

Mountain View Whisman School District
Independent Contractor for Professional Services Agreement
 (Non-Construction Related)

THIS AGREEMENT is made and entered into on 3rd of July, 2025 ("Agreement"),
 by and between and Mountain View Whisman School District ("District") and Kassirer Sports
 ("Contractor"). Contractor and District may be referred to herein individually as a "Party" or collectively as the "Parties."

1. Services Check one of the options below

The District is authorized by Gov. Code § 53060 to contract with any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if those persons are specially trained and experienced and competent to perform the special services required. Contractor shall furnish to the District the following services ("Services" or "Work"). The Contractor warrants that it is specially trained, licensed and experienced and competent to perform the Services.

☒ **Option 1** - As indicated in Exhibit A – attached

☐ **Option 2** - Services explained as follows:

2. Price & Payment Check one of the options below

Contractor shall furnish the Services to the District for the following compensation ("Agreement Price"): Payment for the Services shall be made in accordance with the Terms and Conditions. District must approve Contractor's form of invoice, which must be sufficiently detailed (e.g., name of school or department service was provided to, period of service, number of hours of service, brief description of services provided).

☐ **Option 1** – Flat Fee of \$ _____

☐ **Option 2** - Maximum number of hours at an hourly rate of \$ _____ Total not to exceed \$ _____

☒ **Option 3** – Other, please explain: We will charge parents \$24 per hour, per class. Fee will be based on # of classes, and class duration

to be paid by parents

3. Contract Dates "Agreement Time"

Services Start Date: 8/13/25

Services End Date: 6/5/25

4. Submittal of Documents

Contractor shall not commence the Services under this Agreement until Contractor has submitted the following documents.

- ☒ Signed Agreement
- ☒ Insurance Certificates & Endorsements
- ☒ W-9 Form

5. Classified Service

☐ YES ☒ NO

Education Code Sections 45100-45139/88000-88040 defines what constitutes classified service. Education Code Sections 44830-44929/87400-87488 defines certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship. Are you currently, or have you ever paid into the California State Public Employees Retirement System or California State Teachers Retirement System?

6. Notice

Any notice under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered (effective upon receipt) or sent by overnight delivery service addressed as follows (effective the business day next following delivery thereof to the overnight delivery service).

Mountain View Whisman School District
 1400 Montecito Ave.
 Mountain View, CA 94043
 Attn: Chief Business Officer

Contractor: Kassirer Sports
Street 4669 Del Moreno Drive
City, State, Zip Woodland Hills, CA 91364
Attn: Laura Kassirer

7. Fingerprinting/Criminal Background/Megan's Law (Sex Offenders)

I have verified and will continue to verify that the employees of Contractor that will be on any school site and the employees of any subconsultants and/or subcontractors that will be on any school site are not listed on California's "Megan's Law" Website (<http://www.meganslaw.ca.gov/>). In addition, the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to any entity that has a contract with the District.

Contractor's Initials Here: LAK

(This portion to be filled out by District Representative)

7. Fingerprinting/Criminal Background/Megan's Law (Sex Offenders)

Check one of the options below:



1. Contact with Students: Contractor certifies that Contractor has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 and that the California Department of Justice has determined that neither Contractor nor any of Contractor's employees, subcontractors, agents, and subcontractors' employees or agents (collectively "Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the Contractor, who may interact with District pupils outside the immediate supervision and control of the pupil's parent or guardian or a District employee in the course of providing services pursuant to this Agreement, have been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor shall immediately provide the District any subsequent arrest and conviction information it receives from the California Department of Justice for those Employees during the course of providing services pursuant to this Agreement. A complete and accurate list of all Employees who may interact with District pupils during the course and scope of this Agreement is attached hereto.



2. No Contact: Neither Contractor nor Contractor's Employees will have any interaction with District pupils outside the immediate supervision and control of the pupil's parent or guardian or a District employee so that the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 do not apply to Contractor for the services provided under this Agreement. As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District.



3. Emergency /Exceptional Situation: Agreement is provided in an emergency or exceptional situation, such as when pupil health or safety is endangered, and the District will take appropriate steps to protect the safety of any pupil that may interact with Contractor and/or Contractor's Employees so that Contractor and/or Contractor's Employees do not interact with District pupils outside the immediate supervision and control of the pupil's parent or guardian or a District employee in the course of providing services pursuant to this Agreement. (Ed. Code, § 45125.1 (c).) As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District.



4. Sole Proprietor: Contractor is a sole proprietor and in compliance with Education Code section 45125.1 (h)(1)-(2), the District confirmed with the California Department of Justice that Contractor has not been convicted of a felony, as that term is defined in Education Code section 45122.1, pursuant to the requirements of Education Code section 45125.1 (a). As an authorized District official, I am familiar with the facts herein certified, and am authorized to execute this certificate on behalf of the District.

District Representative Name & Initials:



RW

8. Tuberculosis (TB) Screening

Contractor has obtained any required TB clearance(s) and will maintain and immediately produce those clearance(s) to District upon the District's request. Contractor's Initials Here: LAK

(This portion to be filled out by District Representative)

8. Tuberculosis (TB) Screening Select one option below:



Contractor has obtained any required TB clearance(s) and will maintain and immediately produce those clearance(s) to District upon the District's request.



Waiver of TB Screening. Contractor is not required to provide evidence of TB Clearance because Contractor will not work directly with students on more than an occasional basis.

District Representative initials here:

RW

9. Insurance Contractor shall have and maintain insurance in force during the term of this Agreement with minimum limits identified below. Contractor shall provide to the District certificate(s) of insurance and endorsements satisfactory to the District. The policy(ies) shall not be amended or modified and the coverage amounts shall not be reduced without thirty (30) days written notice to the District prior to modification. Except for worker's compensation insurance, the District shall be named as an additional insured on all policies. Contractor's policy(ies) shall be primary; any insurance carried by the District shall only be secondary and supplemental. Contractor shall not allow any subcontractor, employee, or agent to commence Work on this Agreement or any subcontract until the insurance required of Contractor, subcontractor, or agent has been obtained.

Commercial General Liability	\$1,000,000 per occurrence; \$2,000,000 aggregate
Automobile Liability, Any Auto, combined single limit	\$1,000,000 per occurrence; \$2,000,000 aggregate
Workers Compensation	Statutory limits pursuant to State law
Employers' Liability	\$1,000,000
Professional Liability (E&O), If Contractor is providing professional services or advice (on a claims-made form)	\$1,000,000

10. Terms & Conditions The Contractor has read and agrees to comply with the Terms & Conditions attached hereto.

Contractor's Initials Here: LAK

TERMS & CONDITIONS TO INDEPENDENT CONTRACTOR AGREEMENT FOR PROFESSIONAL SERVICES

1. **Expenses.** District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing the Work.
2. **Materials.** Contractor shall furnish, at Contractor's own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
3. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that Contractor and all Contractor's employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Contractor's employees.
4. **Standard of Care.**
 - 4.1. Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of District. Contractor's Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts. Contractor's Services will be performed with due care and in accordance with applicable law, code, rule, regulation, and/or ordinance.
 - 4.2. Contractor hereby represents that it possesses the necessary professional capabilities, qualifications, licenses, skilled personnel, experience, expertise,

and financial resources, and it has available and will provide the necessary equipment, materials, tools, and facilities to perform the Services in an efficient, professional, and timely manner in accordance with the terms and conditions of the Agreement.

- 4.3. Contractor shall be responsible for the professional quality, technical accuracy, completeness, and coordination of the Services, and Contractor understands that the District relies upon such professional quality, accuracy, completeness, and coordination by Contractor in performing the Services.

- 4.4. Contractor shall ensure that any individual performing work under the Agreement requiring a California license shall possess the appropriate license required by the State of California. All personnel shall have sufficient skill and experience to perform the work assigned to them.

5. **Originality of Services.** Contractor agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays and video productions prepared for, written for, or submitted to the District and/or used in connection with this Agreement, shall be wholly original to Contractor and shall not be copied in whole or in part from any other source, except that submitted to Contractor by District as a basis for such services.

6. **Copyright/Trademark/Patent.** Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

7. Termination.

7.1. Without Cause by District. District may, at any time, with or without reason, terminate this Agreement and compensate Contractor only for services satisfactorily rendered to the date of termination. Written notice by District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by the Contractor or no later than three days after the day of mailing, whichever is sooner.

