



REQUEST FOR PROPOSAL

Before & After School Care Operator

The Medicine Hat School District No. 76 (herein referred to as "The District") serves 7,440 students from grades Kindergarten to Grade 12 in Medicine Hat, Alberta. The District currently operates Before and After School Care programs in some of its elementary schools.

The District invites qualified childcare providers to submit proposals (herein referred to as RFP) to operate Before and After School Care programs in 11 elementary schools.

Medicine Hat School District No. 76

REQUEST FOR PROPOSAL

Before & After School Care Operator

DATE OF INVITATION: FEBRUARY 26, 2018
DATE OF RFP CLOSING: MARCH 29, 2018

AUTHORIZED SIGNATURE

The Undersigned Individual / Company / Partnership represents and warrants that it is authorized to carry on business of this nature and that it is not disabled from performing the Agreement if awarded by any law of Canada or of the Province of Alberta. The Undersigned acknowledges receipt, understanding, and has taken into consideration all the information presented in the Request for Proposal. The Undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the Individual / Company / Partnership and to bind it to this response and agreements awarded pursuant to it and in all matters relating to or arising out of the subject matter of this response.

The Undersigned authorizes Medicine Hat School District No. 76 to contact any of the listed references submitted in their proposal response.

The Undersigned acknowledges that Medicine Hat School District No. 76 reserves the right to accept or reject in whole or in part all proposal responses.

Individual / Company / Partnership

Name and Title (Please Print)

Authorized Signature

Date

(A duly signed copy of this form **must** be included with your proposal.)

SECTION I - ADMINISTRATIVE

1 INTRODUCTION AND SCOPE

1.1 RFP Terminology/ Definitions:

Throughout this RFP terminology is used as follows:

- "proponent", "bidder"

A Program Operator that submits or intends to submit a proposal in response to this RFP.

- "must", "shall", "mandatory"

A requirement that **must** be met in an unaltered form in order for the proposal to receive consideration. Proposals not meeting mandatory requirements will be automatically rejected.

- "should", "may", "desirable"

A requirement having a significant degree of importance to the objectives of the RFP.

1.2 Purpose:

The purpose of this RFP is to solicit sealed proposals from the Program Operators specified in the RFP for the supply of Before and After School Care subject to the terms and conditions herein specified.

1.3 Important Dates:

The following dates are significant in terms of this RFP.

RFP Issue Date	February 26, 2018
RFP Closing Date	March 29, 2018
Proposed Bidder Selection Date	April 30, 2018

2 PROPOSAL PREPARATION AND SUBMISSION

Proponents are advised to carefully read and follow the terms, conditions and procedures outlined in the RFP as any deviation from the requirements may be cause for rejection, disqualification, or low evaluation points being awarded.

2.1 Closing Date:

Four (4) sealed copies of your proposal **must** be submitted so as to be received on or before March 29, 2018, by no later than 12:00 noon Medicine Hat time, at the office of:

Angie Lesko
Clearly marked "Before & After School Care Program Operator – RFP Response – Confidential"
Medicine Hat School District No. 76
601 - 1 Avenue SW
Medicine Hat, Alberta T1A 4Y7

2.1.1 The Medicine Hat School District No. 76 reception switchboard clock shall be used to determine the time of receipt, once the clock rolls to the next minute after the close, no proposal(s) shall be accepted.

2.2 Signature:

All proposals shall be signed by a duly authorized official of the Individual / Company / Partnership.

2.3 Proposals Received After Closing:

Proposals that are received after the closing time shall not be accepted and shall be returned to the bidder unopened.

2.4 Facsimile and E-mail Responses:

Fax and email proposals will not be accepted.

2.5 Proposal Format:

The evaluation of proposals is made easier when proponents respond in a similar manner. Proponents' proposals should be formatted in accordance with the following outline to assist and promote the evaluation of proposals.

- (a) Signature Page - closing date and time, proponent's telephone and fax numbers, contact person signature and corporate seal (if available).
- (b) Letter of Introduction - one page providing a company profile.
- (c) Proponent's Response
 - Service Delivery
 - Licensing and Accreditation Plan
 - Qualifications and Experience
 - Price – Proposed Fees to Parents
 - References
- (d) Appendixes - any additional information, brochures, reports, etc.

