail Report



Account 79199610 Four Rohwers, Inc. dba Kidsborough

Product DY Day Care Pkg

Policy Number PHPK1910921 12/02/2018 TO 12/02/2019

Claim Number	Claimant/Driver Name	Loss Type	Status	Loss Date	Open	Closed	Total Loss Paid	Total Expense Paid	Subro/Sal Recovered Rep
--------------	----------------------	-----------	--------	-----------	------	--------	-----------------	--------------------	----------------------------

Unknown Claimant

0.00

0.00

0.00

Total Number of Claims For Policy PHPK1910921 0

Total Loss Paid: 0.00

Total Expense Paid: 0.00

Salv/Subro Recovered: 0.00

Loss Reserves: 0.00

Expense Reserves: 0.00

Total Incurred: 0.00

Total Claims For Product DY 1

**Philadelphia Insurance Companies**  
**Customer Loss Detail Report**



**GRAND TOTALS**

Account 79199610  
Total Claims For Account

1

Total Loss Paid: 6,376.56  
Total Expense Paid: 698.00  
Salv/Subro Recovered: 0.00  
Loss Reserves: 0.00  
Expense Reserves: 0.00  
Total Incurred: 7,074.56

## XV. CORPORATE AUTHORITY

I, Christeen Rohwer, certify as follows:  
(print full name)

I am the Clerk of Four Rohwers Inc. DBA Kidsborough.  
(print exact name of corporation)

which is duly authorized and incorporated and in good standing with the Secretary of the Commonwealth  
or the Secretary of the State of under the laws of Massachusetts.  
(state of incorporation)

That the names and addresses and title of the officers of the above named corporation are as follows:

<u>Christeen Rohwer</u>	
President	Vice-President

<u>41 Woodland Road</u>	
Address	Address

<u>Southborough, MA 01772</u>			
City	Zip	City	Zip

<u>Kim Rohwer</u>	
Treasurer	Resident Agent

That the above named corporation was incorporated on 02/11/1999.

The Federal tax identification number of said corporation is: 04-3458390.

Signed under the pains and penalties of perjury this 1st day of March in the year of 2019.

Christeen Rohwer  
Clerk

## XVI. LITIGATION HISTORY

All submission must include the following information:

1. Identify any judgments, outstanding claims, arbitration proceedings, and lawsuits pending against the offeror, or its officer or directors;
2. Identify any lawsuits or arbitrations involving the offeror within the past five(5) years that relate to contracts or projects for services comparable to those contemplated in this RFP were performed and indicate the current status of any litigation involving those transactions;
3. State whether, within the past five(5) years, the offeror has defaulted, terminates (either for fault or convenience), or has had any liquidated damages or other contractual penalties assessed against it, and so, describe the circumstances in detail;
4. List and provide a complete and accurate description of any all criminal convictions against the offeror and/or any individual member of the offeror's team during the past ten (10) years related to the injury or death of any employee or contact worker;

List and provide a complete and accurate description of all proceedings brought within the past five (5) years, against the offeror or any owner or partial owner of the offeror, or any person in any way associated with or employed by the firm, to debar, suspend, disqualify or otherwise preclude the offeror from bidding or offering a proposal on contracts with any municipality or any agency or department of the Commonwealth of Massachusetts, or states, or the Federal Government.

None of the above are applicable to Four Rohwers Inc. DBA Kidsborough as none of the above have ever occurred.

Christen Rohwer  
Signed

2/28/19  
Date



Kidsborough  
34 Hayden Rowe  
Hopkinton, MA 01748  
(508) 577-0721

---

March 1, 2019

Canton Public Schools  
960 Washington Street  
Canton, MA 02021

RE: RFP for Before and After School Child Care at Dean S. Luce Elementary  
III.B.8 Required Documents: Litigation History  
XIX. Submission Checklist: Required Documents: Pending Litigation

To Whom It May Concern:

We attest to having no judicial or administrative proceeding relating to the procurement or performance of any child care contract instituted or concluded adversely against Four Rohwers Inc. DBA Kidsborough within the last three (3) years, or ever for that matter.

Sincerely,

Christeen Rohwer  
Owner/President

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## **XVII. FINANCIAL STATEMENTS**

**Contractor** shall include the most recent company financial statement, including balance sheet, income statement and statement of cash flow, and a list of bank and accounting references, or such other information that the Town of Canton deems satisfactory evidence of Bidders stability and ability to provide the required services throughout the term of the project.

Our CPA:  
Ed Sipowicz  
Vaillette & Sipowicz, LLC  
386 West Main Street, Suite 9  
Northborough, MA 01532  
508-393-9837

Our Bank:  
Bank of America  
Jason Stone  
Vice President  
jstone3@bankofamerica.com  
508-745-1356

Four Rohwers Inc.  
DBA Kidsborough  
Profit and Loss Statement  
December 31, 2018

<b>Sales</b>	<b>\$3,291,542</b>
<b>Expenses</b>	
Payroll	\$1,750,140
Taxes/Licenses	\$174,580
Health Benefits	\$31,134
401K Match/ProfitShare	\$120,353
Accounting/Legal	\$11,102
Advertising	\$11,163
Auto (Mileage)	\$0
Equipment	\$33,844
Insurance	\$5,355
Interest	\$0
Meals/Ent/Training	\$23,770
Office	\$118,718
Professional Development	\$5,134
Rent	\$305,704
Repairs/Maint	\$8,626
Supplies	\$179,373
Transportation	\$16,301
Travel	\$6,769
Utilities	\$26,231
<b>Total</b>	<b>\$2,828,297</b>
<b>Profit (Loss)</b>	<b>\$463,245</b>

Four Rohwers Inc.  
DBA Kidsborough  
Balance Sheet  
December 31, 2018

<b>Assets</b>		
Cash		\$576,266
Buildings and other assets	\$552,459	
Less: Accumulated depreciation	-\$505,309	\$47,150
Intangible assets	\$874	
Less: Accumulated amortization	-\$874	
Other assets		\$2,191
Total Assets		\$625,607
<b>Liabilities and Equity</b>		
Current liabilities		\$36,174
Loans from shareholders		\$0
Other liabilities		\$0
Capital stock		\$1,000
Retained earnings		\$588,433
Total Liabilities and Equity		\$625,607

Four Rohwers Inc.  
DBA Kidsborough  
6 Month Cashflow  
Sept 2019 -Feb 2020

	9/1/19	10/1/19	11/1/19	12/1/19	1/1/20	2/1/20
Beginning Cash	\$300,000	\$363,572	\$433,023	\$503,086	\$544,314	\$613,472
Deposits-Monthly	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000	\$360,000
Deposits-Non-School	\$10,000	\$7,500	\$7,500	\$10,000	\$7,500	\$15,000
Total:	\$370,000	\$367,500	\$367,500	\$370,000	\$367,500	\$375,000
Expenses						
Rent						
Medfield	\$2,905	\$2,905	\$5,325	\$2,905	\$2,905	\$5,325
Hopkinton	\$15,918	\$15,918	\$15,918	\$15,918	\$15,918	\$15,918
Mboro	\$9,170	\$9,170	\$9,170	\$9,170	\$9,170	\$9,170
Canton				\$16,000		
North Middlesex				\$7,500		
Framingham	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150	\$6,150
Payroll	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Payroll Taxes	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000
Health Connector	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
401K Match	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200
Profit Sharing (March)	\$0		\$0	\$0	\$0	\$0
ADP -Payroll/401K fees	\$900	\$900	\$900	\$900	\$900	\$900
Advertising	\$500	\$500	\$500	\$500	\$500	\$500
Alpha Cleaning	\$550	\$550	\$550	\$550	\$550	\$550
Amex (Supplies/Office)	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Auto	\$990	\$990	\$990	\$990	\$990	\$990
Bucciero Property Management	\$300	\$200	\$100	\$200	\$500	\$500
Columbia Gas	\$35	\$46	\$114	\$289	\$539	\$500
Constractors	\$2,000	\$0	\$2,000	\$500	\$2,000	\$2,000
Equipment	\$5,000	\$5,000	\$0	\$0	\$0	\$0
Eversource - Hop (023)	\$400	\$400	\$400	\$400	\$400	\$400
Eversource - Hop elect(30)	\$400	\$400	\$400	\$400	\$400	\$400
Eversource - Hop gas(38)	\$150	\$150	\$150	\$150	\$150	\$150
Eversource - Medfield elect	\$150	\$150	\$150	\$150	\$150	\$150
Eversource - Fram	\$400	\$400	\$400	\$400	\$400	\$400
F&W Pest	\$150	\$150	\$150	\$150	\$150	\$150
Field Trips/Transportation	\$2,000	\$720	\$720	\$2,000	\$720	\$2,000
Insurance G/L & Property	\$2,158			\$7,000	\$2,500	\$2,500
Insurance/Worker's Comp	\$2,792	\$0	\$0	\$3,200		
Softerware	\$860	\$860	\$860	\$860	\$860	\$860
Vanguard/Fab Floors	\$560	\$560	\$560	\$560	\$560	\$560
Verizon Wireless	\$380	\$320	\$320	\$320	\$320	\$320
Verizon Wireless - Mboro	\$210	\$210	\$210	\$210	\$210	\$210
Total Expenses:	\$306,428	\$298,049	\$297,437	\$328,772	\$298,342	\$302,003
Net Flow	\$63,572	\$69,451	\$70,063	\$41,228	\$69,158	\$72,997
Ending Cash	\$363,572	\$433,023	\$503,086	\$544,314	\$613,472	\$686,469

## **XVIII. RELEASE OF LIABILITY AND INDEMNIFICATION FORM**

I/We Four Rohwers Inc. DBA Kidsborough expressly agree to defend, indemnify and hold harmless from, and waive against, the Town of Canton, the Canton Public Schools and their employees, agents and assigns, any and all claims for injury to person or property, death, medical expenses, loss of services, loss of consortium or any other claims that may occur as a result of Before and After School Child Care services.

I/We have read and understand this Form and sign it voluntarily with full knowledge of its significance.

Signed this 1st day of March, 2019.

Christen Rohwer

Service Provider

**XIX. SUBMISSION CHECKLIST**  
**Request for Proposals**  
**Before and After School Child Care**

**THE FOLLOWING MUST BE SUBMITTED WITH THE RFP**

Cover Letter	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Summary: program philosophy, description staff training, health & safety	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Procedures, procedures for release of children, emergency procedures, policies for discipline & drug testing, parent communications, staff-to-child ratios	
Bidder's Qualifications/References	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Personnel & Resume Synopsis, Licensure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Description of Organization	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Approach to Tasks Outlined in Work Statement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Required Documents:	
State Tax Certification Form	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Non-Collusion/Tax Compliance	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Affidavit Sheet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Certificate or Proof of Insurability	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
List of Similar Contracts for Last Six Years	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Copy of Accident Record for the Past Five (5) Years	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Pending Litigation – Every Bidder Shall Provide a List of Every Judicial or Administrative Proceeding Relating to the Procurement or Performance of Any Child Care Contract Instituted or Concluded Adversely Against the Bidder's Company or Any Subsidiary of the Company Within the Last Three (3) Years. If None, the Bidder Will Attest to This on Company Letterhead	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Audited Financial Statements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Release of Liability & Indemnification	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost Proposal/Acknowledgement of Addendum (to be submitted under separate cover)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Date: March 1, 2019

Submitted By: Christian Rohrer

# APPENDIX

RESUMES AND JOB DESCRIPTIONS

FINANCIAL AID DOCUMENTS

KIDSBOROUGH CURRICULUM SAMPLE

EEC LICENSE/LETTER OF GOOD STANDING

WOMAN-OWNED BUSINESS CERTIFICATE

# Christeen Rohwer

41 Woodland Road, Southborough, MA 01772  
Phone: 508-577-0721 Fax: 508-435-0032 E-Mail: fourrohwers@kidsborough.com

## Experience

**Four Rohwers Inc. DBA Kidsborough**  
Southborough, MA 01772

Jan 2000 - Present

President/Program Administrator

Oversee all aspects of multi-site School-Age Child Care Program, including:

- *Accounting (A/R, A/P and Payroll)*
- *Marketing (direct mail and advertising)*
- *Human Resources (assist with hiring)*
- *New Business (School RFPs and New Sites)*
- *Management of site and employee related issues*

**Rancho Santiago Community College (Business and Entrepreneurship Center)** 1996 - 1998  
Santa Ana, CA

Director

- *Managed all aspects of 10-week Entrepreneurial Course offered to recently laid-off executives*
- *Developed curriculum, hired instructors, recruited new students*

**Inland Empire Small Business Development Center (SBDC)**  
Riverside, CA

1993 - 1996

Assistant Director

- *Helped Manage the SBDC with the largest geographic territory in the United States*
- *Provided small business consulting services to local businesses in the areas of management, marketing, accounting, finance, human resources, import/export and government procurement*
- *Supervised staff of 10*
- *Prepared monthly progress reports to local economic development corporations*

## Education

**Masters Business Administration**  
University of Redlands, California

June 1998

**Bachelors - Business Administration**  
Emphasis - Small Business Management  
California State University, Fullerton

January 1991

## Laura J. Alimayu, MEd

Townsend, MA 01469 • (978) 606-8404 • lalimayu@gmail.com

### Education

Framingham State University– Framingham, MA  
Master of Education  
Concentration in Nutrition Education  
January 2014

University of Connecticut– Storrs, CT  
Bachelor of Science, Nutritional Sciences  
Didactic Program in Dietetics  
December 2009

### Certifications

- Adult and Pediatric First Aid/CPR/AED, American Red Cross, April 2017
- ServSafe Food Protection Manager, American National Standards Institute, June 2017

### Professional Experience

#### Interim Program Supervisor

*University of Massachusetts Extension Nutrition Education Program, Worcester, MA* October 2015- October 2016

- Developed, managed and implemented the federally funded Expanded Food and Nutrition Education Program (EFNEP) and Supplemental Nutrition Assistance Program Education (SNAP-ED) program in the Central region of Massachusetts.
- Developed and managed both the EFNEP and SNAP-ED budgets. Developed annual SNAP-ED plan for unit and submitted program reports.
- Worked with over 30 community agencies and collaborators in developing program objectives, designing delivery methods, choosing program materials, and implementing evaluation procedures.
- Coordinated seven nutrition education staff, including determining need for staff, preparing job descriptions, hiring and training staff. Supervised and evaluated clerical and nutrition education staff. Oversaw teaching methods and reviewed educational materials to ensure high quality programs.
- Conducted regular staff meetings, in-service training, and performance appraisals with all NEP staff.
- Represented UMass Extension in Central Massachusetts and at the state level in matters of Extension policy and procedure, and in areas of nutrition, health promotion, and disease prevention.

