

State of Hawaii  
Department of Education  
Office of Curriculum, Instruction and Student Support  
Student Programs Section

**February 8, 2013**

**ADDENDUM B**

To

**Request for Proposals**

**RFP No.: RFP F13-025**

**Provision of After School (A+) Services for the  
Department of Education**

The Department of Education (the "**Department**" or the "**DOE**"), Student Support Branch ("**SSB**"), hereby issues this addendum to the above-entitled Request for Proposals (the "**RFP**"). The RFP is hereby amended as set forth below.

**Questions and Answers**

The Department's response(s) to the orientation meeting and written questions received by the stated deadline are hereby provided:

**1. Accommodations**

**Q:** *Who will be responsible for providing and covering any expenses for special needs accommodations?*

**A:** Once the Principal and the District Coordinator determine the accommodation necessary for the child to participate in the program, the Hawaii State Department of Education may provide funding on a provisional basis if funding is available.

**2. Accommodations**

**Q:** *Is there a specific definition for "reasonable accommodation(s)?" Is providing additional staff beyond the 1:20 ratio considered a "reasonable accommodation?"*

**A:** A "reasonable accommodation" allows every latchkey child the opportunity to participate in the A+ program. In the case of A+, "reasonable accommodation" may be defined as providing access for a disabled child with meaningful and equal access to the after school program as is provided to their non-disabled peers. A reasonable accommodation could be made by assigning a staff person to be primarily responsible for assisting the student with certain activities for which the student will need extra assistance.

### **3. Training for Special Needs**

**Q:** *Does the DOE have training for private providers covering appropriate care for children with special needs (e.g. proper restraint methods)?*

**A:** No.

### **4. Wait List**

**Q:** *Are providers allowed to wait list children that do not apply by the set deadline (typically before the end of the current school year for the upcoming year e.g. end of May) until adequate staffing and facilities can be secured? If yes, then can the DOE assist by providing official communication of the need to wait list to parents and school principals?*

**A:** Yes. The "Admission Status Notification" form provides the following notification indicator "Waitlisted due to full enrollment".

### **5. DOE Memos**

**Q:** *When the DOE changes policies and procedures impacting families in the A+ program, can the DOE prepare a memo to the parents regarding the change?*

**A:** Important changes are included in the annual update of the *A+ Parent Handbook*. The providers are responsible for communicating changes to parents that occur after the distribution of the handbook.

### **6. DHS Licensing**

**Q:** *RFP applicants are required to be licensed and accredited by the Hawaii Department of Human Services Group Care Licensing Division under the Rules Governing Licensing of Before and After School Child Care Facilities, and/or exempt by law. Does this requirement apply to out of state applicants, and if so how long is the process, as the RFP closes in February?*

**A:** Yes. The DOE requires all private providers to be licensed including out of state applicants. Contact Hawaii Department of Human Services at 808 586-4997 for questions regarding the application process.