3 GENERAL TERMS AND CONDITIONS

3.1 Inquiries:

All inquiries related to this RFP shall be directed in writing to:

Ms. Leanne Dulle – Director of Finance
Medicine Hat School District No. 76
601 - 1 Avenue SW
Medicine Hat, Alberta T1A 4Y7
E-mail: leanne.dulle@sd76.ab.ca

Information obtained from any other source is not official and may be inaccurate. Direct contact by a proponent with any other person or school within the District, without authorization by the person identified above, **may result in the disqualification of that proponent's proposal.**

3.2 Changes to Proposals:

The proponent shall not change the wording of his/her proposal after the submission closing date, and no words or comments shall be added to the general conditions or specifications unless requested by the District for the purpose of clarification.

The District reserves the right to seek clarification of items in the RFP and to request modification prior to acceptance.

3.3 Ownership of Proposals:

All responses to the RFP shall become the property of the District.

3.4 Proponent's Expense and Responsibility:

It shall be the proponent's responsibility to familiarize themselves with all aspects of the RFP requirements. The District shall not assume responsibility or liability for any costs incurred by the proponent in the preparation of their proposal.

3.5 Proposals as Part of Contract:

The District reserves the right to negotiate with the proponent to clarify their proposals and, if accepted, may form part of any contract awarded.

3.6 Acceptance of Proposals:

The District reserves the right to modify the terms of the RFP at any time at its sole discretion.

This RFP should not be construed as a contract to purchase goods or services. The District is not bound to any proposal of those submitted. The District is under no obligation to award a contract and reserves the right to terminate the RFP process at any time with all or any of the responding proponents.

The District is under no obligation in any manner to any proponent until a written agreement has been duly executed relating to an approved proposal.

3.7 Single Response:

A single response (i.e. a proposal from only one proponent to the RFP) may be deemed a failure of competition, and, at the sole option of the District, the RFP may be cancelled.

3.8 Submission Ineligibility:

Proposals which are incomplete, conditional or obscure; which in any way fail to conform to the requirements of the RFP document; or which contain alterations, erasures or irregularities of any kind may be rejected.

3.9 Liability for Errors:

The representations in the RFP documents are furnished merely for general information of proponents and are not in any way warranted or guaranteed by or on behalf of MHSD76. All prospective proponents are urged to conduct their own investigations into the material facts, and the District shall not be held liable or accountable for any error or omission in any part of this RFP.

3.10 Confidentiality and Freedom of Information:

All documents submitted to the District as a result of this RFP shall be the property of the District and as such, shall be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act of Alberta. A copy of the FOIP Act can be obtained from the Queen's Printer.

Proponents making their entire RFP response proprietary or confidential shall be neither accepted nor honored. Proponents shall identify which portion(s) of their submission is confidential and what harm could reasonably be expected from disclosure of those portions.

3.11 Acceptance of Terms:

3.11.1 All the terms and conditions of this RFP shall be assumed to be accepted by the proponent and incorporated in his/her proposal except those conditions and provisions which are expressly excluded by the proponent's proposal wording.

3.11.2 The terms and conditions of this RFP shall not be altered. Proponents attempting to contradict, supersede or amend the RFP terms and conditions by inclusion of the proponents own standard terms and conditions may have his/her submission rejected and disqualified without further consideration.

3.12 Entire Agreement:

The proponents shall agree that the terms and conditions and all documents forming this RFP constitute and govern the entire agreement between proponent and MHSD76, superseding, terminating and otherwise rendering null and void any and all prior agreements, understandings, negotiations, contracts, whether written or oral between the proponents and the District.

3.13 Waiver of Minor Administrative Irregularities:

The District reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any waiver submission.

3.14 Duration of Proposals:

Proposals shall remain open to acceptance for a period of sixty (60) days after the proposal closing date. Proponents may withdraw their proposals without penalty or forfeiture until such time as an award is made.

3.15 Cancellation:

The District reserves the right to cancel this RFP in its entirety after the advertised closing date, if no qualified bids are received or if there is no bid that the District determines is financially viable.

3.16 Compliance with Laws:

The successful bidder shall give all notices and obtain all the licenses and permits necessary to perform the work. The contractor shall comply with all laws applicable to the work and performance of the contract.

3.17 Termination:

Any agreement entered into between the District and the successful proponent may be terminated by either party giving no less than one hundred and eighty (180) days written notification.

4 HEALTH AND SAFETY REQUIREMENTS

4.1 All equipment used shall meet all health, fire and safety regulations and standards and all work practices and procedures as required by law.

5 GOVERNING LAW

5.1 The law governing this RFP or any contractual agreement resulting from this RFP shall be the law in effect in the Province of Alberta, Canada and shall be deemed to be executed in Medicine Hat, Alberta, Canada.