7.2. Without Cause by Contractor. Contractor may, upon sixty (60) days' notice, with or without reason, terminate this Agreement. Upon this termination, District shall only be obligated to compensate Contractor for services satisfactorily rendered to the date of termination. Written notice by Contractor shall be sufficient to stop further performance of services to District. Contractor acknowledges that this sixty (60) day notice period is acceptable so that the District can attempt to procure the Services from another source.

7.3. With Cause by District. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- 7.3.1. material violation of this Agreement by the Contractor; or
- 7.3.2. any act by Contractor exposing the District to liability to others for personal injury or property damage; or
- 7.3.3. Contractor is adjudged a bankrupt or makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and, unless within three (3) calendar days after that notice the condition or violation shall cease or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the three (3) calendar days cease and terminate. In the event of this termination, the District may secure the required Services from another Contractor. If the expense, fees, and/or costs to the District exceeds the cost of providing the Services pursuant to this Agreement, the Contractor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expenses, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

7.4. Upon termination, Contractor shall provide the District with all documents produced maintained or collected by Contractor pursuant to this Agreement, whether or not such documents are final or draft documents.

8. Indemnification. To the furthest extent permitted by California law, Contractor shall defend, indemnify, and

hold free and harmless the District, its agents, representatives, officers, consultants, employees, trustees, and volunteers ("**the indemnified parties**") from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, including without limitation the payment of all consequential damages ("**Claim**"), arising out of, pertaining to or relating to, in whole or in part, the negligence, recklessness, errors or omissions, or willful misconduct of Contractor, its officials, officers, employees, subcontractors, consultants, or agents directly or indirectly arising out of, connected with, or resulting from the performance of the Services or from any activity, work, or thing done, permitted, or suffered by the Contractor in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties. The District shall have the right to accept or reject any legal representation that Contractor proposes to defend the indemnified parties.

9. FORCE MAJEURE CLAUSE: Contractor shall be excused from performance hereunder during the time and to the extent that it is prevented from obtaining delivery, or performing by act of God, fire, strike, loss, or shortage of transportation facilities, lock-out, commandeering of materials, product, plant, or facilities by the government, or pandemic when satisfactory evidence thereof is presented to the District, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the Contractor. Any delay associated with any Infectious Disease, or any federal, state, or local order relating thereto, shall not be considered a Force Majeure Event unless it renders Contractor's performance of the Services impossible, and that event was not reasonably foreseeable at the time of the execution of this Agreement.

10. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor.

11. Compliance with Laws. Contractor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. Contractor shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the Services as indicated or specified. If Contractor observes that any of the Services required by this Agreement is at variance with any such laws, ordinance, rules or regulations, Contractor shall notify the District, in writing, and, at the sole option of the District, any necessary changes to the scope of the Services shall be made and this Agreement shall be appropriately amended in writing, or this Agreement shall be terminated effective upon Contractor's receipt of a written termination notice from the District. If Contractor performs any work that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Contractor shall bear all costs arising therefrom.

12. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this agreement.

13. Safety and Security. Contractor is responsible for

maintaining safety in the performance of this Agreement. Contractor shall be responsible to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present.

14. **Employment with Public Agency.** Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement.

15. **Anti-Discrimination.** It is the policy of the District that in connection with all work performed under Agreements there be no discrimination against any employee engaged in the work because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status and therefore the Contractor agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735. In addition, the Contractor agrees to require like compliance by all its subcontractor(s).

16. **Workers' Compensation.** Contractor shall comply with the provisions of Labor Code § 3700, et seq., that require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code. Contractor shall either being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State or by securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure.

17. **Audit.** Contractor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Contractor transacted under this Agreement. Contractor shall retain these books, records, and systems of account during the Term of this Agreement and for three (3) years thereafter. Contractor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Contractor and shall conduct audit(s) during Contractor's normal business hours, unless Contractor otherwise consents.

18. **District's Evaluation of Contractor and Contractor's Employees and/or Subcontractors.** The District may evaluate the Contractor in any manner which is permissible under the law. The District's evaluation may include, without limitation: requesting that District employee(s) evaluate the Contractor and the Contractor's employees and subcontractors and each of their performance and announced and unannounced

observance of Contractor, Contractor's employee(s), and/or subcontractor(s).

19. **Limitation of District Liability.** Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

20. **Disputes:** In the event of a dispute between the parties as to performance of Work, Agreement interpretation, or payment, the Parties shall attempt to resolve the dispute by negotiation and/or mediation, if agreed to by the Parties. Pending resolution of the dispute, Contractor shall neither rescind the Agreement nor stop Work.

21. **Confidentiality.** The Contractor and all Contractor's agents, personnel, employee(s), and/or subcontractor(s) shall maintain the confidentiality of all information received in the course of performing the Services. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement.

22. **Integration/Entire Agreement of Parties.** This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

23. **California Law.** This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the California county in which the District's administration offices are located.

24. **Waiver.** The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

25. **Severability.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

26. **Incorporation of Recitals and Exhibits.** The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

27. **Drug-Free/Smoke Free Policy.** No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on District property. No students, staff, visitors, Contractors, or subcontractors are to smoke or use drugs or alcohol on these sites.

28. **Conflict of Interest.** Contractor shall abide by and be

subject to all applicable District policies, regulations, statutes or other laws regarding conflict of interest. Contractor shall not hire any officer or employee of District to perform any service by this Agreement. Contractor affirms to the best of Contractor's knowledge, there exists no actual or potential conflict of interest between Contractor's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to District's attention in writing. Through its execution of this Agreement, Contractor acknowledges that it is familiar with the provisions of Section

1090 *et seq.* and Section 87100 *et seq.* of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event Contractor receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, Contractor agrees it shall notify District of this information.

29. **Agreement Contingent on Governing Board Approval.** The District shall not be bound by the terms of this Agreement until it has been formally approved or ratified by the District's Governing Board, and no payment shall be owed or made to Contractor absent formal approval.

11. Infectious Disease Requirements

The Contractor has read and agrees to comply with the Terms & Conditions attached hereto.

Contractor's Initials Here: LAK

INFECTIOUS DISEASE REQUIREMENTS FOR INDEPENDENT CONTRACTOR AGREEMENT FOR PROFESSIONAL SERVICES

1. **Compliance with Orders.** Contractor and its Subcontractors, agents and employees thereof, are responsible for complying with all applicable and existing federal, State, and/or local statutes, orders, rules, regulations, ordinances, and/or directives in any way relating to site safety, the Work, and the District site(s), in connection with any infectious and communicable disease in any form, whether bacterial or viral, including, without limitation, MSRA, influenza, COVID-19, and/or any similar virus or derivative strain ("**Infectious Disease**"). Contractor shall ensure its employees on District sites are trained and knowledgeable of all these requirements to ensure full compliance on any District site(s) and during the Work. Contractor's obligations hereunder shall include, without limitation providing personal protective equipment ("**PPE**") to its employees and to ensure that its subcontractors provide PPE equipment to its employees to prevent the spread of an Infectious Disease at District site(s).

2. **Infectious Disease & Extra Work.**

2.1. Contractor agrees that the Agreement Price is based on Contractor's full compliance with all applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to site safety, the Work, and District site(s) in relation with an Infectious Disease at the time the Parties entered into the Agreement. Therefore, any additional costs to Contractor associated with an Infectious Disease, or any federal, state, or local order relating thereto, shall not be considered compensable unless:

2.1.1. It occurred after the date the Parties entered into this Agreement;

2.1.2. It materially increases the Agreement Price by imposing different, additional or more stringent requirements; and

2.1.3. Contractor notifies District within ten (10) Days of notice of any new public health order(s), including the anticipated increase to the Agreement Price due to the new public health order(s), and Contractor substantiates those costs with detailed supporting documentation.

2.2. If, during the Work, the applicable and existing federal, state, and/or local statutes, orders, rules, regulations, ordinances, and/or directives relating to site safety, the Work, and/or District site(s) in connection with an Infectious Disease, are changed or rescinded (e.g., by the reduction of potential exposure or risk due to vaccinations), the parties agree to reduce the Agreement Amount due to the removal of the required efforts. If the parties cannot mutually agree on the appropriate reduction, District may issue a notice of equitable adjust for an amount of time and money it determines to be both reasonable and appropriate.

