



Our Lady of Perpetual Help

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New Albany, IN 47150

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REQUEST FOR PROPOSALS On-Campus AfterCare Program Partnership

2026-2027 School Year

Our Lady of Perpetual Help Catholic School (OLPH) in New Albany, Indiana, is seeking proposals from qualified child care providers, youth-serving organizations, nonprofit organizations, and other experienced third-party providers interested in partnering with OLPH to operate and manage the school's AfterCare program.

OLPH is exploring a transition from a school-operated AfterCare program to a third-party-operated model. Our goal is to establish a partnership that provides students with a safe, dependable, well-supervised, engaging environment while also providing families with consistency and high-quality care.

The preferred implementation date is the first day students return to campus following Christmas Break in January 2027.

Program Expectations

The selected provider would operate the AfterCare program **on the OLPH campus** at 1752 Scheller Lane, New Albany, IN 47150. OLPH is not seeking a model that requires students to be transported to another facility or location.

The anticipated program will operate on regular school days beginning at school dismissal and continuing through approximately 6:00 p.m. The final operating calendar, hours, eligible age/grade levels, and procedures will be established through the partnership agreement.

OLPH intends for the program to:

- Provide safe and continuous supervision of students.
- Maintain appropriate staffing levels for the number and ages of students participating.
- Provide age-appropriate activities, recreation, homework opportunities, and structured and unstructured play.
- Provide appropriate snacks and access to water.
- Maintain reliable student check-in and authorized pick-up procedures.
- Establish procedures for late pick-up, emergencies, illness, injuries, allergies, medications, student behavior, and parent communication.
- Maintain a clean and orderly program area and leave school facilities in appropriate condition following daily use.
- Operate in a manner consistent with the mission, values, policies, and expectations of Our Lady of Perpetual Help Catholic School and the Archdiocese of Indianapolis.

Family Fee Structure

A significant priority for OLPH is maintaining consistency for our families during the transition.

The current OLPH AfterCare fee structure for families must remain in place for the remainder of the 2026-2027 school year.

Proposals should clearly explain how the provider would financially operate the program under the existing family fee structure, including any requested payment from OLPH, minimum enrollment requirement, management fee, revenue-sharing arrangement, subsidy, administrative fee, or other financial obligation.

Providers may separately identify a proposed fee structure for the **2027-2028 school year and beyond**. Any future change in family fees would be subject to approval by OLPH and would not be implemented during the remainder of the 2026-2027 school year.

Staffing and Personnel

The selected provider will be responsible for recruiting, employing, scheduling, supervising, training, compensating, and managing all personnel necessary to operate the program.

All individuals assigned to the OLPH campus must meet all applicable federal and Indiana requirements as well as the child protection, background screening, SafeParish, Code of Conduct, and other requirements established by OLPH and the Archdiocese of Indianapolis.

No individual may begin providing services to students until all required clearances and approvals have been completed.

OLPH reserves the right to deny campus access to, or require the removal of, an individual assigned by the provider when OLPH reasonably determines that the individual's continued presence creates a safety, conduct, compliance, or mission-related concern.

Personnel provided by the selected organization will remain employees or contractors of that organization and will not become employees of OLPH by virtue of this agreement. The provider will remain responsible for compensation, payroll taxes, benefits, workers' compensation, employment practices, supervision, and all other employer responsibilities associated with its personnel.

Licensing and Regulatory Compliance

The selected provider will be responsible for determining and maintaining the appropriate legal and regulatory status of the program under Indiana law.

The provider must obtain and maintain all licenses, registrations, exemptions, certifications, inspections, permits, background checks, training, and other approvals applicable to its proposed operating model.

The provider must comply with all applicable federal, state, and local requirements governing child care, school-age programs, health and safety, fire and life safety, employment, mandated reporting of suspected child abuse or neglect, accessibility, and protection of children.

As part of its proposal, the organization should explain whether the proposed program would operate as a licensed, registered, or legally exempt program and identify the basis for that status.

Student Safety and School Procedures

The provider must agree to follow applicable OLPH emergency and safety procedures while operating on school property, including procedures related to:

- Student accountability and attendance
- Authorized student release and pick-up
- Emergency evacuation, fire, severe weather, lockdown, and other emergency situations
- Medical emergencies and injuries
- Food allergies and other student health needs
- Reporting and documentation of accidents and incidents
- Student discipline and behavior management
- Suspected child abuse or neglect
- Communication with school administration and families

Serious incidents involving student safety, injury, allegations of misconduct, law enforcement, child protective services, or other significant concerns must be immediately communicated to OLPH administration in addition to any legally required external reporting.

Confidentiality and Student Information

The selected provider must safeguard confidential student and family information and comply with all applicable privacy requirements.