#### Nutrition Educator

*University of Massachusetts Extension Nutrition Education Program, Worcester, MA* March 2014-Current

- Works effectively in a team setting in developing, conducting, and evaluating educational workshops and training sessions designed to support behavior change for the Supplemental Nutrition Assistance Program Education (SNAP-Ed) in Worcester and surrounding communities.
- Uses knowledge and ability to implement nutrition education theories and practices to diverse audiences of youth and adults eligible for the Supplemental Nutrition Assistance Program (SNAP).
- Uses interpersonal and group process skills to communicate, collaborate and network with a variety of organizations to develop programming focused on a common goal at assigned program sites. Present nutrition education programs and workshops in collaboration with community organizations.
- Maintains a diverse schedule of local and regional activity.
- Proficiently uses word processing, spreadsheet software, presentation preparation, data entry and report preparation as well as electronic communication. Collects data for required plans and reports.

#### Paid Student Intern, Credit Student, and Volunteer

*Husky Reads/Husky Nutrition, Center for Public Health and Health Policy, Storrs, CT* Jan-May 2007, 2008, Aug-Dec 2007, 2009  
May 2009-August 2009

- Designed nutrition lesson plans based on knowledge of public health needs and taught coworkers to present the lessons effectively in the community. Served as a reference for economically challenged families by providing answers to nutrition and public health questions.
- Implemented nutrition lessons for economically challenged, inner-city children and families, integrating group reading, cooking demonstrations, group discussion, and activities into each lesson.
- Assumed multiple roles in a team environment in order to accomplish daily tasks efficiently and adhere to a schedule of 3-5 site visits per day.

## Jennifer Koerten

149 West St. Apt. #2 Gardner, MA 01440  
jen.koerten@gmail.com • 978-287-5533

**Objective:** To obtain a position in which I can help children to further their education outside of the classroom. This position will foster creativity and personal growth for the children through engaging activities.

### Relevant Skill Set

- Advanced experience with classroom/large group management
- Budget development
- Staff management skills
- Curriculum and lesson planning experience
- Classroom community development
- Proficiency with Microsoft Office Suite

### Professional Experience:

*Teamworks Acton (April 2012 - Present)*

Camp Director/Associate Teamworks Social Director/Office Manager

- Increased summer camp revenue by nearly seventy five percent in 6 summers
- Created summer camp/social event brochures and additional marketing materials for each season of camps/ social events
- Improved overall enrollment of both summer camp and vacation programs
- Developed and implemented a variety of new and successful summer camp programs and social events
- Hired, trained, managed, and mentored a staff of 50 camp counselors ranging from high school to college aged individuals
- Increased adherence to Massachusetts Recreational Camping Regulations through the development and improvement of written camp policies and procedures
- Planned and executed daily and weekly theme events for camp
- Planned and executed various social events such as paint nights, corn hole tournaments, and 5Ks
- Developed positive relationships with customers, including parents of campers, to help increase the feeling of community at Teamworks
- Created and remained within an annual camp budget

*Douglas High School (November 2011 - April 2012)*

Paraprofessional

- Adhered to the Individualized Education Plans of special needs students to assist them in reaching their full potential
- Developed positive relationships with the each student
- Developed fun and engaging activities to help students learn

*South Middlesex Opportunity Council (June 2010 - April 2011)*

After School and Preschool Group Leader

- Planned and implemented engaging activities and lessons for preschool and school aged children to participate in (i.e. Yoga, arts n' crafts projects, multicultural lessons, etc.)
- Supervised students on weekly field trips
- Developed positive relationships with both the students and parents within the program
- Basic classroom management

## Education

*Westfield State University (September 2006 - May 2010)*

- Bachelor's of science in elementary education and liberal studies with a concentration in psychology
- GPA: 3.89

*University of Massachusetts at Amherst (June 2014 to May 2016)*

- Certificate in meeting and event management
- GPA: 4.0

## Certifications

- Elementary Education License for grades 1 through 6 (Acquired May 2010)
- First aid and CPR certification (Acquired June 2017)

**FOUR ROHWERS INC. (DBA KIDSBOROUGH)**

34 HAYDEN ROWE STREET

HOPKINTON, MA 01748

WWW.KIDSBOROUGH.COM

**JOB DESCRIPTION****General Job Title:** Site Coordinator**Original Date:** December 1999**Revised Date:** September 2014

**Basic Function and Scope of Responsibilities:** Manage site specific issues including but not limited to: staff supervision (including scheduling, staff meetings and performance reviews), parent communications, child-related record management, purchasing and inventory management (including office supplies, project materials and food items), curriculum development, planning, prepare marketing materials, public relations, mailings, site safety (including required annual inspections and evacuation drills), general building management, assure compliance with EEC regulations, day-to-day operation of site.

**Education Requirements:** Check the minimum level of formal education that is required to perform this job satisfactorily. Refer to "Summary of Qualifications for School Age Programs."

- |  |  |
|--|--|
| <input type="checkbox"/> High School Diploma or GED                    | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses     | <input type="checkbox"/> Master's Degree   |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree   |

**Training Requirements:**

1. Must maintain Child First Aid Certificate
2. Must maintain Child CPR Certificate
3. Attend 20 hours of in-service training per year
4. ServSafe Food
5. ALICE

**Health/Employment Requirements:**

1. Evidence of physical examination within one year of employment. Exam shall be valid for two years from the date of exam and shall be repeated every two years thereafter.
2. Evidence of immunity to measles, mumps and rubella
3. Statement of physical limitations in working with children, if applicable
4. Annual Registration with the Department of Early Education and Care
5. Copy of most recent transcript, diploma or degree
6. Must attend 2 hours of staff meetings each month

**Approved by (HR):****Salary Range (HR):**

\$45,000-\$58,000

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Four Rohwers Inc. (DBA Kidsborough), reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

**FOUR ROHWERS INC. (DBA KIDSBOROUGH)**

34 HAYDEN ROWE STREET

HOPKINTON, MA 01748

WWW.KIDSBOROUGH.COM

**JOB DESCRIPTION****General Job Title:** Group Leader**Original Date:** December 1999**Revised Date:** September 2016

**Basic Function and Scope of Responsibilities:** Lead children in activities that include but are not limited to: homework help, arts and crafts, cooking, outside play, games, reading and computer lab. Communicate with parents regarding child's accomplishments, activities and general behavior. Prepare project curriculum, including club activities. Prepare daily snacks. Perform assigned daily cleaning. Maintain site safety by discarding dangerous objects (i.e. broken toys) and supervising children in safe play. Assist children as needed with social/emotional dynamics. Directly supervise assistant group leader.

**Education Requirements:** Check the minimum level of formal education that is required to perform this job satisfactorily. Refer to "Summary of Qualifications for School Age Programs."

- |  |  |
|--|--|
| <input type="checkbox"/> High School Diploma or GED                    | <input type="checkbox"/> Bachelor's Degree (preferred) |
| <input type="checkbox"/> Vocational School or some college courses     | <input type="checkbox"/> Master's Degree               |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree               |

**Training Requirements:**

1. Must maintain Child First Aid Certificate
2. Must maintain Child CPR Certificate
3. Attend 5-20 hours of in-service training per year, including an Orientation to Early Education and Care
4. ServSafe Food Handler

**Health/Employment Requirements:**

1. Evidence of physical examination within one year of employment. Exam shall be valid for two years from the date of exam and shall be repeated every two years thereafter.
2. Evidence of immunity to measles, mumps and rubella
3. Statement of physical limitations in working with children, if applicable
4. Annual Registration with the Department of Early Education and Care
5. Copy of most recent transcript, diploma or degree
6. Must attend 2 hours of staff meetings each month

**Approved by (HR):****Hourly Wage Range (HR):**

\$12-\$20

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Four Rohwers Inc. (DBA Kidsborough), reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.



PO Box 94  
Southborough, MA 01772  
508-435-0002 | 508-435-0032 (fax)  
admin@kidsborough.com

Dear Family,

In addition to accepting vouchers from the Department of Early Education and Care (EEC), Kidsborough has a limited tuition aid fund to assist families that are either on the voucher "waitlist" or that are just outside the Department of Early Education and Care (EEC) income eligibility brackets. The amount of tuition aid offered to each family will be consistent with Massachusetts EEC voucher funding guidelines, will depend upon the number of qualified applications and will be prioritized based on documented family need. Assistance is offered in the form of reduced tuition and/or alternative payment plan options.

We are now accepting tuition aid applications for the 2018-2019 school year.

To determine if you may qualify for tuition aid please refer to the chart below. Locate your family size (as filed on your 1040) in the top row and if your total family income falls below the corresponding annual income, you may be eligible for assistance. If you meet the annual income guideline, please review the Tuition Aid Policies and complete the Kidsborough Tuition Aid Application.

Family Size	2	3	4	5	6
Annual Income	\$63,690	\$78,676	\$93,662	\$108,648	\$123,634

We will begin reviewing applications May 15th, 2018, allowing you time to gather the necessary supporting documents. (Please note that only applications with ALL required documentation will be considered.) You may submit your application and supporting documents via email at [financialaid@kidsborough.com](mailto:financialaid@kidsborough.com), fax to: 508-435-0032, drop off with the site coordinator of your Kidsborough program or mail to: Kidsborough, P.O. Box 94, Southborough, MA 01772.

Thank You,

Kidsborough



## Tuition Aid Policies

The following summarizes the procedure for applying for Kidsborough tuition aid:

1. The applicant<sup>1</sup> must first apply to receive a voucher at the local Child Care Resource and Referral Agency. They are the qualifying agency contracted by the EEC to determine income eligibility for aid. If approved, Kidsborough will accept your voucher on a first come, first served basis.  
  
If placed on the voucher waitlist or not approved, Kidsborough will use the income-eligibility guidelines and co-payment table set forth by the EEC financial assistance program to determine the amount of your potential tuition aid offer.
2. The following criteria must be met:
  - a. Applicant must be working or attending school during Kidsborough hours of operation.
  - b. Your account must be kept current. Failure to pay your adjusted tuition in full no later than the 1<sup>st</sup> of the month or the due date stated in your financial aid offer will result in forfeiture of your aid and termination from the program.
  - c. If family circumstances change and you no longer require and/or no longer meet eligibility requirements for financial aid assistance from Kidsborough, or you may require less assistance, you will (or will be required by the company to) notify the company in writing.
  - d. Renewal applications will be required at least annually, prior to the start of the school year, or more frequently if family circumstances change.
3. Applicants must submit the following documentation:
  - a. Proof of application for the EEC Voucher program or proof of non-qualification.
  - b. Signed copies of applicant's submitted 2017 tax Form(s) 1040. (If self-employed Schedule C must also be provided. If household adult wage earners providing care for the child(ren) are filing separately, all returns must be provided.)
  - c. Verification of current work schedule (including days and times) from the employer (or school schedule) of each adult wage-earner providing care for the child.
  - d. Four weeks of most recent pay stubs for each adult wage earner showing total hours worked in pay period.
  - e. If a single/custodial parent is receiving child support from the non-custodial parent, the custodial parent must submit up-to-date court order or verification from his/her attorney indicating amount and schedule of payments. If the single/custodial parent should be receiving child support and is not, the custodial parent must verify this fact with a letter from the courts.
  - f. Any other support provided to the child(ren) from other sources not indicated on Form 1040.
4. Eligibility will be re-evaluated mid-year. Recipients will be required to submit the following documentation no later than February 1, 2019 to maintain their financial aid grant:
  - a. Copies of 2018 W2 statements. (If self employed Schedule C or other proof of 2018 income.)
  - b. Verification of work schedule from the applicant's employer or a copy of the applicant's school schedule.

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<sup>1</sup> The "applicant" is all adults responsible for financial care of the child(ren).

- c. Four weeks of applicant's most recent pay stubs showing total hours worked in pay period.
- d. Confirmation of any other sources of support for the child(ren).

Any offer of financial aid is subject to change with any change in applicant circumstance or change in state funding rates, procedures or regulations.

A tuition aid application will not be considered complete until all documentation has been submitted to Kidsborough. Enrollment utilizing tuition aid can only begin after the review process has been completed and financial aid approved.

# Tuition Aid Application



## Parent/Guardian Information:

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Number of dependents: \_\_\_\_\_

## Child(ren) Information:

Name(s): \_\_\_\_\_

Kidsborough Location: \_\_\_\_\_

Kidsborough Schedule: \_\_\_\_\_

Before School # of Days: \_\_\_\_\_

After School # of Days: \_\_\_\_\_

2018-19 Grade(s): \_\_\_\_\_

## Required Documents Submitted:

- ☐ Proof of Voucher application
- ☐ 2017 IRS Form(s) 1040 (signed)
- ☐ Current work (or school) schedule
- ☐ 4 Weeks most recent paystubs
- ☐ Custody statement
- ☐ Other

By signing this form, I agree to Kidsborough's Tuition Aid Policies and to the terms of payment provided in any offer of financial assistance from Kidsborough. I certify that the information provided is complete and accurate, and represents all financial sources available for care of the above child(ren).