3. **Infectious Disease Release.** Contractor acknowledges that it is voluntarily and freely entering into the Agreement for the Work and deciding to perform the Work which will require Contractor to enter upon and into District site(s) and that Contractor use of District site(s) includes the possible exposure to and illness from an Infectious Disease. Contractor further acknowledges the dangers involved and with full knowledge of these dangers, voluntarily agrees to assume all risks of bodily injury, death, or property damage, whether those risks are known or unknown. Contractor hereby releases District, its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all

liabilities, causes of action, lawsuits, claims, demands, or damages of any kind whatsoever that Contractor, its staff, participants, relatives, children, spouse, partner, household members, family members, employees, guests, invitees, volunteers, agents, consultants, Subcontractors, and any other person tracing exposure or illness to Contractor, now have, or may have in the future, for injury, trauma, illness, loss, unwanted contact, harassment, disability, death or property damages related to being exposed to or contracting an Infectious Disease while using any District site(s) for the performance of the Work. Contractor shall include this paragraph in all subcontracts with subcontractors/subconsultants.

4. Contractor shall ensure it has employees onsite that are trained and knowledgeable of these requirements to ensure full compliance on District site(s).
5. Any cost to comply with these "Infectious Disease Compliance Provisions" shall be at Contractor's sole expense and expense but may be included in the Agreement Price.

12. Type of Entity check one of the following:

☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Limited Partnership ☒ Corporation
☐ Limited Liability Company ☐ Other: _____

Employer Identification and/or SSN#: **95 4474877**

NOTE: United States Code, title 26, sections 6041 and 6109 require non-corporate recipients of \$600 or more to furnish their taxpayer identification number to the payer. The United States Code also provides that a penalty may be imposed for failure to furnish the taxpayer identification number. In order to comply with these rules, the district requires your federal tax identification number or Social Security number, whichever is applicable.

(This portion to be filled out by District Representative)

13. Dept/Site Budget Program

Please provide full SACS coding

ACCEPTED AND AGREED on the date indicated below. By signing this Agreement, each Party certifies, under penalty of perjury, that all the information provided in the Agreement is true, complete, and correct and that the person executing this Agreement has full power and authority to enter into the Agreement:

Approvals Required Prior to Contract Start Date

Requesting Administrator	Contractor:
Mountain View Whisman School District	Contractor Name: _____
Dated: <u>August 5</u> , 20 <u>25</u>	Dated: <u>July 10</u> , 20 <u>25</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Print Name: <u>Rebecca Westover</u>	Print Name: <u>Laura Kassirer</u>
Print Title: <u>CBO</u>	Print Title: <u>President</u>

APPROVAL	
Authorized Signer	Superintendent/Designee
Dated: <u>August 5</u> , 20 <u>25</u>	Dated: <u>12 AUG</u> , 20 <u>25</u>
Signature: <u>[Signature]</u>	Signature: <u>[Signature]</u>
Print Name: <u>Rebecca Westover</u>	Print Name: <u>JEFFREY BAUER</u>
Print Title: <u>CBO</u>	Print Title: <u>SUPERINTENDENT</u>

Board of Trustees Action (District Office Use Only)			
Board of Trustees Meeting Date: _____	For Contract: _____	Review ☐	Ratification ☐



Budget Proposal

This budget encompasses all KS expenses related to paying coaches, sports equipment, marketing, and other operating expenses. KS will charge families the following:

- ➡ \$28 per class: for classes with a duration of 55-60 minutes parents
- ➡ \$35 per class: for classes with a duration of 75 minutes

Parents will sign up for a session of classes on a particular day or days. The session fee is calculated based on the total number of classes in each session, which will vary based on day of the week and school holidays. For example, if more holidays happen to fall on a Monday, the Monday session might be shorter and a lesser total fee than a Tuesday, Wednesday, or Friday session. Since registration is processed online, there is a 3% CC processing fee applied to each transaction. Outside of what is listed above, there will be no additional fees related to this program.

➡ Sample Schedule

- Week of August 4th | MVWSD provides KS with bundle information for flyers
- Tuesday, August 12th | Flyers delivered to each school
- Wednesday, August 13th | Flyers distributed to all students
- Week of August 18th | Session 1 begins and runs through December 19th
 - Session 1 on Mondays will be either a 15 or 16-week session, depending on whether or not you want us to provide classes the week of conferences
- For a 15-week session:
 - The KS fee for a 60-minute class will be \$420
 - The KS fee for a 75-minute class will be \$525
- Students receiving scholarships will receive a 50% discount on session fees.

***To note, if any schools have back-to-school night prior to the school year, Kassirer Sports would like to provide flyers to promote the classes.*

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST

Vendor Name: Kassirer Sports

***REQUIRED CHECKBOX* for Service Contracts**

- ☒ **MVWSD Independent Contractor for Professional Services Agreement (PSA) completed**
☐ If MVWSD PSA is **NOT** used, explanation with corresponding documents is attached.

☒ **Contract for Professional Services / Special Services** To be paid by parents

- ☐ Up to \$50,000, no further steps required.
☐ \$50,001 and above, completed the following items:
☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

**If it is advantageous for the district to pursue a particular vendor, a justification can be attached.*

☐ **Contract for Services (NOT Special Services)**

- ☐ Up to \$50,000, no further steps required.
☐ \$50,001 - \$114,799, completed the following items:
☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ \$114,800 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, & Surveyors**

- ☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

☐ **Contract for Waste Services {MOT or CBO}**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Transportation Services (Bus, Cars, etc.)**

- ☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

☐ **Contract for Equipment, Materials and Supplies**

- ☐ Up to \$75,000, no further steps required.
☐ \$75,001 - \$114,799, completed the following items:
☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ \$114,800 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology**

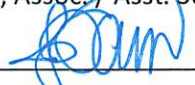
- ☐ Followed the procurement steps for "Equipment, Materials and Supplies."
☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

☐ **Contract for Educational Materials**

- ☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

☐ Contract for Perishable Foods {Child Nutrition}
☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.) ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
☐ Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract Utilizing CMAS / Other "Leveraged Procurement Agreements" via the CA Dept of Gen Svcs {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Contracts" {Business Office}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.
☐ Contract for Construction, Repair and Maintenance {MOT or CBO}
☐ Up to \$75,000, completed the following items: ☐ Proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.) ☐ Reviewed vendors' websites, references and qualifications to ensure applicable past experience. ☐ \$75,001 - \$220,000, followed the Informal Bid Process in the Purchasing Processes and Procedures document. ☐ \$220,001 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document. ☐ Lease-Leaseback, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406. ☐ Design-Build, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.
☐ Contract for Energy Services That Will Generate Cost Savings
☐ Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.
☐ Contract for Emergencies {CBO Only}
☐ Followed the applicable steps in the Purchasing Processes and Procedures document.

Both signatures below are required

Approval by Department Head (Minimum: Manager Level)	Approval by Person with Delegated Authority (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature:  Digitally signed by Dr. Rebecca Westover Date: 2025.08.13 09:55:29 -0700	Signature: 
Date: August 13, 2025	Date: 13 August, 2025
Print Name: Dr. Rebecca Westover	Print Name: Jeffrey Baier
Print Title: Chief Business Officer	Print Title: Superintendent

Checklist not required for school sites

Other RFP Responses

MVWSD RFP Tk/K

Cover Letter

Dear MVWSD Selection Committee,

Bald Eagle Sports is excited to submit this proposal to provide a high-quality, structured, and enriching after-school program for Transitional Kindergarten (TK) and Kindergarten (K) students in the Mountain View Whisman School District. Our organization is award-winning in its commitment to creating safe, inclusive, and developmentally appropriate experiences for young learners, while also supporting the needs of working families in the community.

With over 20 years of experience providing youth enrichment programs throughout the Bay Area, our team understands the importance of creating a nurturing environment that balances fun, learning, and social-emotional growth. We are confident in our ability to meet and exceed the expectations outlined in your Request for Proposals.

We look forward to the opportunity to partner with MVWSD in delivering an exceptional after-school experience for your youngest learners.