Student information provided by OLPH may be accessed and used only to the extent necessary to provide AfterCare services and may not be sold, disclosed, reused, or provided to another party except as authorized by law and the final written agreement.

The final agreement will address appropriate access, use, storage, security, retention, and destruction of student information.

Facility Use

OLPH anticipates providing designated school space for operation of the AfterCare program.

The final agreement will identify the specific spaces available to the provider, permitted hours of access, storage areas, equipment use, kitchen or food-service access, technology access, custodial expectations, security procedures, and responsibility for damage to school property.

The provider will be expected to maintain the designated space in a safe, sanitary, and orderly condition and to ensure that program activities do not interfere with other school, parish, athletic, or extracurricular activities taking place on campus.

No off-campus transportation of OLPH AfterCare students is contemplated under this proposal. Any future transportation, field trip, or off-campus activity would require separate advance written authorization from OLPH and compliance with all applicable requirements.

Insurance and Risk Management

The selected provider must maintain insurance appropriate for an organization providing direct care and supervision of children.

The final contract is expected to require evidence of appropriate coverage, which may include:

- Commercial general liability insurance
- Professional or program liability insurance
- Abuse and molestation coverage
- Workers' compensation as required by law
- Employer's liability coverage
- Automobile liability coverage if transportation is ever authorized
- Additional umbrella or excess liability coverage as determined appropriate

OLPH, the parish, and other appropriate Archdiocesan entities may be required to be named as additional insureds where applicable.

Specific coverage limits and certificate requirements will be established as part of the contract and are subject to approval by OLPH and the appropriate Archdiocesan representatives.

Proposal Requirements

Interested organizations should provide the following information:

1. Organization name, address, primary contact, telephone number, and email address.
2. Description of the organization and its experience providing school-age child care, after-school programming, youth development, or similar services.
3. Description of the proposed OLPH AfterCare model.
4. Proposed staffing model, including anticipated student-to-staff ratios and staff qualifications.
5. Recruitment, training, substitute staffing, and employee supervision procedures.
6. Background screening and child protection procedures.
7. Proposed program schedule and activities.
8. Procedures for student arrival, attendance, dismissal, and authorized pick-up.
9. Behavior management philosophy and procedures.
10. Emergency, medical, incident-reporting, and student-safety procedures.
11. Proposed snack and food-service plan.
12. Description of the organization's licensing, registration, or exemption status under Indiana law.
13. Description of current insurance coverage.
14. At least three professional references, preferably including schools or organizations where similar services have been provided.
15. Proposed financial arrangement for January through the conclusion of the 2026-2027 school year while maintaining OLPH's existing family fee structure.
16. Any proposed fee structure or financial model for the 2027-2028 school year.
17. Any minimum enrollment, staffing, facility, equipment, technology, or other requirements expected from OLPH.
18. Proposed contract term and renewal provisions.
19. A proposed transition plan demonstrating the organization's ability to begin services when students return following Christmas Break in January 2027.
20. Any additional services or program features the organization believes would benefit OLPH students and families.

Selection Process

OLPH may consider organizational experience, demonstrated ability to safely serve children, staffing capacity, child protection practices, program quality, references, financial sustainability, compatibility with the mission and expectations of OLPH, proposed transition plan, and overall value when reviewing proposals.

Submission of a proposal does not create a contractual relationship or guarantee selection.

OLPH reserves the right to accept or reject any or all proposals, request additional information, conduct interviews, request a site visit or presentation, negotiate with one or more respondents, modify the scope of the proposed partnership, discontinue the process, or select the proposal OLPH determines best meets the needs of its students, families, and school community.

Selection will not necessarily be based on the lowest-cost proposal.

Any partnership is contingent upon execution of a mutually acceptable written agreement and completion of all required OLPH, parish, Archdiocesan, legal, insurance, safety, and regulatory reviews.

Anticipated Partnership Term

OLPH anticipates an initial agreement beginning when students return following Christmas Break in January 2027 and continuing through the conclusion of the 2026-2027 school year.

OLPH is interested in establishing a successful long-term partnership, and the agreement may include opportunities for annual renewal by mutual written agreement.

Submission of Proposals

Organizations interested in exploring this opportunity should submit their proposal electronically to:

Sarah Conrad, Principal

Our Lady of Perpetual Help Catholic School

New Albany, Indiana

Email: sconrad@olphna.org

Proposal Deadline: November 24, 2026 @ 4:00 PM

Questions regarding the opportunity or requests to tour the OLPH campus may be directed to Principal Sarah Conrad at the email address above.

OLPH welcomes conversations with established child care providers, youth-serving organizations, nonprofit organizations, community agencies, and other qualified organizations interested in developing a strong on-campus AfterCare partnership for our students and families.