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



Commonwealth of Massachusetts  
Department of Early Education and Care (EEC)

Thomas Weber  
COMMISSIONER

INCOME ELIGIBILITY TABLE

Step 1: Use This Form to Determine Family Eligibility

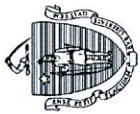
1. Find the column with the family's size written at the top.
2. Read down the column until you come to the correct income (either annual or monthly).
3. Then read directly across to the left to determine "Percent of State Median Income."
4. Please refer to relevant SMI Percentage (i.e. initial vs. reassessment - OR - special needs) to determine the family's eligibility.

% of State Median Income (SMI)	Family of Two		Family of Three		Family of Four		Family of Five		Family of Six		Family of Seven		Family of Eight		Family of Nine	
	Annual	Monthly*	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
40% SMI	\$38,697	\$3,225	\$47,802	\$3,984	\$56,908	\$4,742	\$66,013	\$5,501	\$75,118	\$6,260	\$76,825	\$6,402	\$78,532	\$6,544	\$80,240	\$6,687
45% SMI	\$65,785	\$5,482	\$81,264	\$6,772	\$96,743	\$8,062	\$112,222	\$9,352	\$127,700	\$10,642	\$130,603	\$10,884	\$133,505	\$11,125	\$136,407	\$11,367
500% SMI	\$77,394	\$6,450	\$95,605	\$7,967	\$113,815	\$9,485	\$132,025	\$11,002	\$150,236	\$12,520	\$153,650	\$12,804	\$157,065	\$13,089	\$160,479	\$13,373

% of State Median Income (SMI)	Family of Ten		Family of Eleven		Family of Twelve	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
40% SMI	\$81,947	\$6,829	\$83,654	\$6,971	\$85,361	\$7,113
45% SMI	\$139,310	\$11,609	\$142,212	\$11,851	\$145,114	\$12,093
500% SMI	\$163,894	\$13,658	\$167,308	\$13,942	\$170,723	\$14,227

\*To calculate a monthly income from a weekly income multiply by 4.33.

\*To calculate a monthly income from a bi-weekly income multiply by 2.17.



Commonwealth of Massachusetts  
Department of Early Education and Care (DEEC)  
EEC FINANCIAL ASSISTANCE  
PARENT CO-PAYMENT TABLE

*Parent Co-Payment Schedule* is used to determine the parent's co-payment once the family is determined to be eligible and is being enrolled in an early education and care program.

**Step 2: Use This Form to Determine Parent Co-Payment**

- Find the column with the family's size written at the top.
- Read down the column until you come to the correct income bracket.
- Then read directly across to the right until you are under the "Daily Fee" column. This will show you the parent co-pay pertaining to that family size and income.

GROSS MONTHLY INCOME												PARENT CO-PAYMENT				FEE LEVEL
Family of Two	Family of Three	Family of Four	Family of Five	Family of Six	Family of Seven	Family of Eight	Family of Nine	Family of Ten	Family of Eleven	Family of Twelve		Daily Fee (Full Time)	Weekly Fee (Full Time)	Daily Fee (Part-Time)	Weekly Fee (Part-Time)	
\$ 0-971	\$ 0-1180	\$ 0-1421	\$ 0-1663	\$ 0-1905	\$ 0-2146	\$ 0-2387	\$ 0-2630	\$ 0-2871	\$ 0-3113	\$ 0-3355		\$ -	\$ -	\$ -	\$ -	1
\$ 972-1095	\$ 1181-1260	\$ 1422-1499	\$ 1664-1739	\$ 1906-1980	\$ 2147-2205	\$ 2388-2450	\$ 2631-2675	\$ 2872-2925	\$ 3114-3165	\$ 3356-3425		\$ 2.00	\$ 10.00	\$ 1.00	\$ 5.00	2
\$ 1096-1219	\$ 1261-1340	\$ 1500-1575	\$ 1740-1825	\$ 1981-2080	\$ 2206-2315	\$ 2451-2575	\$ 2676-2775	\$ 2926-3025	\$ 3166-3275	\$ 3426-3550		\$ 3.00	\$ 15.00	\$ 1.50	\$ 7.50	3
\$ 1220-1380	\$ 1341-1420	\$ 1576-1675	\$ 1826-1900	\$ 2081-2180	\$ 2316-2550	\$ 2576-2700	\$ 2776-2825	\$ 3026-3125	\$ 3276-3325	\$ 3551-3650		\$ 4.50	\$ 22.50	\$ 2.25	\$ 11.25	4
\$ 1381-1457	\$ 1421-1529	\$ 1676-1799	\$ 1901-2087	\$ 2181-2380	\$ 2551-2675	\$ 2701-2800	\$ 2826-2940	\$ 3126-3225	\$ 3326-3375	\$ 3651-3750		\$ 5.50	\$ 27.50	\$ 2.75	\$ 13.75	5
\$ 1458-1540	\$ 1530-1675	\$ 1800-1900	\$ 2088-2150	\$ 2381-2500	\$ 2676-2800	\$ 2801-2900	\$ 2941-3050	\$ 3226-3325	\$ 3376-3475	\$ 3751-3850		\$ 6.50	\$ 32.50	\$ 3.25	\$ 16.25	6
\$ 1541-1634	\$ 1676-1760	\$ 1901-2000	\$ 2151-2260	\$ 2501-2650	\$ 2801-2900	\$ 3001-3100	\$ 3126-3242	\$ 3426-3425	\$ 3476-3575	\$ 3851-3950		\$ 7.50	\$ 37.50	\$ 3.75	\$ 18.75	7
\$ 1635-1725	\$ 1761-1850	\$ 2001-2175	\$ 2261-2435	\$ 2651-2800	\$ 3001-3100	\$ 3101-3200	\$ 3243-3340	\$ 3526-3625	\$ 3676-3775	\$ 4051-4150		\$ 8.50	\$ 42.50	\$ 4.25	\$ 21.25	8
\$ 1726-1843	\$ 1851-1931	\$ 2176-2250	\$ 2436-2550	\$ 2801-3000	\$ 3001-3100	\$ 3101-3200	\$ 3341-4052	\$ 3626-4138	\$ 3776-4224	\$ 4151-4310		\$ 9.00	\$ 45.00	\$ 4.50	\$ 22.50	9
\$ 1844-1980	\$ 1932-2414	\$ 2251-2874	\$ 2551-3333	\$ 3001-3793	\$ 3101-3879	\$ 3201-3966	\$ 3441-4052	\$ 4139-4210	\$ 4225-4300	\$ 4311-4400		\$ 12.50	\$ 62.50	\$ 6.25	\$ 31.25	11
\$ 1987-2180	\$ 2415-2476	\$ 2875-3130	\$ 3334-3550	\$ 3794-3900	\$ 3880-4030	\$ 3967-4100	\$ 4053-4125	\$ 4139-4210	\$ 4225-4300	\$ 4311-4400		\$ 15.00	\$ 75.00	\$ 7.50	\$ 37.50	12
\$ 2187-2284	\$ 2477-2676	\$ 3131-3340	\$ 3551-3800	\$ 3901-4000	\$ 4031-4132	\$ 4101-4195	\$ 4126-4249	\$ 4211-4325	\$ 4301-4400	\$ 4401-4500		\$ 16.50	\$ 82.50	\$ 8.25	\$ 41.25	13
\$ 2287-2429	\$ 2677-2876	\$ 3341-3550	\$ 3801-4100	\$ 4001-4199	\$ 4133-4350	\$ 4200-4499	\$ 4250-4599	\$ 4326-4650	\$ 4401-4725	\$ 4501-4825		\$ 17.50	\$ 87.50	\$ 8.75	\$ 43.75	14
\$ 2430-2573	\$ 2877-3076	\$ 3551-3760	\$ 4101-4363	\$ 4200-4500	\$ 4351-4700	\$ 4500-4799	\$ 4600-4899	\$ 4651-4950	\$ 4726-5025	\$ 4826-5125		\$ 19.00	\$ 95.00	\$ 9.50	\$ 47.50	15
\$ 2574-2717	\$ 3077-3277	\$ 3761-3970	\$ 4364-4607	\$ 4501-4966	\$ 4701-4998	\$ 4800-5099	\$ 4900-5149	\$ 4951-5200	\$ 5026-5275	\$ 5126-5350		\$ 20.50	\$ 102.50	\$ 10.25	\$ 51.25	16
\$ 2718-2860	\$ 3278-3477	\$ 3971-4180	\$ 4608-4851	\$ 4967-5444	\$ 4999-5549	\$ 5100-5650	\$ 5150-5699	\$ 5201-5750	\$ 5276-5825	\$ 5351-5900		\$ 22.00	\$ 110.00	\$ 11.00	\$ 55.00	17
\$ 2861-3004	\$ 3478-3677	\$ 4181-4490	\$ 4852-5095	\$ 5445-5939	\$ 5550-6074	\$ 5651-6200	\$ 5700-6344	\$ 5751-6400	\$ 5826-6475	\$ 5901-6550		\$ 23.00	\$ 115.00	\$ 11.50	\$ 57.50	18
\$ 3005-3132	\$ 3678-3869	\$ 4491-4606	\$ 5096-5342	\$ 5940-6079	\$ 6075-6217	\$ 6210-6355	\$ 6345-6494	\$ 6401-6550	\$ 6476-6625	\$ 6551-6700		\$ 24.00	\$ 120.00	\$ 12.00	\$ 60.00	19
\$ 3133-3322	\$ 3870-4104	\$ 4607-4885	\$ 5343-5667	\$ 6080-6433	\$ 6218-6595	\$ 6356-6743	\$ 6495-6887	\$ 6551-7034	\$ 6626-7181	\$ 6701-7327		\$ 25.00	\$ 125.00	\$ 12.50	\$ 62.50	20
\$ 3323-3410	\$ 4105-4210	\$ 4886-5012	\$ 5668-5812	\$ 6434-6615	\$ 6596-6765	\$ 6744-6915	\$ 6888-7064	\$ 7035-7150	\$ 7182-7300	\$ 7328-7450		\$ 26.00	\$ 130.00	\$ 13.00	\$ 65.00	21
\$ 3411-3549	\$ 4211-4389	\$ 5013-5214	\$ 5813-6047	\$ 6616-6883	\$ 6766-7039	\$ 6916-7195	\$ 7067-7350	\$ 7151-7500	\$ 7301-7650	\$ 7451-7800		\$ 27.00	\$ 135.00	\$ 13.50	\$ 67.50	22
\$ 3550-3685	\$ 4381-4551	\$ 5215-5418	\$ 6048-6285	\$ 6884-7153	\$ 7040-7314	\$ 7196-7477	\$ 7351-7639	\$ 7501-7700	\$ 7651-7775	\$ 7801-7925		\$ 28.00	\$ 140.00	\$ 14.00	\$ 70.00	23
\$ 3686-3908	\$ 4552-4828	\$ 5419-5747	\$ 6286-6666	\$ 7154-7586	\$ 7315-7758	\$ 7478-7932	\$ 7640-8103	\$ 7701-8275	\$ 7776-8448	\$ 7926-8620		\$ 29.00	\$ 145.00	\$ 14.50	\$ 72.50	24
\$ 3909-4885	\$ 4829-6035	\$ 5748-7184	\$ 6667-8333	\$ 7587-9483	\$ 7759-9698	\$ 7933-9915	\$ 8104-10129	\$ 8276-10344	\$ 8449-10560	\$ 8621-10775		\$ 32.00	\$ 160.00	\$ 16.00	\$ 80.00	25
\$ 4886-5150	\$ 6036-6325	\$ 7185-7550	\$ 8334-8750	\$ 9484-9950	\$ 9699-10304	\$ 9916-10400	\$ 10130-10650	\$ 10345-10856	\$ 10561-11080	\$ 10776-11300		\$ 35.00	\$ 175.00	\$ 17.50	\$ 87.50	26
\$ 5151-5400	\$ 6326-6625	\$ 7551-7900	\$ 8751-9200	\$ 9951-10400	\$ 10301-10750	\$ 10401-10900	\$ 10651-11150	\$ 10857-11365	\$ 11081-11600	\$ 11301-11840		\$ 38.00	\$ 190.00	\$ 19.00	\$ 95.00	27
\$ 5401-5650	\$ 6626-6925	\$ 7901-8250	\$ 9201-9550	\$ 10401-10950	\$ 10751-11150	\$ 10901-11400	\$ 11151-11650	\$ 11366-11875	\$ 11601-12125	\$ 11841-12370		\$ 41.00	\$ 205.00	\$ 20.50	\$ 102.50	28
\$ 5651-5849	\$ 6925-7225	\$ 8251-8601	\$ 9551-9978	\$ 10951-11353	\$ 11151-11611	\$ 11401-11869	\$ 11651-12126	\$ 11876-12387	\$ 12126-12645	\$ 12371-12903						

\*To calculate monthly income from weekly income statements, multiply the weekly income by 4.33

\*To calculate monthly income from bi-weekly income statements, multiply the bi-weekly income by 2.17

Last revised: 9/25/14, effective 10/1/14

**Kidsborough- Canton  
Elementary Lesson Plan**

**Subject/Grade: Place Value Yahtzee- GR 5**

**Content/Skills Connection:**

\_\_\_\_\_ English Language Arts    ☒ Math    \_\_\_\_\_ Science    \_\_\_\_\_ Social Studies  
\_\_\_\_\_ Arts    \_\_\_\_\_ Phys. Ed/Health    \_\_\_\_\_ Social/Emotional Learning

**MA Curriculum Framework Standard(s):**

5.NBT.3. Read, write, and compare decimals to thousandths.

a. Read and write decimals to thousandths using base-ten numerals, number names, and expanded form, e.g.,  $347.392 = 3 \times 100 + 4 \times 10 + 7 \times 1 + 3 \times (1/10) + 9 \times (1/100) + 2 \times (1/1000)$ . b. Compare two

decimals to thousandths based on meanings of the digits in each place, using  $>$ ,  $=$ , and  $<$  symbols to record the results of comparisons. 4. Use place value understanding to round decimals to any place

5.NBT.7. Add, subtract, multiply, and divide decimals to hundredths, using concrete models or drawings and strategies based on place value, properties of operations, and/or the relationship between addition and subtraction; relate the strategy to a written method and explain the reasoning used.