Sincerely,

Bald Eagle Sports

Program Narrative

Our after-school program will run from TK/K dismissal until the end of the instructional day, Mon-Wed and Fri. Students have an engaging daily schedule designed to support their development through a variety of age-appropriate activities.

All activities are designed to be developmentally appropriate and aligned with early childhood best practices.

Staff Qualifications

Each site will be led by a Head Coach experience in youth development, supported by assistant coaches (if needed) with relevant backgrounds. All staff will meet the following:

- Be **fingerprinted and background-checked (DOJ/FBI/CACI)** prior to employment.
- Hold current **CPR/First Aid certifications** (Head Coaches Only).
- Receive training in **Mandated Reporter laws, emergency procedures, and age-appropriate behavior management.**

- Undergo at least **10 hours of annual professional development**, including child development, safety protocols, and inclusive practices.

We will follow all MVWSD policies and coordinate with school staff to ensure alignment.

Check-In and Check-Out Procedures

- Students will be signed in by designated staff and signed out only by authorized adults listed on the student's emergency account.
- Staff will conduct ID checks for all individuals picking up a child.
- A late pickup policy will be enforced, and emergency contacts will be notified after 10 minutes past program end time.

Attendance and Accountability

- Daily attendance is taken within the first 5 minutes of program start time.
- Any unexpected absence is followed up with a phone call to the parent/guardian.
- Staff will maintain a roster and headcount at all times and re-confirm headcounts during transitions (indoor/outdoor, restroom, etc.).

Emergency Preparedness

Each site will maintain:

- A **first aid kit** stocked and checked monthly.
- An **emergency binder** with student emergency contacts, health information, and emergency action plans.
- A working cell phone or two-way communication device for immediate access to emergency services.
- Any injury, illness, or behavioral incident will be documented with an Incident Report, provided to the parent/guardian and kept on file.

Supervision and Transitions

- Students will be actively supervised at all times — no child will be left alone or unsupervised.
- Staff will position themselves strategically during outdoor play and indoor activities to ensure full visibility.

- Transitions between activities and locations will be structured, with verbal cues, line leaders, and tail staff to ensure all children are accounted for.

Behavior Management and Reporting

- A clear, age-appropriate behavior policy will be implemented, focused on positive reinforcement and redirection.
- All incidents of concerning behavior will be documented and communicated to parents/guardians and, when necessary, school administration.
- Physical discipline or verbal humiliation will never be tolerated.

Communication and Collaboration with School Staff

- Daily communication will be maintained with school site administrators and teachers regarding:
 - Dismissal logistics
 - Behavioral issues
 - Custodial concerns
- Regulated reports or check-ins will be conducted with district liaisons to ensure alignment with school policies and goals

Rainy Day/Contingency Plans

In the event of inclement weather or unforeseen circumstances that prevent the use of outdoor space, the program will implement a structured, indoor contingency plan that continues to support student development in a safe, engaging, and age-appropriate manner. The rainy-day schedule maintains the same core objectives of the program: to nurture social-emotional growth, encourage creativity, support early academic skills, and provide physical movement within a predictable routine

Program Objectives Maintained Indoors

- Foster a sense of safety, structure, and belonging
- Support gross and fine motor development through indoor movement and hands-on learning
- Encourage creative expression, communication, and collaboration
- Provide opportunities for cognitive development through interactive enrichment

- Maintain smooth transitions and behavioral expectations consistent with daily operations

Indoor Routine Structure

Our rainy-day/contingency activity plan ensures that programming remains consistent and engaging regardless of weather. If access to a gymnasium, multi-purpose room, or classroom with tables and chairs moved aside is available, we will implement the same structured activities planned for outdoors. In cases where space is more limited, we will adapt our Fun Fit exercise component to stationary, in-place movements that maintain energy and engagement. The sports-based portion will also be modified for indoor play, prioritizing safety while still promoting skill development, teamwork, and fun.

Scholarship Commitment

We are committed to making our program accessible to all families and will offer the following:

- **Scholarships Offered:** 2 full or partial scholarships per 10 (paid) signups
- **Eligibility Criteria:** Families qualifying for Free/Reduced Lunch or receiving other district-verified assistance will have the chance to apply for a scholarship
- **Management & Communication:** A simple, confidential online form will be made available during enrollment.

Budget Proposal

- **Staffing**
 - Head Coach (1 per location)
 - Responsible for daily operations, safety, attendance, and communication
 - Hourly rate: \$40–\$50/hr
 - **Assistant Coaches (1–2 depending on group size)**
 - Support supervision, lead warm-ups/games, and assist with behavior management
 - Hourly rate: \$18–\$40/hr (dependant upon qualifications)
- **Materials & Supplies**
 - Age-appropriate sports equipment (that can be stored on site):
 - Zabers, foam dodgeballs, cones, pinnies
 - Estimated cost: \$700 initial setup per site

- Safety supplies (first-aid kits, ice packs): \$30/year per site
 - Equipment replacement budget: \$50/year per site
- **Administrative Costs**
 - Insurance: Estimated \$100/year per site
 - Staff onboarding & training costs: TBD
- **Parent Tuition / Fee Structure**
 - Monthly Tuition: \$280 per child
 - Weekly Tuition: \$80 per child
 - Registration Fee: \$25 (one-time, non-refundable)
 - Sibling Discount: 10% off for second child
 - Late Pick-Up Fee: \$1 per minute after 5-minute grace period

PROFESSIONAL SERVICES AGREEMENT (PSA) COMPLIANCE

- Attached Below

References

- Gideon Hausner
- Summer Camp Parents
- Google 5-Star business rating

Sample Daily Schedule

- 10 min check in/bathroom/supervised warm up
- 15 min Team Social Development and *FunFit* exercise activity
- 5 min hydration break
- 20 min Bald Eagle non-traditional sports activity
- 5 min cool down/stretching
- 5 min supervised free play/check out

Cover Letter

To whom it may concern at Mountain View Whisman School District,

We are pleased to submit this proposal on behalf of **Coach Ken Soccer Global Corp**, a community-based youth sports organization committed to using the power of soccer to promote physical health, teamwork, discipline, and confidence in children of all backgrounds.

Founded in 2015, our mission is to provide high-quality, character-driven soccer training that supports children's overall development on and off the field. Our team consists of certified coaches, youth development professionals, and former athletes with a passion for empowering the next generation through sport.

We look forward to the opportunity to bring our engaging, structured, and developmentally appropriate after school soccer program to your school community.

Warm regards,

Coach Kenneth Mburu

Founder & Director

Coach Ken Soccer Global Corp

1 (408) 469 1182 | coachkensocceracademy@gmail.com | www.coachkensoccer.com

Afterschool Program Model

The proposed program is a soccer-based enrichment program offered to students in grades K–5. Sessions will be held **one day per week** directly after school, with each session lasting 60 minutes. The curriculum includes warm-ups, skill drills, teamwork exercises, and small-sided scrimmages.

Staffing and Qualifications

- All coaches are **trained and tested on our club's unique curriculum** and certified in CPR/First Aid.
- Lead coaches have a minimum of **5 years of youth coaching experience**.
- Staff undergo annual background checks and child-safety training.
- A **Coach-to-Student ratio of 1:10** will be maintained for safety and individualized attention.

Supervision and Safety Protocols

- Children will be supervised from school dismissal until pick-up.
- A designated **Program Supervisor** will be on site at all times to oversee safety.
- Emergency contact info, medical release forms, and allergy/health notes will be collected prior to program start.

Pick-up and Sign-out Procedures

- Parents/guardians must **sign children out** with verification.
- A digital attendance log will track all arrivals and departures.
- Children will only be released to individuals listed on the authorized pick-up form.

Rainy-Day/Contingency Activity Plan

- In the event of inclement weather, programming will move indoors (if space is available) for **soccer theory, tactical lessons, fitness games, and leadership activities**.
- Parents will be notified of any cancellations or location changes via text and email by 1:00 PM that day.

Proposed Scholarships and Criteria

- We propose offering **1 full scholarship per 10 participants**.
- Scholarships will be awarded based on:
 - **Household income eligibility**
 - Recommendation from school staff
 - Student interest in physical activity or team sports

- Families may apply via a brief application form reviewed by our Scholarship Committee.

Budget Proposal

This program is **fully funded through tuition fees paid by parents** and is **not affiliated with or financially supported by school operations**.