6 ASSIGNMENT

6.1 Neither the successful proponent nor the District shall assign any contract resulting from this RFP in whole or in part without the prior written approval of the other.

7 THE WORKERS' COMPENSATION ACT

- 7.1 The proponent shall comply with the Workers' Compensation Act and regulations made under the Act. WCB coverage for all personnel will be required for the successful candidate.

8 CONFLICT OF INTEREST - INDEPENDENCE

- 8.1 All proposal submissions **must** include full disclosure of all existing business relationships including, but not limited to, ownership interests or affiliations, direct or indirect, pertaining to the RFP. Should a conflict of interest arise, the District, at its sole discretion, may disqualify the proposal submission. Failure to disclose a potential conflict of interest in the proposal submission may result in disqualification from the proposal process or termination of any agreement that has been awarded as a result of the proposal process.

9 INSURANCE AND INDEMNIFICATION

The successful candidates **must** be responsible for the following:

- 9.1 **General Liability Insurance** – to obtain and maintain their own liability insurance in the amount of five million dollars (\$5,000,000), including abuse coverage of at least five hundred thousand dollars (\$500,000). Medicine Hat School District No.76 must be an additional insured on the vendor's insurance policy.

The District's insurance broker, Marsh Canada, has an insurance package available that meets the above requirements. For further information please contact Chris Hamel at chris.hamel@marsh.com.

- 9.2 The successful candidate will be required to submit an insurance certificate prior to the commencement of program operation.
- 9.3 **Indemnification** – the successful candidate shall indemnify and save harmless the District from and against all losses, costs, expenses and claims, demands, actions, suits, recoveries, judgments, and settlements of every nature or description brought or recovered against or incurred directly by the District by reason of any act or omission (negligent or otherwise) of the proponent, or their agents or employees, in the performance of the Agreement.

10 EVALUATION / REJECTION OF PROPOSALS

- 10.1 Each proposal shall be evaluated on the basis of information available in the proponent's proposal as well as information obtained from reference checks. Proponents should include in their response; print screens of electronic information

they wish to have considered, as well as make reference to the specific websites from which the print screens were produced.

10.2 Evaluation Team:

Evaluation of proposals shall be performed by a team consisting of representative members of the District.

10.3 Evaluation Procedures:

Proposals shall be evaluated for compliance with mandatory requirements. Failure to meet all mandatory requirements shall result in automatic rejection of the proposal without further consideration.

Those proposals that meet all mandatory requirements shall be evaluated and scored based on the proponent's response to requirements in the RFP (see Evaluation Criteria below). Therefore, it is important that responses be in the format requested, be clear, concise and comprehensive so the evaluators can adequately understand all aspects of the proposal. See 2.5 Proposal Format.

The evaluation process is designed to award the acquisition, not necessarily to the proponent of least cost, but rather to the proponent with the best combination of attributes based on the evaluation criteria.

10.4 Evaluation Criteria:

Candidates will be evaluated using the following set of criteria:

CRITERIA	WEIGHTING
1. Service Delivery	20% *
2. Licensing and Accreditation Plan	25% *
3. Qualifications and Experience	15% *
4. Price – Proposed Fees to Parents	25%
5. References	15% *
Total	100%

* Evaluation criteria marked with an asterisk (*) have a minimum upset level of 6 - Satisfactory. If a minimum score of 6 is not obtained for any individual criteria marked with an asterisk above, the proposal will be rejected.

Proposal **must** be formatted with clearly marked sections for each criteria, as listed above.

The District reserves the right to seek clarification of proposal material with any or all proponents while conducting the evaluation process.

10.5 Scoring System:

Points will be assigned for each criteria based on the information provided in the RFP. A pre-specified scoring system is established to ensure that scoring is as consistent as possible among evaluators. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

Score	Interpretation
0 1 2	UNACCEPTABLE, does not satisfy the requirements of the criteria in any manner
3	VERY POOR, addresses some requirements but only minimally
4	POOR, addresses most of the requirements of the criteria but is lacking in critical areas
5	MARGINAL, barely meets most of the requirements of the criteria to a minimum acceptable level
6	SATISFACTORY, average capabilities and performance, meets most of the requirements of the criteria
7	ABOVE AVERAGE, fully meets all the requirements of the criteria
8	SUPERIOR, exceeds the requirements of the criteria
9 10	EXCEPTIONAL, feature is clearly exceptional to the requirements of the criteria

10.6 Acceptance/Rejection of Responses:

At its sole discretion, the District reserves the exclusive right:

- To reject all proposals and to invite new proponents for the services required;
- To reject proposals which in its opinion are clearly non-viable from an implementation, operational, environmental, scheduling, technological, or financial point-of-view;
- To reject proposals where there are significant omissions of required information as they relate to desirable requirements;
- To reject proposals which have conditions attached, which are not authorized by the request;
- To reject proposals which fail to provide satisfactory references or to meet servicing requirements;
- To reject any proposal that in any way fails to comply with the RFP requirements specified herein.