**Canton Curriculum Framework Standard(s):**

Topic 1: Place Value

**Student Grouping:**

\_\_\_\_\_ Whole group    ☒ Small group    \_\_\_\_\_ Partner    \_\_\_\_\_ Individual

**Materials:**

Place Value Yahtzee score sheets (see below)

Dice (the number of dice needed depends on the game level being used)

\*3-digit numbers = 3 dice

\*4-digit numbers = 4 dice

\*6-digit numbers = 6 dice

\*Decimal numbers = 5 dice

Cup for holding the dice

Pencils

**Accommodations/Sheltered English Adjustments:**

Provide a gradual release of responsibility for students who are struggling with the concept of place value. Start off with 3 digit numbers and gradually expand on the number of digits being used.

**Goal:**

Students will understand the place value system

**Objectives and Assessments:**

Objective: Students will be able to use place value to determine the digits in a given number.

Assessment: Students will play Place Value Yahtzee.

**Kidsborough- Canton  
Elementary Lesson Plan**

**Procedures**

**Anticipatory Set:**

Print out scoring sheets, one half sheet per person.

**Lesson Progression (step by step progression):**

**Playing the game:**

Object of the game: To score the greatest number of points.

Number of players: 2 or more

1. To decide who goes first, each player rolls all of the dice at once and adds up their roll. The player with the greatest sum goes first.
2. On your turn, you may roll the dice 1 or 2 times. You may stop and score after your first roll or after your second roll. To roll the dice, place all of the dice in the dice cup, shake them, and roll them out onto the table.
3. After your first roll, set any dice aside that you would like to keep ("keepers"). You will not roll any of the "keepers" on your second roll.
  - If you decide to keep all of the dice, enter your score on the score sheet. Your turn is now over.
  - If you decide to keep some of the dice, put the "keepers" aside and roll the other dice again.
  - If you decide to keep none of the dice, place them all back in the cup and roll again.



4. For your second roll, re-roll any of the dice you would like.

## Kidsborough- Canton Elementary Lesson Plan

Category	4-digit number
Number with 3 in the hundreds place	
Number with 5 in the ones place	
Number with 2 in the tens place	
Number with 6 in the thousands place	
Number whose thousands and ones digits add up to 9	
Number whose digits add up to 18	
Number with two of the same digits	
Number with three of the same digits	
WILDI! Any number can be written here.	

Roll #2

All dice must now be used for scoring.

If you are unable to fill in a number for any category at the end of your turn, place an X beside any available category. At the end of the game, compare the numbers you wrote in each category with the number your opponent wrote. If you wrote the greater number for that category, circle it and give yourself 1 point.

5. After your second roll, you must fill in your score card (see below) with the numbers you have rolled. The next player's turn now begins.
6. Continue taking turns until each player has filled in all 9 category boxes (with either a number or X).

### Scoring the game:

1. After completing your roll, use the numbers showing on the dice to fill in one of the 9 categories on your score sheet. For each category, your goal is create the greatest number you can.

Category	4-digit number
Number with 3 in the hundreds place	
Number with 5 in the ones place	
Number with 2 in the tens place	
Number with 6 in the thousands place	
Number whose thousands and ones digits add up to 9	5,624
Number whose digits add up to 18	
Number with two of the same digits	
Number with three of the same digits	
WILDI! Any number can be written here.	

Score Card

Use the numbers rolled to fill out a category.

If you are unable to fill in a number for any category at the end of your turn, place an X beside any available category. At the end of the game, compare the numbers you wrote in each category with the number your opponent wrote. If you wrote the greater number for that category, circle it and give yourself 1 point.

2. You must fill in only one category on each turn. You may fill the categories in any order. If you cannot enter a number for any category after rolling, you must place an X beside any open category. Each category may only be filled in once (with a number or X). Once you have filled in a category, you may not change it during the game.

### Closure:

#### Determining the winner:

1. After each player has filled in all 9 categories on his/her score sheet with a number or X, it is time for the players to compare their score sheets.

## Kidsborough- Canton Elementary Lesson Plan

2. Players start by comparing the number they filled in for the first category. An X in any category counts as 0. The player with the greatest number written circles that category on his/her score sheet and receives 1 point. If there is a tie, both players receive the point.

- I like to make students read their number aloud correctly. If they do not read it correctly, they cannot receive the point, even if their number is the greatest.

3. Players repeat the same for all 9 categories.

4. The player with the greatest number of points is the winner! If there is a tie, the players can have one final roll to see who rolls the largest number.

Who wins the game?	
Place Value Yahtzee Score Card	Place Value Yahtzee Score Card
Category	Category
Number with 8 in the hundreds place	Number with 8 in the hundreds place
Number with 5 in the ones place	Number with 5 in the ones place
Number with 2 in the tens place	Number with 2 in the tens place
Number with 6 in the thousands place	Number with 6 in the thousands place
Number whose thousands and ones digits add up to 9	Number whose thousands and ones digits add up to 9
Number whose digits add up to 18	Number whose digits add up to 18
Number with two of the same digits	Number with two of the same digits
Number with three of the same digits	Number with three of the same digits
WILLEX Any number can be written here.	WILLEX Any number can be written here.
Player 1 received 4 points and Player 2 received 5 points.	Player 2 wins!

### Extensions:

Have each student chose one of their decimal numbers that they created and write it on an index card. Pre create index cards that have the sign greater than, less than, and equal to. Chose two people to stand in front of the room with their number. Lay the three pre made cards on the floor a few feet in front of the people standing there with their numbers. Call on two people to stand with the backs towards the other two people so they can not see the cards. When the teacher says go they will turn around, look at the two numbers and run and chose the appropriate card that will go in between the two numbers to compare them. This can be done in two teams and the team that chooses the correct sign first wins a point.

### Resources used in planning:

<http://games4gains.com/blogs/teaching-ideas/44100548-score-some-points-with-place-value-yahtzee>

**Kidsborough- Canton  
Elementary Lesson Plan**

**Subject/Grade:** Spaghetti and Meatballs for All

**Time:** 1-2 Days depending on length of discussion

**Content/Skills Connection:**

\_\_\_x\_\_\_ English Language Arts    \_\_\_x\_\_\_ Math    \_\_\_ Science    \_\_\_ Social Studies  
\_\_\_ Arts    \_\_\_ Phys. Ed/Health    \_\_\_ Social/Emotional Learning

**MA Curriculum Framework Standard(s):**

**3. MD. Geometric Measurement**

8. Solve real-world and mathematical problems involving perimeters of polygons, including finding the perimeter given the side lengths, finding an unknown side length, and exhibiting rectangles with the same perimeter and different areas or with the same area and different perimeter.

**Canton Standard:**

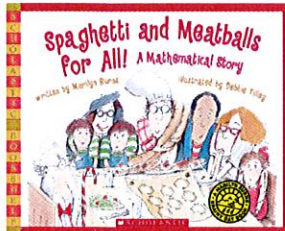
Topic 13: Perimeter

**Student Grouping:**

\_\_\_ Whole group    \_\_\_ Small group    \_\_\_ Partner    \_\_\_ Individual

**Materials:**

"Spaghetti and Meatballs for All" by Marilyn Burns, small square tiles or index cards for each student or group of students, posters (see attached).



**Accommodations/Sheltered English Adjustments:**

Do the cheez-it extension with students before starting the lesson for students who need further practice understanding perimeter and area.

Allow students to have card manipulatives while reading the story the first time through so they can visualize the concepts being talked about in the story.

**Goal:**

Students explore the relationship between the area of square units and their perimeters in a hands-on activity. Observations are recorded, and students begin to recognize that shapes with the same area can sometimes have different perimeters.

**Objectives and Assessments:**

**Kidsborough- Canton  
Elementary Lesson Plan**

**Objective:** Students will be able to understand that shapes with the same area can have different perimeters.

**Assessment:** Students' math journals should contain three entries that address the following question: If shapes have the same area, do they always have the same perimeter? Explain your answer. Students' journal entries should reflect an understanding that shapes with the same area can have different perimeters.

**Procedures**

**Anticipatory Set:**

Briefly review the concepts of area and perimeter. Have students respond to the following question in their math journals: -If shapes have the same area, do they always have the same perimeter? Explain your answer.- Encourage students to draw examples as needed to help explain their answers. Explain that the math activities they will participate in the next few days will help to answer this question.

**Lesson Progression (step by step progression):**

1. Read the book *Spaghetti and Meatballs For All* by Marilyn Burns, but STOP at the next to last page. (The last sentence on this page reads, "She sat down in her chair and didn't budge.")
2. Discuss the problems Mr. and Mrs. Comfort face during their family reunion. Review the facts presented in the book:
  - a) Thirty-two people are coming to the reunion.
  - b) Mrs. Comfort has ordered 8 square tables for the guests.
  - c) As the guests arrive, tables are rearranged to accommodate seating.
  - d) With each new arrangement, Mrs. Comfort says, "But that won't work!" until she finally gives up!

Ask the students, "Why does Mrs. Comfort keep saying, 'But that won't work'? How does she know that their arrangements are wrong?" Allow students to discuss their observations from the book and explain their reasonings for Mrs. Comfort's skepticism.
3.
  - a) Have the students re-read their math journal entries, and respond to the same question again. Encourage them to draw examples from the book to help explain and adjust their answers.
  - b) Ask them to predict how the story will end. Review the present arrangement of tables (4 arrangements of 2 tables each) and ask them to write a solution or ending to the story in their journals.
4. Tell students that today they will use concrete materials to investigate and solve Mrs. Comfort's unCOMFORTABLE situation.
5. Review the problem faced by Mrs. Comfort and re-define the concepts of area and perimeter.
6. Pass out eight square tiles to each student, or pair of students.
7. While the teacher rereads the book, students arrange the tiles according to the table arrangements. With each arrangement, students record the guests seated, the table arrangement, the perimeter, and the area of the tables on the Seating Chart.
8. Students rearrange the tiles each time more company comes and records the data, while the teacher models and records the process on the overhead transparency.
9. Discuss what is happening to the perimeter of the tiles each time the seats are changed. Talk about the size of each arrangement and the number of people the new arrangement seats.
10. Ask students how they think Mrs. Comfort's problem will be solved. Just when she is ready to give up, what do they think will happen next in the story? Allow students to adjust the solutions entered in their journals before discussing ideas orally.

**Kidsborough- Canton  
Elementary Lesson Plan**

11. Read the last page of Spaghetti and Meatballs For All by Marilyn Burns. Discuss with students whether or not their predictions were correct.

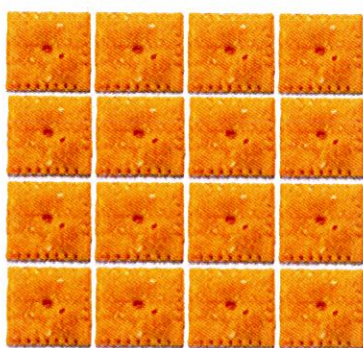
**Closure:**

After completing the Seating Chart and reading the solution, have students return to their math journals and re-answer the question -If shapes have the same area, do they always have the same perimeter? Explain your answer.- Encourage students to draw examples from their observations today to support and adjust their ideas. Read and respond to journal entries according to the criteria detailed in the assessment.

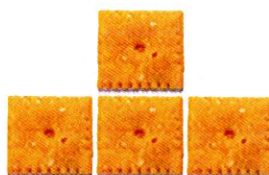
**Extensions:**

Give students cheez-its to play with to show how area and perimeter can differ with the same number of cheez-its.