Category	Estimated Cost (per 10-week session)
Staffing (2 coaches)	\$2,500
Equipment & Supplies	\$0
Insurance & Admin Fees	\$1000
Facility Rental (if any)	\$0 (assumes use of school grounds)
Scholarships (5 slots)	\$1,625 (covered by general tuition)
Total Cost	\$5,125
Tuition per student	\$350

Note: Tuition may vary slightly depending on session length and number of participants.

PSA Compliance Statement

Coach Ken Soccer Global Corp received and reviewed the District's Professional Services Agreement (PSA). If selected, Coach Ken Soccer Global Corp agrees to the PSA terms, including indemnity and insurance provisions."

References: List of similar programs managed in the past, with at least two contacts.

Rodrigo Baptista

Palo Alto Soccer Club

rodrigo.baptista@pasoccerclub.org

(650) 704-4456

Katy Brecher

City of Los Altos

kbrecher@losaltosca.gov

(650) 947-2711

Peggy Cheng

ActivityHero

peggy@activityhero.com

650-646-5858

Sandra Bush

Los Altos School District

SBush@lasdschools.org

PROFESSIONAL SERVICES AGREEMENT (PSA) COMPLIANCE

Viviana Marchevsky received and reviewed the District's Professional Services Agreement (PSA). If selected, Viviana Marchevsky agrees to the PSA terms, including indemnity and insurance provisions.

Why Choose Enrichment Extenders?

1. Decades of After-School Expertise

- With **30+ years of experience** delivering after-school enrichment, Enrichment Extenders understands how to prioritize safety and design effective programs that meet children's developmental needs and integrate smoothly with school schedules.
-

2. Passion and Philosophy

- Our staff are **enthusiastic, child-focused educators** who understand that learning through play and supportive relationships deepens engagement and discovery.
 - This aligns with theories like **play-based learning** and **positive youth development**, which demonstrate that when kids feel safe, supported, respected, and challenged, they thrive .
-

3. Safety You Can Trust

- Safety is our top priority. Every experienced staff member is thoroughly vetted, trained in CPR, mandated reporting, and school protocols. We implement buddy systems, maintain proper ratios, and follow secure pick-up and emergency plans.
-

4. Cognitive & Cultural Edge

- Early introduction to a second language provides cognitive benefits beyond bilingualism. Parents report improvements in memory, problem-solving, and learning other languages

quickly

- Additionally, young learners who master another language gain cultural awareness, empathy, and long-term academic and career advantages.
-

5. Spanish Optional Class - Only for interested individuals

- Introduction to Spanish through songs, games, and simple phrases. Brief, daily Spanish classes strike the perfect balance—long enough to build language repetition and retention, but short enough to sustain engagement and energy during the busy after-school period. Research shows that consistent, micro-learning boosts long-term language acquisition.
-

In Summary

Benefit	What Enrichment Extenders Offers
Proven Expertise	30+ years in after-school programming across Peninsula districts
Child-Centered Passion	Educators trained in play-based learning and positive youth support
Top-Tier Safety Standards	Fully vetted staff, clear protocols, and secure environments
Cognitive & Cultural Edge	Bilingualism fosters memory, critical thinking, and empathy
Optional Spanish Class	Research shows that consistent, micro-learning boosts long-term language acquisition.

With **Enrichment Extenders**, you're investing in a trusted, effective, and enriching after-school experience—where **learning, safety, and inspiration** come together to nurture young minds.

Sample Daily Schedule (1:20 – 3:00 PM)

- Schedule customizable to school and student needs

Time	Activity	Notes
1:20pm	Check in with Admin	Enrichment Extenders staff will check in with school office upon arrival
1:25pm	TK/K Pick Up	Enrichment Extenders staff will wait outside TK/K classrooms to pick up students
1:35pm	Snack Time + Sign In	Enrichment Extenders staff will account for all children and provide after school snack
1:50pm	Optional Spanish Lesson	Enrichment Extenders staff will provide optional Spanish lessons to interested students. Other students will be supervised and given enrichment activities.
2:10pm	HW/ Playtime	Enrichment Extenders staff will provide safe playtime and assistance with any HW.
2:40pm	TK/K Pick Up	Enrichment Extenders staff will coordinate sign out of children to appropriate adults.
2:55pm	Clean Up	Enrichment Extenders staff will ensure all school property is left clean and secured for the next day.

Why It Works

- **Snack and decompress time** right after school is essential—kids are often very hungry and need a break .
- An **optional 20-minute Spanish lesson** early in the session capitalizes on their energy and engagement.

- **Homework club** time supports academic needs without pressure—kids who finish early can choose creative stations.
 - **Free play and choice stations** foster social, emotional, and physical development, in line with expert recommendations.
 - **Snack & reflection** before dismissal helps children close the day in a positive, attentive way.
-

How We Tailor It

- **Flexible blocks:** Switch order of play and homework based on the school's pickup schedules or weather.
 - **Additional options:** Include crafts, STEM, or movement mini-sessions during playtime. Provide supplies like: arts & crafts, science projects, music, sports, interactive games etc.
 - **Weekend or early-release variant:** Condensed version, with shorter activities or homework sessions available.
-

In summary, this schedule offers a balanced, child-centered structure: Spanish enrichment, homework support, social play, and snack time—while allowing space for choice, flexibility, and **fun**. Let me know if you'd like help customizing it to your school's specific dismissal times or student age groups!

Staffing & Qualifications

Proven Program Experience

- **Enrichment Extenders** brings over **30 years** of after-school Spanish instruction across Los Altos, Cupertino, Sunnyvale, Palo Alto, and other Peninsula school districts.
- We deeply understand how to recruit and deploy **staff appropriate to each school's needs**, seamlessly supporting both students and school administration.

Qualified, Well-Prepared Staff

- All teaching staff are recruited for their **passion for teaching children**, commitment to student well-being, and genuine interest in education.
- Every team member undergoes **comprehensive onboarding**, which includes:
 - **Fingerprinting and robust background checks**
 - **Health & Safety training**, including First Aid and CPR
 - **Enrichment Extenders-developed professional development**, tailored to our program's curriculum and educational philosophy.

Safety & Compliance

- We adhere to **all district-mandated safety protocols** (e.g., fingerprint clearance, health screenings, vaccination verification) .
- Staff-to-student ratios are maintained well below recommended limits (e.g., 1:10 for elementary, consistent with standards)
- Ongoing **on-site supervision** ensures students are cared for in a safe and engaged environment.

Seamless School Integration

- Our staff are fully versed in **school schedules, communication channels with staff and parents, and administrative procedures**.
- We train them to work effectively with:
 - **School administrators and teachers**, using school-safe language and respecting protocols.

- **Parents**, with timely updates on student progress and collaborative problem-solving.

Summary

Enrichment Extenders ensures every team member:

Capability	Description
Fully vetted	Fingerprinting, criminal-background screening
Certified in safety	CPR, First Aid, child protection
Passionate about kids	Dedicated to creating engaging, safe learning
Professionally developed	Trained by Enrichment Extenders, using research-backed methods
Aligned with schools	Fluent in school norms and operational systems

By combining *decades of program-based expertise* with *rigorous staffing standards* and *research-backed training*, Enrichment Extenders delivers a high-quality, safe, and enriching Spanish after-school experience that aligns with best practices and the expectations of district partners.

Supervision & Safety Protocols

Active Supervision

- Staff are trained in active supervision strategies: positioning themselves to see and hear all students, frequently scanning, counting, and engaging—especially during transitions or outdoor play
- Environments are set up to maximize visibility—no blind spots and clear play areas
- We follow best-practice ratios (e.g., 1:10 for general K-5, lower for younger grades), ensuring at least two-trained adults are always present
- No child is ever left alone with a single staff or volunteer—ensuring both safety and child protection
- We implement a **bathroom buddy system**, where children go in pairs or small groups to ensure safety in the halls and restroom areas—aligning with proven school practices

Pick-up & Sign-Out Procedures

1. Secure Authorized Pick-up

- Each child has a pre-approved pick-up list authorized by parents, stored securely. Only individuals on the list may collect the child
- Caregivers unknown to staff are asked for valid photo ID, cross-referenced with the list before the child is released

2. Controlled Access & Check-in

- Visitors and non-guardian adults must sign in/out, escorting them through designated points with staff oversight

3. Structured Sign-Out Process

- Parents/caregivers sign a pick-up log
- Sign-out occurs under direct staff supervision—children are only released once confirmed with ID and cross-checked list

4. Late Pick-Up & After-Hours Policy

- A clear cutoff time is communicated in writing. Parents arriving late are contacted, late fees may apply, and staff are compensated per protocol .
- If a child is not picked up and no one can be reached, staff follow escalation steps (e.g., emergency contacts, local authorities) .