1 **General Overview**

1.1. The District invites qualified Program Operators to submit proposals (herein referred to as RFP) to operate Before and After School Care programs in 11 elementary schools. Program Operators can submit proposals to provide services in all or some of the 11 school locations. Preference will be given to proposals that provide service in all or multiple locations.

2 **Term of Service**

2.1 The term of appointment of the Program Operator will be for three years starting September 1, 2018 and ending June 30, 2021. There will be two optional extension periods of two (2) years each by mutual agreement of both parties.

3 **Service Delivery**

All proposals must include a clear description of each of the items listed below.

3.1 The Before and After School Care Program (herein referred to as "The Program") will operate in the schools listed in Appendix B and provide services to families with school aged children (Kindergarten and older). Clearly specify in the response which school programs the proposal covers.

3.2 The Program must operate on all days deemed as student instructional days by the District (see the District Calendar Appendix D). The calendar can fluctuate slightly from year to year; however, generally ranges between 181-186 days. The Program Operator may choose to operate the Program on other District operational days with the approval of the school administration.

3.3 Each Program included in a respondent's proposal should include the address of where the Program will be hosted. If the Program is not in one of the schools listed in Appendix B, please provide a detailed description of the space that will be used for the Program.

3.4 The Program Operator(s) will have the first opportunity to submit a proposal for any future schools that require Before & After School Care services.

3.5 Each Program will have the following hours:

- Before School: 7 am to school start time
- After School: End of the school day to 6:00 pm

- 3.5.1 Times may vary depending on the needs of the parents with the provision that the school administration agrees to an amended time.
- 3.6 The Program Operator must provide drop-in services. Please include a description of the drop-in services that will be provided.
- 3.7 If the Program operates in a school listed on Appendix B, the following spaces will be available to the Program:
- Gym (School-owned gym equipment may only be accessed at the approval of the school administration)
 - If the gym is unavailable to the Program due to school use, an alternative indoor space will be made available (example: library)
 - Washrooms
 - Outdoor space including playground equipment
- 3.8 For Programs operated in schools listed in Appendix B, the Program Operator will pay the District rent due on September 1st each year, as per the chart below:

# Of Full-Time Children (Before or After School)	Annual Rent per Program
20 or less	\$100
21 - 30	\$200
31 - 40	\$300
41 or greater	\$400

- 3.9 Existing Before & After School Care Supplies & Equipment – The Program Operator will have the option to purchase the existing equipment, games and craft supplies from the District at a discounted price (50% of value). See Appendix B for the estimated value of the items at each existing location.
- 3.10 The Program Operator will meet regularly with the school administration of each school.

4 Licensing and Accreditation Plan

- 4.1 Program Operators must obtain licensed childcare status with Alberta Human Services. Preference will be given to programs that are committed to obtaining accreditation status for each of the sites. Include in the proposal, a plan for licensing and accreditation including target dates for each site.

All proposals must include a clear description and examples of the following aspects of their proposed program in each of the following areas:

- a. Childcare Philosophy – including how it will meet the developmental needs of children (physical, social, intellectual, creative and emotional).
- b. Child Discipline Policy
- c. Nutrition Policy
- d. Accident or Incident Reporting

5 Qualifications and Experience

5.1 Please describe the following:

- a. The number of years of experience providing childcare specifically to school aged children.
- b. District staff in existing Before & After School Care programs must have the opportunity to apply for employment with a new provider.
- c. New Business - If this is a new business venture - include a detailed business plan for the business.
- d. Providers must require that all staff provide a Criminal Record Check (including vulnerable sector search) and Child Welfare Intervention Check on a tri-annual basis.

6 Price – Proposed Fees to Parents

6.1 Please list the proposed pricing that will be charged to parents. Please provide the response in the format provided in Appendix C.