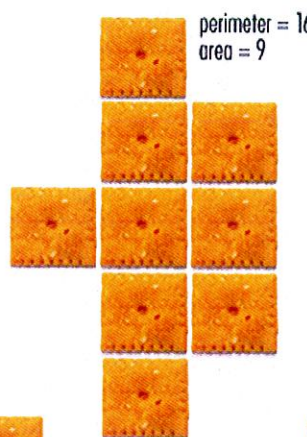
**CHEEZ-IT** area & perimeter



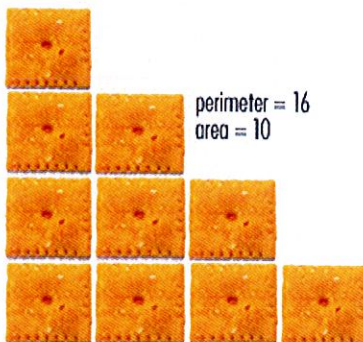
perimeter = 16  
area = 16



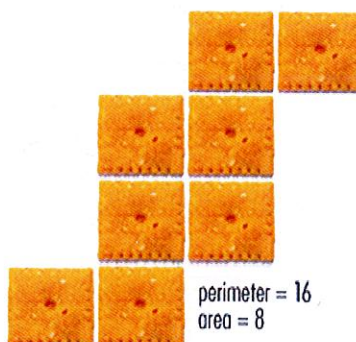
perimeter = 10  
area = 5



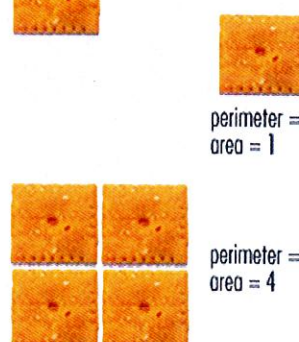
perimeter = 16  
area = 7



perimeter = 16  
area = 10



perimeter = 16  
area = 8



perimeter = 8  
area = 4

perimeter = 8  
area = 4

**Resources used in planning:**

<http://www.beaconlearningcenter.com/Lessons/183.htm>

<http://eisforexplore.blogspot.com/2013/07/cheez-it-area-perimeter.html>

<http://www.teachingwithamountainview.com/2013/04/perimeter-and-area.html>



**Kidsborough**  
BEFORE AND AFTER-SCHOOL ENRICHMENT



**UNIT PLAN:** Team Building

**GRADE:** 2-5

**OBJECTIVES:**

We are working on the following content during this unit plan:

- Responsible Behavior
- Personal Fitness
- Body and space awareness
- Manipulative Skills
- Individual and Team Skills
- Recreational skills

**STANDARDS:**

**SHAPE:**

- **Standard 1 –**  
The physically literate individual demonstrates competency in a variety of motor skills and movement patterns.
- **Standard 2 -**  
The physically literate individual applies knowledge of concepts, principles, strategies and tactics related to movement and performance.
- **Standard 4 -**  
The physically literate individual exhibits responsible personal and social behavior that respects self and others.
- **Standard 5 -**  
The physically literate individual recognizes the value of physical activity for health, enjoyment, challenge, self-expression and/or social interaction.

**MA FRAMEWORKS:**

- **2.2 -** Use a variety of manipulative (throwing, catching, striking), locomotor skills (walking, running, skipping, hopping, galloping, sliding, jumping, leaping), and non-locomotor skills (twisting, balancing, extending) for individual performance and group performances.
- **2.7 -** Demonstrate responsible personal and social conduct used in physical activity environments.
- **2.8 -** Use combinations of manipulative, locomotor and non-locomotor skills to develop movement sequences and patterns, both individually and with others.
- **2.10 –** Perform a rhythm routine that combines traveling, rolling, balancing, and weight transfer into smooth flowing sequences with intentional changes in direction, speed, and flow.
- **2.14 -** Apply advanced movement concepts and beginning game strategies to guide and improve individual and team performance

**7 DAYS WITHOUT EXERCISE MAKES “ONE WEAK”**



# Kidsborough

BEFORE AND AFTER-SCHOOL ENRICHMENT



<b>ACTIVITY #1:</b> Blanket Volleyball	<b>GRADE:</b> 2-5
<b>THEME:</b> Team Building	<b>FIELD:</b> Gym/Open Space
<b>EQUIPMENT:</b> <ul style="list-style-type: none"><li>➤ Bed Sheets/small parachute</li><li>➤ Gator ball</li><li>➤ Tape</li></ul>	
<b>ACTIVITY:</b> <b>INTRODUCTION:</b> <ul style="list-style-type: none"><li>➤ Split group into two teams.</li><li>➤ Have every person grab a piece of blanket or sheet.</li><li>➤ Place a piece of tape on the ground to serve as a net.</li><li>➤ Have one team serve the ball over the net (tape line) by lowering the blanket then raising it quickly in order to get ball airborne.</li><li>➤ The other team must catch the ball in their blanket.</li><li>➤ No use of hands is allowed.</li><li>➤ Team must use teamwork to get timing right and be able to move around to catch the ball.</li><li>➤ You can choose to set up boundaries if necessary.</li></ul>	
<b>LEARNING OUTCOMES:</b> (Reinforce and give positive feed back) <ul style="list-style-type: none"><li>➤ <b>Cognitive:</b> The student will be able to ...<ul style="list-style-type: none"><li>○ Demonstrate knowledge of terminology, position, play situations and game strategies.</li></ul></li><li>➤ <b>Psychomotor:</b> The student will demonstrate proficiency or show improvement in...<ul style="list-style-type: none"><li>○ Active participation</li></ul></li><li>➤ <b>Affective:</b> The student will develop an appreciation of...<ul style="list-style-type: none"><li>○ Individual skills of self and others</li><li>○ Teamwork</li></ul></li></ul>	

7 DAYS WITHOUT EXERCISE MAKES "ONE WEAK"



**Kidsborough**  
BEFORE AND AFTER-SCHOOL ENRICHMENT



<b>ACTIVITY #2:</b> Collective Tally	<b>GRADE:</b> 2-5
<b>THEME:</b> Team Building	<b>FIELD:</b> Gym/Open Space
<b>EQUIPMENT:</b> <ul style="list-style-type: none"><li>➤ 20 balls (the more the better)</li><li>➤ 4 hula hoops</li><li>➤ 1 big bucket (place balls inside)</li></ul>	
<b>ACTIVITY:</b> <ul style="list-style-type: none"><li>➤ Assign students to 4 teams and assign two teams to each corner of the field. Teams stand behind their team hula-hoop, facing the center.</li><li>➤ On your command, teams send one student to retrieve a ball from either the center bucket or from another team's hula-hoop.</li><li>➤ Students cannot protect or guard against another team grabbing a ball of their hula-hoop.</li><li>➤ Only one team member can leave the team at any given time. Once the student has retrieved a ball, the student tags another member to go.</li><li>➤ Students take turns leaving their area.</li><li>➤ The game ends when a team has four balls in their hula-hoop.<ul style="list-style-type: none"><li>○ You may also increase the 4-ball limit.</li></ul></li></ul>	
<b>VARIATIONS</b> <ul style="list-style-type: none"><li>➤ Use scooters</li><li>➤ Use different locomotor skills.</li></ul>	
<b>LEARNING OUTCOMES:</b> (Reinforce and give positive feed back) <ul style="list-style-type: none"><li>➤ <b>Cognitive:</b> The student will be able to ...<ul style="list-style-type: none"><li>○ Demonstrate knowledge of terminology, position, play situations and game strategies.</li></ul></li><li>➤ <b>Psychomotor:</b> The student will demonstrate proficiency or show improvement in...<ul style="list-style-type: none"><li>○ Active participation</li></ul></li><li>➤ <b>Affective:</b> The student will develop an appreciation of...<ul style="list-style-type: none"><li>○ Sportsmanship</li><li>○ The concept of team work and cooperation</li></ul></li></ul>	

7 DAYS WITHOUT EXERCISE MAKES "ONE WEAK"



**Kidsborough**  
BEFORE AND AFTER-SCHOOL ENRICHMENT



<b>ACTIVITY #3:</b> Hot Lava	<b>GRADE:</b> 2-5
<b>THEME:</b> Team Building	<b>FIELD:</b> Gym/ Open Space
<b>EQUIPMENT:</b> <ul style="list-style-type: none"><li>➤ Frisbees</li><li>➤ Bowling Pins/ empty 2 liter bottles/cones/cups</li></ul>	
<b>ACTIVITY:</b> <ul style="list-style-type: none"><li>➤ Divide students into equal number of teams.</li><li>➤ Give each team a set of poly spots, not enough for each student to have one though.</li><li>➤ Students work as a unit to move their team across the gym floor.</li><li>➤ If anyone of their team steps on the gym floor instead of the poly spot the whole team burns in the hot lava and has to start over.</li><li>➤ You, as the teacher, has special shows that allows you to walk on lava!</li></ul>	
<b>LEARNING OUTCOMES:</b> (Reinforce and give positive feed back) <ul style="list-style-type: none"><li>➤ <b>Cognitive:</b> The student will be able to ...<ul style="list-style-type: none"><li>○ Demonstrate an understanding of safe participation in fitness activities.</li></ul></li><li>➤ <b>Psychomotor:</b> The student will demonstrate proficiency or show improvement in...<ul style="list-style-type: none"><li>○ Active participation</li></ul></li><li>➤ <b>Affective:</b> The student will develop an appreciation of...<ul style="list-style-type: none"><li>○ Individual skills of self and others</li><li>○ Team Building</li></ul></li></ul>	

7 DAYS WITHOUT EXERCISE MAKES "ONE WEAK"

**Kidsborough@JFK**-100 Dedham St, Canton MA 01748

EEC Program #8033588

Licensed capacity 52

**Kidsborough@Dunning**-48 Frost St, Framingham, MA 01701

EEC Program #8029322

License capacity 104

**Kidsborough@Stapleton**-25 Elm St, Framingham, MA 01701

EEC Program #8031340

License capacity 78

**Kidsborough**-55North St, Medfield, MA 02052

EEC Program #8028493

License capacity 52

**Kidsborough@Ashby**-911 Main St, Ashby, MA 01431

EEC Program #8033157

Licensed capacity 13

**Kidsborough@Spaulding**-1 Whitcomb St, Townsend, MA 01469

EEC Program #8033158

Licensed capacity 39

**Kidsborough@Varnum Brook**-10 Hollis St, Pepperell, MA 01463

EEC Program #8033156

Licensed capacity 39

**Kidsborough@Marathon**-129 Hayden Rowe, Hopkinton MA 01748

EEC Program #8033587

Licensed capacity 104

**Kidsborough@Hopkins**-104 Hayden Rowe St, Hopkinton MA 01748

EEC Program #8033589

Licensed capacity 52

**Kidsborough**-34 Hayden Rowe St, Hopkinton, MA 01748

EEC Program #390985

License capacity 130

All Kidsborough program have valid current Massachusetts Department of Early Education and Care Large Group and School Age Licenses and remain in good standing with the Department of Early Education and Care.

If additional information is required regarding the status of this license, please do not hesitate to contact Noelle McCullough at (508)-461-1456.

Sincerely,

**Marisol Rosado-Ledoux**  
Regional Director

Cc: Noelle McCullough-Licenser  
Cc: Ann Cosgrove



**OPERATIONAL SERVICES DIVISION**  
**SUPPLIER DIVERSITY OFFICE**

**THE COMMONWEALTH OF MASSACHUSETTS**  
Executive Office for Administration and Finance  
**OPERATIONAL SERVICES DIVISION**  
One Ashburton Place, Suite 1017  
Boston, MA 02108-1552

Charles D. Baker  
Governor  
Karyn E. Polito  
Lieutenant Governor  
Kristen Lepore  
Secretary  
Gary J. Lambert  
Assistant Secretary for  
Operational Services

July 27, 2016

Ms. Christeen Rohwer  
Four Rohwers, Inc.  
41 Woodland Road  
Southborough, MA 01772

Dear Ms. Rohwer:

Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ("SDO") under the business description of BEFORE AND AFTER SCHOOL-AGE CHILD CARE AND SUMMER PROGRAM. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. **This letter serves as the sole proof of your SDO certification.** Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is August 7, 2019. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.

Tel: (617) 720-3300

[www.mass.gov/osd](http://www.mass.gov/osd)

TDD: (617) 727-2716

Fax: (617) 502-8841  
Follow us on Twitter: @Mass\_OSD

We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at [wso@state.ma.us](mailto:wso@state.ma.us).

Sincerely,

A handwritten signature in blue ink, reading "William M. McAvoy". The signature is written in a cursive style with a large, stylized "W" and "M".

William M. McAvoy  
Deputy Assistant Secretary and Chief Legal Counsel

**VIII. Price Proposal Template**

**Before and After School Child Care For  
Canton Public School Students**

The undersigned proposes to furnish before and after school structured program services for elementary students in accordance with the Scope of Services of this RFP. This form must be signed by the individual authorized to negotiate for and commit the Bidder to a binding agreement. The proposed fee per student shall be construed to cover all costs incurred by the Contractor in the performance of this contract. All prices are to be indicated in ink (or typewritten).