Rainy-Day / Contingency Activity Plan

1. Indoor Activity Stations

- On rainy days, we activate engaging indoor stations: arts & crafts, Spanish games, story zones, puzzles, and group circle games.
- Stations are designed to be age-appropriate, curricular-aligned, and safe.

2. Spontaneous Movement Breaks

- For high-energy periods, use structured indoor movement—Simon Says, dance-alongs, or yoga stretches—to support physical health indoors.

3. Flexible Use of Covered Facilities

- If available, covered outdoor spaces (gym, sheltered play areas) are utilized for supervised, weather-safe play.

4. Quiet Corner & Chill Zone

- A designated cozy corner with books, soft cushions, and Spanish-language story time offers calm time.

5. Emergency Contingency

- In case the program space becomes unusable (like a power outage), emergency steps include: notifying parents, relocating to a predetermined alternate space, and ensuring safe, continuous care until pick-up.

6. Minimum Day/Holiday

- **Enrichment Extenders** offers minimum day and holiday services customized to school schedules, ensuring continuous support for families.

Overall Summary

Enrichment Extenders's model ensures robust supervision, secure pick-up protocols, and dynamic contingency planning—all underpinned by strict compliance with safety best practices and regulatory guidance. Our thoughtful structure delivers both peace of mind and enriching after-school experiences for students, schools, and families alike.

Proposed Scholarships & Award Criteria

Flexibility & Family Support

- **Flexible Awards:** **Scholarship amounts are flexible and may be adjusted based on school needs and total enrollment numbers, ensuring equity and maximum impact.**
- **Customized Payment Options:** Enrichment Extenders offers tailored payment plans and collaborates with families to meet their financial needs—similar to flexible tuition models used by schools to ensure access

Scholarship Overview

- **Total Awards:** We plan to offer **full scholarships per school year**
- **Partial Awards:** We plan to offer **partial scholarships per school year**

Eligibility & Selection Criteria

Following guidance from scholarship best practices recipients will be selected based on the following:

1. **Financial Need**
 - Priority given to families showing reduced-price meal eligibility or other financial assistance.
2. **Fair Access & Equity**
 - Scholarships are open to all students at the selected school, with no bias based on race, gender, or academic performance.

Application Process & Timeline

- **Application Opens:** 4 weeks before the start of each session.
- **Submission Deadline:** 10 days after opening.

This structured scholarship program aligns with district values of equity, access, and community engagement—supporting students and families so they can experience the full benefits of Enrichment Extenders enrichment.

Budget Overview

1. Tuition & Family Fees

- **Estimated Rate:** \$15/hour per student
- **Additional Fees:**
 - Late pickup: \$5 per 15 minutes

2. Materials & Supplies

- **Educational Supplies:** Materials, crafts, games, learning kits
 - **Snacks & Refreshments:** Enrichment Extenders will provide healthy snack options, depending on enrollment and dietary accommodations
-

3. Operational Costs

- **Insurance & Permits:** Including liability coverage and district compliance fees
 - **Administrative (Software, Marketing, Office Supplies):** Maintain websites and communication emails with parents and administration
-

4. Programming & Support Services

- **Staff Training & Professional Development:** Ongoing safety, curriculum, and best-practice training included in staffing costs

Financial Flexibility & Sustainability

- **Variable Enrollment:** Budget scales up or down depending on student count.
 - **Tuition Flexibility:** Enrichment Extenders offers multiple payment plans, flexible scheduling—supporting full-cost recoverability while accommodating families' needs.
 - **Contingency Planning:** Reserve fund built into enrollment buffer to address unexpected costs.
-

Family Fee Summary

- **Daily Rate:** \$15/hr
- **Weekly Total:** \$60/4 days
- **Late Pickup Penalty:** \$15/15min
- **Cancellation Penalty:** \$50
- **Add-On Services:** Optional, priced per event/session

Conclusion

This budget ensures that Enrichment Extenders can:

- Cover all operating costs through **tuition revenue**
 - Maintain **quality staffing, curriculum, and materials**
 - Offer **financially sustainable** programming independent of school budgets
 - Preserve **flexibility** to scale and adapt to enrollment and family needs
-

References

* I would be happy to provide more references from school staff once school is back in session.

Ivette Estay

Parent of student attending Spanish classes as well as after camp daycare.

Email: ivette.estay@gmail.com

Jeannie Chen

Parent of student attending after camp daycare.

Email: jchen1112@gmail.com

Steven Yang

Parent of student attending after camp daycare.

Email: syang85@gmail.com

Lisa

Parent of student

Email: (650) 665-0091

Silvina Llorens

Employee

Email: silalej@gmail.com

Cyrus Afshar

Former employee of Spanish classes and after school services

Email: cmafshar@gmail.com



REQUEST FOR PROPOSAL (RFP)
Afterschool Care Program for Transitional Kindergarten (TK)
and Kindergarten (K)
Mountain View Whisman School District (MVWSD)

Rebecca Westover, Director of Federal, State, and Strategic Programs
rwestover@mvwsd.org

Kassirer Sports
Laura Kassirer | Rachel Troupe
818.644.0257 | 818.307.3558
info@kassirersports.com
www.kassirersports.com
4669 Del Moreno Drive, Woodland Hills, CA 91364

KassirerSPORTS



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KassirerSPORTS



818.644.0257 | 818.307.3558

info@kassirersports.com

Rebecca Westover, Director of Federal, State, and Strategic Programs
Mountain View Whisman School District (MVWSD)
rwestover@mvwsd.org

July 10, 2025

Dear Rebecca,

Kassirer Sports (KS) is a proven after-school sports enrichment provider that was founded in 1997 by Laura Bernstein Kassirer, a former Wimbledon tennis player and Hall of Fame inductee at University of South Carolina. KS is a female owned and operated company that offers enrichment for grades TK – 8 across California. Over the past 28+ years, KS has run classes at more than 45 school districts throughout the state. KS provides enrichment programs to over 7,000 students per year, have 90+ coaches currently on staff, and can support all of your elementary schools. KS goal would be to not ever turn any kids away.

The mission of Kassirer Sports is to provide quality, convenient sports programs for youth at elementary and middle schools, where children can improve their athletic ability, socialize, and build self-esteem through playing sports. KS classes focus on building quality fundamentals, increasing physical fitness, agility and coordination, and instilling important life skills learned through sports such as teamwork, sportsmanship, communication, leadership, resiliency, focus, cooperation, perseverance, and accountability.

KS classes are held on school grounds immediately following bell dismissal and provide all of the age-appropriate equipment needed to teach the classes. For the convenience of all families, KS classes mirror the MVWSD calendar and do not meet on school holidays. Sports classes offered for TK/K age students are soccer, tennis, pickleball, track and field, and blacktop/field games.

KS will comply with all district safety and health policies, including background checks, fingerprinting, TB clearance, and Megan's Law verification. KS will participate in ongoing collaboration with site administrators and district staff as needed.

Kassirer Sports is looking forward to hopefully working with MVWSD to bring sports enrichment to all TK/K students for the 2025-26 school year. We appreciate your time and consideration.

Regards,

Laura Kassirer Rachel Troupe



Program Narrative

Kassirer Sports (KS) will provide sports coaches to teach various sports and implement athletic games/activities that build overall coordination, hand-eye coordination, agility and physical fitness. KS believes in a positive coaching style and the importance of imparting valuable life skills that can be learned while playing sports, such as: cooperation, communication, socialization, resiliency, accountability, leadership, teamwork and perseverance.