6.2 The rate must include all direct and indirect costs.

6.3 For each Program included in a respondent's proposal, include the price for each of the three examples below:

6.4 **Example 1**

- a. One student attends regularly Monday-Friday (total 19 days/month)
- b. Morning – student attends from 7:15 am – 8:30 am
- c. After School – student attends from 3 pm – 5:20 pm

6.5 **Example 2**

- d. Two siblings attend regularly Monday-Friday (total 19 days/month)
- e. Morning – students attend from 7:15 am – 8:30 am
- f. After School – students attend from 3 pm – 5:20 pm

6.6 **Example 3**

- g. One student attends five days a month
- h. Morning – student does not attend
- i. After School – student attends from 3 pm – 5:20 pm

7 References

7.1 Please provide four references of individuals or organizations that you have provided childcare services to in the past three years. At least two must be for childcare that you have provided for school aged children. References must not be family members.

a. References must include:

- Contact name and age of children for which childcare was provided
- Telephone number
- Email address

b. All proposals will be evaluated based on criteria 1-4 in 10.4 above and only the top 3 proposals will have references contacted.

Medicine Hat School District No.76
Before and After School Care RFP - School Listing

	School	Childcare Required	School Address	Is Current Program Accredited	School Enrollment Sept 2017	Approved Capacity in Current Program	Average # children billed for each month in 2017/18 *	Current License #	Existing Program Supplies and Equipment for Sale	Estimated Value of Equip & Supplies	Purchase Price for Equip & Supplies (50%)
1	Connaught School	Before and After School	101 8th St SW, Medicine Hat, AB	Yes	534	55	85	70042005	Yes	\$ 5,500	\$ 2,750
2	Crestwood School	Before and After School	2300 19th Ave SE, Medicine Hat, AB	Yes	458	120	60	70041802	Yes	\$ 2,500	\$ 1,250
3	Dr. Ken Sauer School	Before and After School	20 Terrace Dr NE, Medicine Hat, AB	Yes	278	75	35	70042826	Yes	\$ 500	\$ 250
4	Dr. Roy Wilson Learning Centre	Before and After School	751 Strachan Rd SE, Medicine Hat, AB	Yes	786	90	90	70042994	Yes	\$ 6,000	\$ 3,000
5	Elm Street School	Before School only	1001 Elm St SE, Medicine Hat, AB								
6	George Davison School	Before and After School	155 Sprague Way SE, Medicine Hat, AB	No	345	100	70	70042863	Yes	\$ 1,000	\$ 500
7	River Heights School	Before and After School	301 6th Ave SW, Medicine Hat, AB	No	284	85	85	70042770	No		
8	Ross Glen School	Before and After School	48 Ross Glen Rd SE, Medicine Hat, AB	No	321	50	45	70042309	Yes	\$ 1,500	\$ 750
9	Southview Community School	Before and After School	2425 Southview Dr SE, Medicine Hat, AB	No	200	58	30	70041517	No		
10	Vincent Massey School	Before and After School	901 Hargrave Way NW, Medicine Hat, AB	No	261	45	35	70042216	Yes	\$ 7,500	\$ 3,750
11	Webster Niblock School	Before and After School	909 4th Ave NE, Medicine Hat, AB	No	218	60	30	70041799	Yes	\$ 3,500	\$ 1,750

* Estimates are for information only.

Medicine Hat School District No.76
Before and After School Care RFP - Rate Structure

	School	Service Type	Rate	Rate per month, day or hour
1	Dr. Roy Wilson Learning Centre	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
2	Dr. Ken Sauer School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
3	Connaught School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
4	Crestwood School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
5	Ross Glen School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
6	Elm Street School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
7	River Heights School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
8	George Davison School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
9	Vincent Massey School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
10	Webster Niblock School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	
11	Southview Community School	One child	\$	
		Two or more children per family	\$	
		Drop In	\$	

MEDICINE HAT PUBLIC SCHOOL DIVISION
2018-2019 School Year Calendar

August 2018							September 2018							October 2018							November 2018																																																
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School Opens
 August 31, 2018 [teachers only]
 September 4, 2018 [students begin classes]

Christmas Vacation
 December 22 – January 6, 2019
 [inclusive]

Teachers' Convention
 February 21 & 22, 2019

Easter Vacation
 April 19 – April 28, 2019 [inclusive]

Last Day of Instruction
 June 27, 2019

School Closing Day
 June 28, 2019

Operational Days
 197 days



	First Semester September 4 – January 30	Second Semester January 31 – June 27	Total
Professional Development Days	4	3	7
Parent-Teacher Conference Days	0	2 (Feb. 20 & 21)	2
Teachers' Convention Days	0	2	2
School Opening/Closing Days	1	1	2
Total Non-instructional Days	5	8	13
Total Instructional Days	93	91	184
Total Operational Days	98	99	197