Company Name: Four Rohwers Inc. DBA Kidsborough

**Please complete the template below. An Excel version of the template is available upon request. If using the Excel version, Bidders should complete the areas highlighted in yellow. All other areas are formulas and will be automatically calculated.**

**If completing the template herein, Bidders are only responsible for completing the shaded (yellow) area. The Canton Public School will make all calculations.**

**The number of students enrolled is estimated by the Canton Public Schools and are for bid calculation purposes, only. The contract holder will make payments to the Canton Public Schools based on actual enrollment.**

**If you have any questions, please contact Barry Nectow, at 781-821-5060 or [nectowb@cantonma.org](mailto:nectowb@cantonma.org)**

# Dean S. Luce Elementary School

Days per Week	Before School Tuition	# OF Students	Revenue Per Day (s)	After School Tuition	# OF Students	Revenue Per Day (s)
1-2 Day Rate	\$30.23	15	\$453	\$58.14	20	\$1,163
3 Day Rate	\$34.88	15	\$523	\$80.23	10	\$802
4 Day Rate	\$40.70	20	\$814	\$95.35	10	\$954
5 Day Rate	\$46.51	40	\$1,860	\$108.14	20	\$2,163
	Weekly Revenue		\$3,651	Weekly Revenue		\$5,081
	# of Weeks		43	# of Weeks		43
	Annual Revenue		\$156,995	Annual Revenue		\$218,500
				Total Gross Revenue		\$375,495
				Plus Fee Income		\$0
				Less Discounts		\$0
				Net Revenue		\$375,495
	<b>Percentage (%) of Gross Program Fees to be paid to the Canton Public Schools</b>					<b>11.00%</b>
	Total Program Revenue to be paid to the Canton Public Schools					\$41,304.49 (a)

Total Annual Revenue from Normal Daily Activities earned by the Canton Public Schools (a) **\$41,304 (a)**

Percentage Increase in Weekly Rates (Year 1 to Year 2) **1.50%** Year 2 Total (Year 1 x Percentage Increase) **\$41,924 (b)**  
 Percentage Increase in Weekly Rates (Year 2 to Year 3) **1.50%** Year 3 Total (Year 2 x Percentage Increase) **\$42,553 (c)**

Total Revenue from Normal Daily Activities earned by the Canton Public Schools for the Three (3) Year Contract (a+b+c)  
 (This Amount used to Evaluate Bid) **\$125,781**

## Extension Options

% Increase in Weekly Rates for One Year Extension (Year 4) **1.50%** Year 4 Total (Year 3 x Percentage Increase) **\$43,191**  
 % Increase in Weekly Rates for One Year Extension (Year 5) **1.50%** Year 5 Total (Year 4 x Percentage Increase) **\$43,839**

## Additional Fees and Rates (Not Used in Evaluating the Bid)

Registration Fee	\$0 (Per Child)	\$0 (Per Family)	
Late Registration Fee	\$0 (Per Child)	\$0 (Per Family)	
Early Release Day Fee	included (Per Child/Day)		n/a
Drop-In Fee	\$35 (Per Child/Session)		(Fill in Date)
Late Payment Fee	\$10 (Per Late Week)		
Late Pick Up Fee	\$15 (For Each 15 Minute Period Past Closing)		
Full Day Out Of School Fee	\$60 (Per Day, for the hours of 7:00 AM to 6:00 PM)		

### Dean S. Luce Elementary School

Days per Week	Before School Tuition	# OF Students	Revenue Per Day (\$)	After School Tuition	# OF Students	Revenue Per Day (\$)
1-2 Day Rate		15	\$0		20	\$0
3 Day Rate		15	\$0		10	\$0
4 Day Rate		20	\$0		10	\$0
5 Day Rate		40	\$0		20	\$0
		Weekly Revenue	\$0		Weekly Revenue	\$0
		# of Weeks	43		# of Weeks	43
		Annual Revenue	\$0		Annual Revenue	\$0
					Total Gross Revenue	\$0
					Plus Fee Income	\$0
					Less Discounts	\$0
					Net Revenue	\$0
					Percentage (%) of Gross Program Fees to be paid to the Canton Public Schools	
					Total Program Revenue to be paid to the Canton Public Schools	\$0.00 (a)

Total Annual Revenue from Normal Daily Activities earned by the Canton Public Schools (a) \$0 (a)

Percentage Increase in Weekly Rates (Year 1 to Year 2) 0.00% Year 2 Total (Year 1 x Percentage Increase) \$0 (b)  
 Percentage Increase in Weekly Rates (Year 2 to Year 3) 0.00% Year 3 Total (Year 2 x Percentage Increase) \$0 (c)

Total Revenue from Normal Daily Activities earned by the Canton Public Schools for the Three (3) Year Contract (a+b+c) \$0  
 (This Amount used to Evaluate Bid)

#### Extension Options

% Increase in Weekly Rates for One Year Extension (Year 4) 0.00% Year 4 Total (Year 3 x Percentage Increase) \$0  
 % Increase in Weekly Rates for One Year Extension (Year 5) 0.00% Year 5 Total (Year 4 x Percentage Increase) \$0

#### Additional Fees and Rates (Not Used in Evaluating the Bid)

Registration Fee	(Per Child)	(Per Family)	
Late Registration Fee	(Per Child)	(Per Family)	Registrations Received After:
Early Release Day Fee	(Per Child/Day)		(Fill in Date)
Drop-In Fee	(Per Child/Session)		
Late Payment Fee	(Per Late Week)		
Late Pick Up Fee	(For Each 15 Minute Period Past Closing)		
Full Day Out Of School Fee	(Per Day, for the hours of 7:00 AM to 6:00 PM)		

**Scholarships Offered** (describe procedure for providing financial assistance to students whose families face income limitations in affording fees):

Please see attached financial aid documents here and in the Appendix, and kindly review Section V(D) of the proposal.

**Discounted Tuitions** (describe sliding fee scale for families facing income limitations in affording fees):

Please see attached financial aid documents here and in the Appendix, and kindly review Section V(D) of the proposal.

[illegible]

Christeen Rohwer  
Signature

March 1, 2019

Date \_\_\_\_\_

Christeen Rohwer - President

Four Rohwers Inc. DBA Kidsborough

**Name & Title (Please Print)**

**Company**

**Please Note - The three (3) page Price Proposal Template must be returned to the Canton Public Schools in a separate envelope from the “Technical” or non-price proposal and Marked “Price Proposal – Before and After School Child Care”**



Commonwealth of Massachusetts  
Department of Early Education and Care (EEC)

INCOME ELIGIBILITY TABLE

Step 1: Use This Form to Determine Family Eligibility

1. Find the column with the family's size written at the top.
2. Read down the column until you come to the correct income (either annual or monthly).
3. Then read directly across to the left to determine "Percent of State Median Income."
4. Please refer to relevant SMI Percentage (i.e. initial vs. reassessment - OR - special needs) to determine the family's eligibility.

% of State Median Income (SMI)	Family of Two		Family of Three		Family of Four		Family of Five		Family of Six		Family of Seven		Family of Eight		Family of Nine	
	Annual	Monthly*	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly	Annual	Monthly
90% SMI	\$38,697	\$3,225	\$47,802	\$3,984	\$56,908	\$4,742	\$66,013	\$5,501	\$75,118	\$6,260	\$76,825	\$6,402	\$78,532	\$6,544	\$80,240	\$6,687
85% SMI	\$65,765	\$5,482	\$81,264	\$6,772	\$96,743	\$8,062	\$112,222	\$9,352	\$127,700	\$10,642	\$130,603	\$10,884	\$133,505	\$11,125	\$136,407	\$11,367
80% SMI	\$77,394	\$6,450	\$95,605	\$7,967	\$113,815	\$9,485	\$132,025	\$11,002	\$150,236	\$12,520	\$153,650	\$12,804	\$157,065	\$13,089	\$160,479	\$13,373

% of State Median Income (SMI)	Family of Ten		Family of Eleven		Family of Twelve	
	Annual	Monthly	Annual	Monthly	Annual	Monthly
90% SMI	\$81,947	\$6,829	\$83,654	\$6,971	\$85,361	\$7,113
85% SMI	\$139,310	\$11,609	\$142,212	\$11,851	\$145,114	\$12,093
80% SMI	\$163,894	\$13,658	\$167,308	\$13,942	\$170,723	\$14,227

\*To calculate a monthly income from a weekly income multiply by 4.33.  
\*To calculate a monthly income from a bi-weekly income multiply by 2.17.



Commonwealth of Massachusetts  
Department of Early Education and Care (EEC)  
EEC FINANCIAL ASSISTANCE  
PARENT CO-PAYMENT TABLE

Parent Co-Payment Schedule is used to determine the parent's co-payment once the family is determined to be eligible and is being enrolled in an early education and care program.

Step 2: Use This Form to Determine Parent Co-Payment

1. Find the column with the family's size written at the top.
2. Read down the column until you come to the correct income bracket.
3. Then read directly across to the right until you are under the "Daily Fee" column. This will show you the parent co-pay pertaining to that family size and income.

GROSS MONTHLY INCOME												PARENT CO-PAYMENT				FEE LEVEL
Family of Two	Family of Three	Family of Four	Family of Five	Family of Six	Family of Seven	Family of Eight	Family of Nine	Family of Ten	Family of Eleven	Family of Twelve		Daily Fee (Full Time)	Weekly Fee (Full Time)	Daily Fee (Part Time)	Weekly Fee (Part Time)	
\$ 0-971	\$ 0-1180	\$ 0-1421	\$ 0-1663	\$ 0-1905	\$ 0-2146	\$ 0-2387	\$ 0-2630	\$ 0-2871	\$ 0-3113	\$ 0-3355	\$	\$ -	\$ -	\$ -	\$ -	1
\$ 972-1095	\$ 1181-1268	\$ 1422-1499	\$ 1664-1739	\$ 1906-1980	\$ 2147-2205	\$ 2388-2450	\$ 2631-2675	\$ 2872-2925	\$ 3114-3163	\$ 3356-3425	\$	\$ 2.00	\$ 10.00	\$ 1.00	\$ 5.00	2
\$ 1096-1219	\$ 1269-1340	\$ 1500-1575	\$ 1740-1825	\$ 1981-2080	\$ 2206-2315	\$ 2451-2575	\$ 2676-2775	\$ 2926-3025	\$ 3166-3275	\$ 3426-3550	\$	\$ 3.00	\$ 15.00	\$ 1.50	\$ 7.50	3
\$ 1220-1380	\$ 1341-1420	\$ 1576-1675	\$ 1826-1900	\$ 2081-2180	\$ 2316-2550	\$ 2576-2700	\$ 2776-2825	\$ 3026-3125	\$ 3276-3375	\$ 3551-3650	\$	\$ 4.50	\$ 22.50	\$ 2.25	\$ 11.25	4
\$ 1381-1457	\$ 1421-1529	\$ 1676-1799	\$ 1901-2087	\$ 2181-2380	\$ 2551-2675	\$ 2701-2800	\$ 2826-2940	\$ 3126-3225	\$ 3326-3375	\$ 3651-3750	\$	\$ 5.50	\$ 27.50	\$ 2.75	\$ 13.75	5
\$ 1458-1540	\$ 1530-1675	\$ 1800-1900	\$ 2088-2150	\$ 2381-2500	\$ 2676-2800	\$ 2801-2900	\$ 2941-3050	\$ 3226-3325	\$ 3376-3475	\$ 3751-3850	\$	\$ 6.50	\$ 32.50	\$ 3.25	\$ 16.25	6
\$ 1541-1634	\$ 1676-1760	\$ 1901-2000	\$ 2151-2260	\$ 2501-2650	\$ 2801-2900	\$ 2901-3000	\$ 3051-3125	\$ 3326-3425	\$ 3476-3575	\$ 3851-3950	\$	\$ 7.50	\$ 37.50	\$ 3.75	\$ 18.75	7
\$ 1635-1725	\$ 1761-1850	\$ 2001-2175	\$ 2261-2435	\$ 2651-2800	\$ 2901-3000	\$ 3001-3100	\$ 3126-3242	\$ 3426-3525	\$ 3576-3675	\$ 3951-4050	\$	\$ 8.00	\$ 40.00	\$ 4.00	\$ 20.00	8
\$ 1726-1843	\$ 1851-1931	\$ 2176-2250	\$ 2436-2550	\$ 2801-3000	\$ 3001-3100	\$ 3101-3200	\$ 3243-3340	\$ 3526-3625	\$ 3676-3775	\$ 4051-4150	\$	\$ 8.50	\$ 42.50	\$ 4.25	\$ 21.25	9
\$ 1844-1986	\$ 1932-2414	\$ 2251-2874	\$ 2551-3300	\$ 3001-3793	\$ 3101-3879	\$ 3201-3966	\$ 3341-4052	\$ 3626-4138	\$ 3776-4224	\$ 4151-4310	\$	\$ 9.00	\$ 45.00	\$ 4.50	\$ 22.50	10
\$ 1987-2186	\$ 2415-2476	\$ 2875-3130	\$ 3334-3550	\$ 3794-3900	\$ 3880-4030	\$ 3967-4100	\$ 4053-4125	\$ 4139-4210	\$ 4225-4300	\$ 4311-4400	\$	\$ 12.50	\$ 62.50	\$ 6.25	\$ 31.25	11
\$ 2187-2286	\$ 2477-2676	\$ 3131-3340	\$ 3551-3800	\$ 3901-4000	\$ 4031-4132	\$ 4101-4199	\$ 4126-4249	\$ 4211-4325	\$ 4301-4400	\$ 4401-4500	\$	\$ 15.00	\$ 75.00	\$ 7.50	\$ 37.50	12
\$ 2287-2429	\$ 2677-2876	\$ 3341-3550	\$ 3801-4100	\$ 4001-4199	\$ 4133-4350	\$ 4200-4499	\$ 4250-4599	\$ 4326-4650	\$ 4401-4725	\$ 4501-4825	\$	\$ 16.50	\$ 82.50	\$ 8.25	\$ 41.25	13
\$ 2430-2573	\$ 2877-3076	\$ 3551-3760	\$ 4101-4363	\$ 4200-4500	\$ 4351-4700	\$ 4500-4799	\$ 4600-4899	\$ 4651-4950	\$ 4726-5025	\$ 4826-5125	\$	\$ 17.50	\$ 87.50	\$ 8.75	\$ 43.75	14
\$ 2574-2717	\$ 3077-3277	\$ 3761-3970	\$ 4364-4607	\$ 4501-4966	\$ 4701-4998	\$ 4800-5099	\$ 4900-5149	\$ 4951-5200	\$ 5026-5275	\$ 5126-5350	\$	\$ 19.00	\$ 95.00	\$ 9.50	\$ 47.50	15
\$ 2718-2860	\$ 3278-3477	\$ 3971-4180	\$ 4608-4851	\$ 4967-5444	\$ 4999-5549	\$ 5100-5650	\$ 5150-5699	\$ 5201-5750	\$ 5276-5825	\$ 5351-5900	\$	\$ 20.50	\$ 102.50	\$ 10.25	\$ 51.25	16
\$ 2861-3004	\$ 3478-3677	\$ 4181-4400	\$ 4852-5095	\$ 5445-5939	\$ 5550-6074	\$ 5651-6209	\$ 5700-6344	\$ 5751-6400	\$ 5826-6475	\$ 5901-6550	\$	\$ 22.00	\$ 110.00	\$ 11.00	\$ 55.00	17
\$ 3005-3132	\$ 3678-3869	\$ 4491-4606	\$ 5096-5342	\$ 5940-6079	\$ 6075-6217	\$ 6210-6355	\$ 6345-6494	\$ 6401-6550	\$ 6476-6625	\$ 6551-6700	\$	\$ 23.00	\$ 115.00	\$ 11.50	\$ 57.50	18
\$ 3133-3322	\$ 3870-4104	\$ 4607-4885	\$ 5343-5607	\$ 6080-6433	\$ 6218-6595	\$ 6356-6743	\$ 6495-6887	\$ 6551-7034	\$ 6626-7181	\$ 6701-7327	\$	\$ 24.00	\$ 120.00	\$ 12.00	\$ 60.00	19
\$ 3323-3410	\$ 4105-4210	\$ 4886-5012	\$ 5608-5812	\$ 6434-6615	\$ 6596-6765	\$ 6744-6915	\$ 6888-7066	\$ 7035-7150	\$ 7182-7300	\$ 7328-7450	\$	\$ 25.00	\$ 125.00	\$ 12.50	\$ 62.50	20
\$ 3411-3549	\$ 4211-4380	\$ 5013-5214	\$ 5813-6047	\$ 6616-6883	\$ 6766-7039	\$ 7196-7477	\$ 7351-7639	\$ 7501-7700	\$ 7651-7775	\$ 7801-7925	\$	\$ 26.00	\$ 130.00	\$ 13.00	\$ 65.00	21
\$ 3550-3685	\$ 4381-4551	\$ 5215-5418	\$ 6048-6285	\$ 6884-7153	\$ 7154-7586	\$ 7315-7758	\$ 7478-7932	\$ 7640-8103	\$ 7701-8275	\$ 7926-8420	\$	\$ 27.00	\$ 135.00	\$ 13.50	\$ 67.50	22
\$ 3686-3908	\$ 4552-4828	\$ 5419-5747	\$ 6286-6666	\$ 7154-7586	\$ 7315-7758	\$ 7478-7932	\$ 7640-8103	\$ 8276-10344	\$ 8449-10560	\$ 8621-10775	\$	\$ 28.00	\$ 140.00	\$ 14.00	\$ 70.00	23
\$ 3909-4085	\$ 4829-6035	\$ 5748-7184	\$ 6667-8333	\$ 7587-9483	\$ 7759-9698	\$ 7933-9915	\$ 8104-10129	\$ 8276-10344	\$ 8449-10560	\$ 8621-10775	\$	\$ 29.00	\$ 145.00	\$ 14.50	\$ 72.50	24
\$ 4086-5150	\$ 6036-6325	\$ 7185-7550	\$ 8334-8750	\$ 9484-9930	\$ 9699-10300	\$ 9916-10400	\$ 10130-10650	\$ 10345-10856	\$ 10561-11080	\$ 10776-11300	\$	\$ 32.00	\$ 160.00	\$ 16.00	\$ 80.00	25
\$ 5151-5400	\$ 6326-6625	\$ 7551-7900	\$ 8751-9200	\$ 9951-10400	\$ 10301-10750	\$ 10401-10900	\$ 10651-11150	\$ 10857-11365	\$ 11081-11600	\$ 11301-11840	\$	\$ 35.00	\$ 175.00	\$ 17.50	\$ 87.50	26
\$ 5401-5650	\$ 6626-6925	\$ 7901-8250	\$ 9201-9550	\$ 10401-10950	\$ 10751-11150	\$ 10901-11400	\$ 11151-11650	\$ 11366-11875	\$ 11601-12125	\$ 11841-12370	\$	\$ 38.00	\$ 190.00	\$ 19.00	\$ 95.00	27
\$ 5651-5849	\$ 6925-7225	\$ 8251-8601	\$ 9551-9978	\$ 10951-11353	\$ 11151-11611	\$ 11401-11869	\$ 11651-12126	\$ 11876-12387	\$ 12126-12645	\$ 12371-12903	\$	\$ 41.00	\$ 205.00	\$ 20.50	\$ 102.50	28