KS will provide age-appropriate sports for Grades TK/K including soccer, tennis, pickleball, track and field, and blacktop/field games. Examples of blacktop/field games are kickball, capture the flag, wall ball, etc. Overly physical/competitive games such as dodgeball will not be offered. KS can provide up to two different sports classes running per day, so parents can select the days of week and sports that work best for their family/child. An example of a weekly schedule could be: Monday = Tennis + Pickleball; Tuesday = Soccer; Wednesday = Track and Field; Friday = Blacktop/field games.

KS will provide classes everyday school is in session and will base the enrichment schedule off the MVWSD calendar. KS can accommodate all elementary schools in the district and will offer two sessions per school year: Session 1 = 2nd week of school until winter break; Session 2 = after winter break until the end of the school year. Families will have the option to pick which days they want to register for based on their schedule (M, T, W, F) and do not need to sign up for the full week unless desired. In the event a class is cancelled for any reason, parents have the option to conduct a makeup on another day of the week, receive a credit, or a refund.

In order to inform families of the classes being offered, KS will prepare and deliver paper flyers to each school, bundled per grade/classrooms. Flyers will be delivered the first week of school and two weeks prior to winter break. In order to effectively market the classes, flyers will need to be passed out to each student prior to the session. Parents/guardians will go to the KS website to view schedules and register online. KS uses an online registration system to make it easy for families to view up-to-date schedules, policies, and enroll. At the time of registration, all parents/guardians are required to read/sign the KS Waiver of Liability, Hold Harmless and Emergency Authorization Agreement.

In order to effectively communicate with families, KS sends out welcome emails and weekly reminder emails with custom information for each school.

Kassirer SPORTS

➔ **Staffing and Qualifications**

In order to ensure quality, coaches are interviewed, hired, and trained only by Laura Kassirer and/or Rachel Troupe. KS coaches have either grown up playing sports or played at an elite level, and most importantly excel in coaching and engaging with young children. Coaches are trained to be positive, that KS classes are *not* overly competitive, and that they should emphasize sportsmanship, teamwork, and inclusivity. KS coaches undergo ongoing abuse, non-discrimination, sexual harassment prevention and awareness trainings, and have all been cleared by the DOJ from any felonies. KS coaches are provided with their schedules via a scheduling app, along with detailed lesson plans for their specific sports class and age.

➔ **Supervision and Safety Protocols**

The safety and well-being of all students is our number one priority. KS coaches are scheduled to arrive at least 10 minutes prior to the start of class time to ensure they can check-in with the office, set down equipment, and be ready to greet the students at bell dismissal.

Coaches are provided class rosters via our registration app with detailed information including but not limited to the student's name, classroom number, parent/guardian name(s) and contact information, emergency contact information, and how students should be released after class (i.e. parent pickup or daycare). KS will ensure that the school office manager will receive a copy of the roster at the start of each session for their records. Coaches take roll using the electronic roster and KS will have a record saved of which students attend class each week. Per KS policies, coaches are required to text parents at the start of class if any students are missing to confirm they were absent from school and not expected to be in the class that day.

Coaches are trained to foster a positive class environment, to practice each sport safely, and in injury protocols should they occur. All coaches are equipped with first aid kits to treat minor injuries and will always notify a parent if an injury of any kind takes place. In order to ensure the safety of all students, coaches will take bathroom breaks as a class, escort students to the restrooms and wait for them outside. Coaches will never be alone with a student and will never allow a student to walk alone, either. With the use of geofencing, KS can track all coaches' location during their shifts within school grounds.

➔ **Pick-up and Sign-out Procedures**

It is KS policy that no child can ever be left unattended by a coach under any circumstances. Coaches will arrive early to greet and pickup students at the start of class using their electronic rosters. These rosters update in real-time, so will always be up-to-date as soon as a family enrolls. Coaches will meet students outside of their classrooms when they are released from school and will escort them all to the designated class area. Since no child can be left unattended, coaches are required to supervise students from the start of class until they are

Kassirer SPORTS

picked up or brought to daycare. Per the KS Late Pickup Policy, coaches charge parents/guardians \$1 per minute for time spent supervising a child after class ends. This policy is in place to ensure parents/guardians are on-time for pickup and if they are not, our coaches can be compensated for their time. This Late Pickup Policy is also read/signed at the time of registration, posted online, included on the receipt, and in all weekly reminder emails.

➡ **Rainy-day/Contingency Activity Plan**

If provided an indoor or covered space to use during inclement weather, KS will conduct indoor athletic activities using modified lesson plans. If there is no dry space available to hold class, coaches will text/email parents notifying them of the class cancellation. Class cancellations are sent at least 1 hour prior to the start of class whenever possible and the school office will be notified as well. In the event a class is cancelled in advance for inclement weather, coaches will not go to the school that day. For the convenience of all families, is the goal of KS to meet rain or shine!

**It was stated in the RFP answered questions that classrooms will *not* be provided. While KS does have indoor/modified rainy-day lesson plans, coaches will need a dry space to conduct class.

➡ **Proposed Number of Scholarships and Criteria**

KS offers scholarships to families who qualify and discounts to military and faculty/staff. KS will offer a 50% discount on class tuition and follows the national guidelines to determine which families would be considered disadvantaged based on household income and number in household. The KS class ratio is 10:1 for grades TK/K, and KS will offer up to 4 scholarships per 10 students. Per day, KS can accommodate up to 30 students with 3 coaches, and up to 12 scholarships/military/faculty discounts. So, up to 40% of students can be playing on partial scholarship. All information regarding scholarships is provided online via the KS website, [linked here](#), as well as on flyers that are distributed to families.

Kassirer SPORTS

Budget Proposal

This budget encompasses all KS expenses related to paying coaches, sports equipment, marketing, and other operating expenses. KS will charge families the following:

- ➔ \$28 per class: for classes with a duration of 55-60 minutes parents
- ➔ \$35 per class: for classes with a duration of 75 minutes

Parents will sign up for a session of classes on a particular day or days. The session fee is calculated based on the total number of classes in each session, which will vary based on day of the week and school holidays. For example, if more holidays happen to fall on a Monday, the Monday session might be shorter and a lesser total fee than a Tuesday, Wednesday, or Friday session. Since registration is processed online, there is a 3% CC processing fee applied to each transaction. Outside of what is listed above, there will be no additional fees related to this program.

➔ Sample Schedule

- Week of August 4th | MVWSD provides KS with bundle information for flyers
- Tuesday, August 12th | Flyers delivered to each school
- Wednesday, August 13th | Flyers distributed to all students
- Week of August 18th | Session 1 begins and runs through December 19th
 - Session 1 on Mondays will be either a 15 or 16-week session, depending on whether or not you want us to provide classes the week of conferences
- For a 15-week session:
 - The KS fee for a 60-minute class will be \$420
 - The KS fee for a 75-minute class will be \$525
- Students receiving scholarships will receive a 50% discount on session fees.

***To note, if any schools have back-to-school night prior to the school year, Kassirer Sports would like to provide flyers to promote the classes.*



PSA Compliance Statement

Kassirer Entertainment Company DBA Kassirer Sports agrees to MVWSD's Professional Services Agreement (PSA), which outlines legal, insurance, indemnification, and compliance requirements.

Kassirer Entertainment Company DBA Kassirer Sports received and reviewed the District's Professional Services Agreement (PSA). If selected, Kassirer Entertainment Company DBA Kassirer Sports agrees to the PSA terms, including indemnity and insurance provisions.



References

Kassirer Sports has provided various sports after-school enrichment programs for several years for all references listed below.

Foster City Parks and Recreation

Colleen Gotthardt – Recreation Coordinator

Phone: (650) 286-3378

Email: cgotthardt@fostercity.org

Stratford Private Schools

Ben Graves – Manager, Camp and Ancillary Programs

Email: bengraves@springedugroup.com

El Cerrito Parks and Recreation

Taylor Melton – Recreation Supervisor, City of El Cerrito

Phone: (510) 559-7004

Email: tmelton@ci.el-cerrito.ca.u

Redondo Beach Unified School District

Jeff Winckler – Director of Professional Learning and Development

Phone: (310) 937-1285

Email: jwinckler@rbusd.org

RE: Proposal Submission – TK/K Afterschool Care Program

Dear Ms. Westover,

I am pleased to submit our proposal in response to the Mountain View Whisman School District's Request for Proposals for a supervised afterschool care program for Transitional Kindergarten and Kindergarten students.