\*To calculate monthly income from weekly income statements, multiply the weekly income by 4.33

\*To calculate monthly income from bi-weekly income statements, multiply the bi-weekly income by 2.17

Last revised: 9/25/14, effective 10/1/14



PO Box 94  
Southborough, MA 01772  
508-435-0002 | 508-435-0032 (fax)  
admin@kidsborough.com

Dear Family,

In addition to accepting vouchers from the Department of Early Education and Care (EEC), Kidsborough has a limited tuition aid fund to assist families that are either on the voucher "waitlist" or that are just outside the Department of Early Education and Care (EEC) income eligibility brackets. The amount of tuition aid offered to each family will be consistent with Massachusetts EEC voucher funding guidelines, will depend upon the number of qualified applications and will be prioritized based on documented family need. Assistance is offered in the form of reduced tuition and/or alternative payment plan options.

We are now accepting tuition aid applications for the 2018-2019 school year.

To determine if you may qualify for tuition aid please refer to the chart below. Locate your family size (as filed on your 1040) in the top row and if your total family income falls below the corresponding annual income, you may be eligible for assistance. If you meet the annual income guideline, please review the Tuition Aid Policies and complete the Kidsborough Tuition Aid Application.

Family Size	2	3	4	5	6
Annual Income	\$63,690	\$78,676	\$93,662	\$108,648	\$123,634

We will begin reviewing applications May 15th, 2018, allowing you time to gather the necessary supporting documents. (Please note that only applications with ALL required documentation will be considered.) You may submit your application and supporting documents via email at [financialaid@kidsborough.com](mailto:financialaid@kidsborough.com), fax to: 508-435-0032, drop off with the site coordinator of your Kidsborough program or mail to: Kidsborough, P.O. Box 94, Southborough, MA 01772.

Thank You,

Kidsborough



## Tuition Aid Policies

The following summarizes the procedure for applying for Kidsborough tuition aid:

1. The applicant<sup>1</sup> must first apply to receive a voucher at the local Child Care Resource and Referral Agency. They are the qualifying agency contracted by the EEC to determine income eligibility for aid. If approved, Kidsborough will accept your voucher on a first come, first served basis.

If placed on the voucher waitlist or not approved, Kidsborough will use the income-eligibility guidelines and co-payment table set forth by the EEC financial assistance program to determine the amount of your potential tuition aid offer.

2. The following criteria must be met:
  - a. Applicant must be working or attending school during Kidsborough hours of operation.
  - b. Your account must be kept current. Failure to pay your adjusted tuition in full no later than the 1<sup>st</sup> of the month or the due date stated in your financial aid offer will result in forfeiture of your aid and termination from the program.
  - c. If family circumstances change and you no longer require and/or no longer meet eligibility requirements for financial aid assistance from Kidsborough, or you may require less assistance, you will (or will be required by the company to) notify the company in writing.
  - d. Renewal applications will be required at least annually, prior to the start of the school year, or more frequently if family circumstances change.
3. Applicants must submit the following documentation:
  - a. Proof of application for the EEC Voucher program or proof of non-qualification.
  - b. Signed copies of applicant's submitted 2017 tax Form(s) 1040. (If self-employed Schedule C must also be provided. If household adult wage earners providing care for the child(ren) are filing separately, all returns must be provided.)
  - c. Verification of current work schedule (including days and times) from the employer (or school schedule) of each adult wage-earner providing care for the child.
  - d. Four weeks of most recent pay stubs for each adult wage earner showing total hours worked in pay period.
  - e. If a single/custodial parent is receiving child support from the non-custodial parent, the custodial parent must submit up-to-date court order or verification from his/her attorney indicating amount and schedule of payments. If the single/custodial parent should be receiving child support and is not, the custodial parent must verify this fact with a letter from the courts.
  - f. Any other support provided to the child(ren) from other sources not indicated on Form 1040.
4. Eligibility will be re-evaluated mid-year. Recipients will be required to submit the following documentation no later than February 1, 2019 to maintain their financial aid grant:
  - a. Copies of 2018 W2 statements. (If self employed Schedule C or other proof of 2018 income.)
  - b. Verification of work schedule from the applicant's employer or a copy of the applicant's school schedule.

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<sup>1</sup> The "applicant" is all adults responsible for financial care of the child(ren).

- c. Four weeks of applicant's most recent pay stubs showing total hours worked in pay period.
- d. Confirmation of any other sources of support for the child(ren).

Any offer of financial aid is subject to change with any change in applicant circumstance or change in state funding rates, procedures or regulations.

A tuition aid application will not be considered complete until all documentation has been submitted to Kidsborough. Enrollment utilizing tuition aid can only begin after the review process has been completed and financial aid approved.

# Tuition Aid Application



## Parent/Guardian Information:

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Annual Income: \_\_\_\_\_

Number of dependents: \_\_\_\_\_

## Child(ren) Information:

Name(s): \_\_\_\_\_

Kidsborough Location: \_\_\_\_\_

Kidsborough Schedule: \_\_\_\_\_

Before School # of Days: \_\_\_\_\_

After School # of Days: \_\_\_\_\_

2018-19 Grade(s): \_\_\_\_\_

## Required Documents Submitted:

- ☐ Proof of Voucher application
- ☐ 2017 IRS Form(s) 1040 (signed)
- ☐ Current work (or school) schedule
- ☐ 4 Weeks most recent paystubs
- ☐ Custody statement
- ☐ Other

By signing this form, I agree to Kidsborough's Tuition Aid Policies and to the terms of payment provided in any offer of financial assistance from Kidsborough. I certify that the information provided is complete and accurate, and represents all financial sources available for care of the above child(ren).

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# CANTON PUBLIC SCHOOLS



Dr. Jennifer Fischer-Mueller  
*Superintendent of Schools*

Debra L. Bromfield  
*Director of Student Services*

960 Washington Street, Canton, MA 02021  
Telephone: 781-821-5060  
Fax: 781-575-6500  
[www.cantonma.org](http://www.cantonma.org)

Patricia Kinsella  
*Assistant Superintendent*

Barry S. Nectow  
*School Business Administrator*

**To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.**

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**TO:** Jennifer Fischer-Mueller, Superintendent of Schools  
**FROM:** Barry S. Nectow, School Business Administrator  
**SUBJECT:** Statement of Interest for the Galvin Middle School  
**DATE:** March 20, 2019  
**CC:**

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The school committee voted to submit a Statement of Interest ("SOI") for the Galvin Middle School to the Massachusetts School Building Authority ("MSBA") on March 7, 2019.

The MSBA requires the attached language be included in the vote.

I recommend the school committee vote to submit the SOI using the required language.

Thank you.

## VOTE TO SUBMIT A STATEMENT OF INTEREST

Resolved: Having convened in an open meeting on March 28, 2019, prior to the SOI submission closing date, the School Committee of the Town of Canton, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated March 19, 2019 for the William H. Galvin Middle School which describes and explains the following deficiencies and the priority category(s) for which an application may be submitted to the Massachusetts School Building Authority in the future: Priority categories 2, 5 and 7 are consistent with the recently completed master plan and feasibility Study and addresses over-crowding, modernization of school facility systems and addresses an obsolete building in order to provide a full range of programs consistent with the district educational vision; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the City/Town/Regional School District to filing an application for funding with the Massachusetts School Building Authority.

Voted 4-0 By the Canton School Committee, on March 28, 2019

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Michael Loughran  
Vice Chairperson, Canton School Committee  
(Chair was not in attendance)

	A	B	C	D	N	O	P	Q	R	S
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>									
3	<b>(Summary)</b>									
4					<b>FY20</b>			<b>FY20</b>		
5					<b>(Superintendent's Budget Request)</b>			<b>(Superintendent's Budget Request)</b>		
6					<b>(Voted By School Committee - 01/03/2019)</b>			<b>(With 3.82% Budget)</b>		
7				Line #*	FTE	\$	%	FTE	\$	%
8										
9	Prior Year Operating Budget			(Line 8)		<b>\$42,396,405</b>			<b>\$42,396,405</b>	
10										
13	Contractual Salary Increases			(Line 24)		\$1,414,954	3.34%		\$1,414,954	3.34%
14										
17	Priority - Level 1 - Sub-Total			(Line 154)	10.01	\$811,808	1.91%	5.40	\$364,822	0.86%
18										
19	Priority - Level 2 - Sub-Total			(Line 267)	0.00	\$180,651	0.43%	0.00	\$10,599	0.02%
20										
21	<b>Sub-Total Budget Increase Requested (Above Line 13 + 17 + 19)</b>				<b>10.01</b>	<b>\$2,407,413</b>	<b>5.68%</b>	<b>5.40</b>	<b>\$1,790,375</b>	<b>4.22%</b>
22										
23	MINUS Projected Staff Reductions			(Line 288)	(1.31)	(\$98,417)	-0.23%	(2.00)	(\$172,418)	-0.41%
26										
27	<b>Total Budget Increase (Above Line 21 - Line 23)</b>				<b>8.70</b>	<b>\$2,308,996</b>	<b>5.45%</b>	<b>3.40</b>	<b>\$1,617,957</b>	<b>3.82%</b>
28										
29	<b>Total Budget Request (Above Line 9 + Line 27)</b>					<b>\$44,705,401</b>	<b>5.45%</b>		<b>\$44,014,362</b>	<b>3.82%</b>

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		(Superintendent's Budget Request)			(Superintendent's Budget Request)					
5		(Voted By School Committee - 01/03/2019)			(With 3.82% Budget)					
6										
7										
8	Prior Year Operating Budget	\$42,396,405			\$42,396,405					
9										
13										
14	<b>Sub Total</b>	<b>\$42,396,405</b>	<b>0.00%</b>		<b>\$42,396,405</b>	<b>0.00%</b>				
15										
16	<b>A. Contract Obligations</b>									
17										
19	Contractual Obligations	\$1,414,954			\$1,414,954					
23										
24	<b>Total Contract Obligations</b>	<b>\$1,414,954</b>	<b>3.34%</b>		<b>\$1,414,954</b>	<b>3.34%</b>				
25										
26	<b>Subtotal + Contractual Obligations</b>	<b>\$43,811,359</b>			<b>\$43,811,359</b>					
27										
28	<b>B. Staff Reductions</b>									
29	<b>FY20</b>									
30										
31	1.0 FTE JFK 5TH Grade Teacher	(\$71,418)		(1.00)	(\$71,418)		(1.00)			
32	0.31 FTE Speech Language Pathologist	(\$26,999)		(0.31)	\$0		0.00			
33	1.0 FTE Literacy Coach				(\$101,000)		(1.00)			
36	<b>Subtotal - Staff Reduction</b>	<b>(\$98,417)</b>	<b>-0.23%</b>	<b>(1.31)</b>	<b>(\$172,418)</b>	<b>-0.41%</b>	<b>(2.00)</b>			
37										
38										
39										

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		<b>(Superintendent's Budget Request)</b>			<b>(Superintendent's Budget Request)</b>					
5		<b>(Voted By School Committee - 01/03/2019)</b>			<b>(With 3.82% Budget)</b>					
40	<b>C. Priority - Level I</b>	<b>Priority - Level 1</b>			<b>Priority - Level 1</b>					
41				<b>FTE</b>						
42	<b>Requests - Maintenance of Quality - FTE's</b>									
43										
44	1.0 FTE District Technology Specialist	\$77,500		1.00	\$77,500		1.00			
45	0.2 FTE CHS Technology Teacher	\$14,284		0.20	\$14,284		0.20			
46	0.31 FTE DW Out of District Coordinator	\$26,999		0.31	\$0		0.00			
47	1.0 FTE PK-5 Content Specialist (Year 1 of 2)									
48	1.0 FTE District Data Specialist									
49	1.0 FTE Human Resource Director									
58	1.0 FTE DW Adapted Physical Education Teacher (Including Preschool)									
59	1.0 FTE DW District Resource Nurse									
60	1.0 FTE CHS Vocational Teacher	\$71,418		1.00	\$71,418		1.00			
61	1.0 FTE CHS Learning Center Teacher									
62	1.0 FTE CHS Learning Center Ed. Asst.	\$25,000		1.00	\$0		0.00			
63	0.2 FTE CHS Visual Arts Teacher (Coordinator class reduction)									
64	0.2 FTE CHS Performing Arts Teacher (Coordinator class reduction)									
65	0.1 FTE CHS Performing Arts Teacher	\$7,142		0.10	\$0		0.00			
66	0.8 FTE CHS French/Spanish Teacher	\$14,284		0.20	\$0		0.00			
67	0.7 FTE CHS Nurse	\$49,993		0.70	\$49,993		0.70			
68	1.0 FTE DW Speech Language Pathologist	\$71,418		1.00	\$0		0.00			
69	1.0 FTE GMS Special Education Teacher	\$71,418		1.00	\$0		0.00			
70	1.0 FTE GMS Educational Assistant									
71	0.2 FTE GMS World Language Teacher									
72	0.2 FTE GMS Visual Arts Teacher									
73	1.0 FTE GMS Wellness Teacher	\$71,418		1.00	\$0		0.00			
74	1.0 FTE GMS Guidance Counselor	\$71,418		1.00	\$71,418		1.00			
75	1.0 FTE Hansen Certified Nursing Assistant	\$22,500		1.00	\$22,500		1.00			
76	0.1 FTE Preschool Visual Arts Teacher									
77	0.1 FTE Preschool Performing Arts Teacher									
78	1.0 FTE Preschool Teacher									
79	1.0 FTE Preschool Educational Assistant									
80	0.5 FTE Early Childhood Teacher	\$35,709		0.50	\$35,709		0.50			
81	0.5 FTE Preschool Student Services Coordinator									
82										
88										

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		(Superintendent's Budget Request)			(Superintendent's Budget Request)					
5		(Voted By School Committee - 01/03/2019)			(With 3.82% Budget)					
89	<b>Requests - Maintenance of Quality FTE's - Sub-Total</b>	<b>\$630,500</b>	<b>1.49%</b>	<b>10.01</b>	<b>\$342,822</b>	<b>0.81%</b>	<b>5.40</b>			
90										
91	<b>Requests - Maintenance of Quality Supplies and Services</b>	<b>Priority - Level 1</b>			<b>Priority - Level 1</b>					
92										
93	Bus Contractual Increase	\$35,000			\$0					
94										
98	<b>Requests - Maintenance of Quality Supplies and Services - Sub-Total</b>	<b>\$35,000</b>			<b>\$0</b>					
99										
100	<b>MAINTENANCE OF QUALITY - SUB-TOTAL</b>	<b>\$665,500</b>	<b>1.57%</b>	<b>10.01</b>	<b>\$342,822</b>	<b>0.81%</b>	<b>5.40</b>			
101										
102	<b>Requests - Quality Enhancements FTE's</b>									
103										
135										
136	<b>Requests - Quality Enhancements FTE's - Sub-Total</b>	<b>\$0</b>	<b>0.0%</b>	<b>0.00</b>	<b>\$0</b>	<b>0.0%</b>	<b>0.00</b>			
137										
138	<b>Requests - Quality Enhancements Supplies and Services</b>	<b>Priority - Level 1</b>			<b>Priority - Level 1</b>					
139										
141	Social Studies Curriculum Resources (Grade 6-8)	\$30,000			\$0					
142	Social Studies Curriculum Materials-K-5	\$50,000			\$0					
143	Leveled Literacy Intervention (LLI) - Grade 1-3 (Includes PD)	\$35,308			\$12,000					
144	Testing Kits-Student Services	\$5,000			\$0					
145	Interpreter/Translation Services	\$20,000			\$10,000					
146	Independent Reading Texts (English Dept.)	\$6,000			\$0					
147										
148										
149										
150	<b>Requests - Quality Enhancements Supplies and Services - Sub-Total</b>	<b>\$146,308</b>	<b>0.35%</b>		<b>\$22,000</b>	<b>0.05%</b>				
151										
152	<b>QUALITY ENHANCEMENTS - SUB-TOTAL</b>	<b>\$146,308</b>	<b>0.35%</b>	<b>0.00</b>	<b>\$22,000</b>	<b>0.05%</b>	<b>0.00</b>			
153										
154	<b>Total - Priority Level I</b>	<b>\$811,808</b>	<b>1.91%</b>	<b>10.01</b>	<b>\$364,822</b>	<b>0.86%</b>	<b>5.40</b>			

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		<b>(Superintendent's Budget Request)</b>			<b>(Superintendent's Budget Request)</b>					
5		<b>(Voted By School Committee - 01/03/2019)</b>			<b>(With 3.82% Budget)</b>					
155										
156	<b>D. Priority - Level II</b>			<b>FTE</b>			<b>FTE</b>			
157										
158	<b>CHS</b>									
165										
166	Chemical Safety Officer Stipend (Science Dept.)									
167	Laboratory Safety Institute Training (Science Dept.)									
168	Mastering Biology with E-text (Science Dept.)	\$5,799			\$0					
169	Engineering the Future Digital Access (Science Dept.)	\$1,893			\$0					
170	Updates to Biotech Curriculum & Materials	\$1,575			\$0					
171	Athletic Supplies (Uniforms)	\$10,000			\$0					
172	Assistant Spring Track Coach									
173	Assistant Swim Coach									
174	Assistant Field Hockey Coach	\$2,142			\$0					
175	Assistant Cross Country Coach	\$2,142			\$0					
176	Athletic Equipment Manager									
177		<b>\$23,551</b>	0.06%	0.00	<b>\$0</b>	0.00%	0.00			
178	<b>GMS</b>									
182	Library Books (lower reading level)									
183	DreamBox (language based math program)									
184	Science STEM Resources	\$15,000			\$0					
185	Trade books for ELA and Reading	\$6,400			\$0					
186	Genre Reclassification Items-Library									
187	Cultural Diversity Collection-Library									
188	Ongoing books, magazines etc.-Library									
189		<b>\$21,400</b>	0.05%	0.00	<b>\$0</b>	0.00%	0.00			

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		<b>(Superintendent's Budget Request)</b>			<b>(Superintendent's Budget Request)</b>					
5		<b>(Voted By School Committee - 01/03/2019)</b>			<b>(With 3.82% Budget)</b>					
190										
191	<b>Elementary</b>			<b>FTE</b>			<b>FTE</b>			
192										
195		<b>\$0</b>	0.00%	0.00	<b>\$0</b>	0.00%	0.00			
196										
197	<b>Professional Development</b>									
200										
201	GMS Curriculum Development Time (summer)									
202	GMS Curriculum Development Time (school year)									
203	GMS Project Based Learning 101 PD									
204	GMS Project Based Learning Sustained Support Visits									
205										
206										
207		<b>\$0</b>	0.00%		<b>\$0</b>	0.00%				
208										
209	<b>District-Wide</b>									
210	Field Study	\$30,000			<b>\$0</b>					
211	Software	\$25,000			<b>\$0</b>					
212	Mental Health Consultant	\$40,000			<b>\$0</b>					
213										
214										
215										
216										
218		<b>\$95,000</b>	0.22%		<b>\$0</b>	0.00%				
225	<b>Visual Arts</b>									
229	Supplies at CHS	\$700			<b>\$0</b>					
230										
231										
232										
233		<b>\$700</b>	0.00%		<b>\$0</b>	0.00%				

	A	I	J	K	L	M	N	O	P	Q
1	<b>Canton Public Schools</b>									
2	<b>FY20 Budget Request</b>	<b>FY20</b>			<b>FY20</b>					
3		<b>(Superintendent's Budget Request)</b>			<b>(Superintendent's Budget Request)</b>					
5		<b>(Voted By School Committee - 01/03/2019)</b>			<b>(With 3.82% Budget)</b>					
234										
236	<b>Performing Arts</b>									
237	Stipends									
240										
241										
242										
243		<b>\$0</b>	<b>0.00%</b>		<b>\$0</b>	<b>0.00%</b>				
248										
249	<b>World Language</b>									
250										
251										
252	Instructional Materials (Spanish/French/German)-CHS	\$40,000			\$10,599					
253	Instructional Materials (French)-GMS									
254		<b>\$40,000</b>	<b>0.09%</b>		<b>\$10,599</b>	<b>0.02%</b>				
255										
256										
257	<b>Technology</b>									
264										
265		<b>\$0</b>	<b>0.00%</b>		<b>\$0</b>	<b>0.00%</b>				
266										
267	<b>Total - Priority - Level II</b>	<b>\$180,651</b>	<b>0.43%</b>	<b>0.00</b>	<b>\$10,599</b>	<b>0.02%</b>	<b>0.00</b>			
268										
269	<b>MASTER PLAN IMPLEMENTATION</b>									
270										
282	<b>Sub-Total - MASTER PLAN IMPLEMENTATION</b>									
283										

	A	I	J	K	L	M	N	O	P	Q
1	Canton Public Schools									
2	FY20 Budget Request	FY20			FY20					
3		(Superintendent's Budget Request)			(Superintendent's Budget Request)					
5		(Voted By School Committee - 01/03/2019)			(With 3.82% Budget)					
284	<b>Summary</b>									
285										
286	Total Contract Obligations	\$1,414,954	3.34%		\$1,414,954	3.34%				
287										
288	Staff Reductions	(\$98,417)	-0.23%	(1.31)	(\$172,418)	-0.41%	(2.00)			
289										
292	Total - Priority - Level I	\$811,808	1.91%	10.01	\$364,822	0.86%	5.40			
295										
296	Total - Priority - Level II	\$180,651	0.43%	0.00	\$10,599	0.02%	0.00			
297										
298	Total Priority - Level I & II	\$992,459	#DIV/0!	10.01	\$375,421	#DIV/0!	5.40			
299										
300	Total Priority - Level I, II and Master Plan Imp.	\$992,459	2.34%	10.01	\$375,421	0.89%	5.40			
301	Total Budget Increase Requested	\$2,308,996	5.45%	8.70	\$1,617,957	3.82%	3.40			
302	(Level 1, 2, Staff Reduction and Contractual Obligations)									
303	Proposed Operating Budget Request	\$44,705,401			\$44,014,362					
304										
305	Target Increase	\$2,331,802	5.50%		\$1,617,957	3.82%				
306										
307	Target Budget	\$44,728,207			\$44,014,362					
308										
309	Over/Under Target	\$22,806			(\$0)					
310										
311										

## **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff, it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

Building principals will meet all requirements for conducting fire drills as well as emergency preparedness drills (i.e. Shelter in Place, Lockdowns) to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and staff practice in carrying out their assigned responsibilities for building evacuation.

Fire drills are held four (4) times per school year and Evacuation drills are held three (3) times per school year, in each building, constituting the absolute minimum. The first fire drill of the school year shall be held within three (3) days after the start of school. The purpose of the drills is to practice proper procedure so that all personnel, adults and students, may become familiar with the routine. These drills shall be conducted without advance warning to school personnel other than the person in charge of the school at the time of the scheduled drill. An alternate means of egress for all persons shall be formulated and practiced. Copies of the fire evacuation plan along with the alternate means of egress shall be forwarded to the Fire Chief for his/her approval prior to the first day of the school year.

Due to the importance of the drills, it is imperative that all students obey the instructions posted in classrooms.

CROSS REF.: EBCE, Emergency Closings