Leapstart After School is a trusted afterschool education provider with over a decade of experience serving young children in the Cupertino and adjoining areas. Our mission is to provide a safe, enriching, and structured environment where students can grow academically, socially, and emotionally after the regular school day. Our programs combine academic support with engaging enrichment activities and are designed to meet the developmental needs of younger learners.

We have successfully partnered with local schools to offer programs aligned with district goals and parent expectations. Our staff are trained in child development, safety protocols, and positive behavior management, ensuring consistent and nurturing care. Leapstart Inc. currently holds active insurance coverage that meets the District's general liability requirements.

District Needs:

We have the experience and expertise to create and offer a custom program specific to your needs. We will add the District as an additional insured immediately upon selection as a program provider.

We are committed to full compliance with all PSA insurance provisions.

We look forward to the opportunity to serve the TK/K students of MVWSD and support working families in the community.

Sincerely,

Rohit Arora

Owner/Director, Leapstart After School

Program Narrative – Leapstart After School

Staffing and Qualifications

Leapstart After School employs experienced, caring staff trained in early childhood education, behavior management, and CPR/First Aid. All staff undergo fingerprinting, background checks, and TB clearance in compliance with MVWSD and state licensing requirements. Our staffing model ensures a low student-to-teacher ratio, allowing for safe, hands-on engagement with every child.

Supervision and Safety Protocols

Our outdoor programs are structured with safety at the forefront. Children remain in assigned field areas and are under direct supervision at all times. Staff are trained in outdoor emergency response, hydration protocols, and heat safety. Check-in/check-out transitions are carefully managed, and all entry/exit points are secured. Leapstart maintains strict health protocols including daily temperature checks and handwashing.

Pick-Up and Sign-Out Procedures

Leapstart provides in-house school pickups by trained staff (never outsourced drivers). Children are brought directly to the program area with no additional stops. Parents receive SMS notifications upon pickup.

For dismissal, parents remain outside the program area; a staff member escorts each child out after ID verification. Attendance is recorded digitally, and only authorized adults may sign out children.

Rainy-Day/Contingency Activity Plan

In the event of rain or unsafe outdoor conditions, Leapstart will transition to indoor activities if space is available, or will notify parents promptly for early pickup. On light weather days, children may engage in quiet activities under covered outdoor areas. Indoor alternatives include storytelling, yoga, and arts-based enrichment that maintains program continuity.

Scholarships

As a for-profit provider, Leapstart is not offering scholarships under this proposal.

Budget Proposal – Leapstart After School

This budget proposal addresses the 1 hour outdoor after care program needs only.

Program Funding:

This program is 100% parent-paid. No funding will be requested from the school district. All operational costs are covered through tuition fees collected directly from enrolled families.

Estimated Tuition Rate:

- ~ \$240/month per student for TK/K after school program (final rate depends on site and hours)
- Includes all materials, and other fees

Staffing Costs:

- 1 Site Director per school site (depending on enrollment)
- 1-8 Program Instructors (depending on sites program is launched at)
- All staff expenses shall include their pay rates, any payroll taxes, training, and CPR/First Aid certification.
- Estimated staff cost: ~ \$800 - \$900 per month per site per employee

Materials & Supplies:

- Curriculum materials (STEM kits, art supplies, games): \$200 per month per site where applicable
- Safety & hygiene supplies (sanitizer, masks, first aid kit, etc.): \$100 per site per month

Transportation (if applicable):

- Provided by Leapstart staff using company vans (no third-party services used)
- Cost included in tuition

No Additional Fees to the School:

- The program will operate independently of the school district
- No facility use fee will be requested
- No district-paid services will be required

References

Leapstart After School has successfully operated licensed afterschool and enrichment programs in Cupertino since 2013. Below are two program sites we currently manage:

1. De Anza Center – Cupertino, CA

- **Program Description:** Licensed afterschool, summer camp, and STEAM enrichment programs for TK–5th grade students. Services include academic support, creative learning, public speaking, arts, and transportation from local schools..
- **Contact:**
 - Name: *Rohit Arora*
 - Title: Director
 - Phone: 408 431 0280
 - Email: rohit@leapstartafterschool.com

Google Reviews Link: Pl. see our customers reviews and experiences about our services since 2013

[Leapstart After School - After school & Summer Camps](#)

2. Bubb Center – Cupertino, CA

- **Program Description:** Licensed afterschool, summer camp, and STEAM enrichment programs for TK–5th grade students. Programming includes hands-on STEAM activities, homework help, character-building, and project-based learning in a safe and nurturing environment.
- **Contact:**
 - Name: *Chitra Dhingra*
 - Title: Director
 - Phone: 408 504 6970
 - Email: chitra@leapstartafterschool.com

Google Reviews Link: [Leapstart After School & Summer Camps](#)

Sample Daily Schedule

Leapstart Outdoor Enrichment Program (TK/K)

Time	Activity
1:30 PM	Student Check-in & Welcome Circle
1:35 PM	Outdoor Free Play & Water Break
1:45 PM	Structured STEM or Art Activity
2:10 PM	Life Skills Game or Group Challenge
2:30 PM	Wrap-Up Circle & Prepare for Pick-up
2:40 PM	Student Pick-up / Sign-out

♦ **Descriptions:**

- **Welcome Circle:** Students gather and review the day's plan and outdoor safety reminders.
- **Free Play:** Open-ended physical play (running, games, exploration).
- **STEM/Art:** Nature-based STEM projects or open-air arts & crafts.
- **Life Skills:** Activities focused on teamwork, listening, and cooperation.
- **Wrap-up:** Reflection time and getting ready to go home.

Exhibit A – Description of Services

Leapstart Inc. proposes to operate an outdoor-based after school enrichment program on the school site's designated outdoor area. The program is designed to support TK and Kindergarten students between school dismissal and the end of the regular school day.

Program Activities:

- **Outdoor Enrichment & Life Skills:** Activities will include structured games, STEAM-based outdoor projects, and elements of our "Life Skills School" curriculum such as teamwork, healthy habits, personal boundaries, Character building, interpersonal skills, and communication-building exercises.
- **Supervised Recreation:** Children will engage in outdoor group play that promotes physical activity, cooperation, and positive social interaction, under continuous staff supervision.
- **Hands-on Learning:** Activities will include art, problem-solving challenges, and nature-based discovery to support whole-child development.

Staffing & Supervision:

All staff are trained in child supervision, health and safety procedures, and early childhood development. The staff-to-child ratio will not exceed 1:10.

Safety & Procedures:

Leapstart follows strict safety protocols aligned with CDC, county, and school district guidance. All outdoor activities will be supervised, and children will be escorted by staff from the school dismissal area to the designated outdoor space. No classroom access will be required.

Program Hours:

The program will operate Monday through Friday, from school dismissal until the end of the regular school day as stated in the RFP and answered in the QnAs.

Proposal: Afterschool Care Program for TK/K – MYWAY Dance Instructors & Consultants

MY WAY <myway.prj@gmail.com>

Sat, Jul 12, 2025 at 11:34 PM

To: Rwestover@mvwsd.org

Dear Dr. Westover,

We are pleased to submit our proposal for the after-school care program for Transitional Kindergarten (TK) and Kindergarten (K) students at MVWSD.

MYWAY Dance Instructors and Consultants is an educational and enrichment organization based in Campbell, CA, founded by Maksym Fedotov and Yana Fedotova — experienced coaches, educators, and curriculum developers with over 15 years of experience in sports, arts, and youth development.

Before relocating to the U.S., we built one of the largest private dance and talent academies in Ukraine, where we taught over 1,000 children, led interdisciplinary camps, and conducted trauma recovery programs for children using sport and active movement. Our work was recognized by the **Ministry of Education of Ukraine** and the **Office of the President of Ukraine**. Since moving to California, we have successfully partnered with several Bay Area school districts to deliver afterschool and seasonal programs.

Mission

To expand access to after-school education and introduce children to sports, arts, and areas of development not traditionally covered in standard school curricula.

Vision

To prove that every child is talented — the key is to notice it early and help guide that child toward their gift.

Our program philosophy is rooted in **balance**. We believe children thrive when learning is joyful, active, and meaningful. Our goal is to create a safe and structured environment where every child can develop new skills, discover their strengths, and grow in confidence while having fun. We individualize our approach and maintain strong relationships with families to ensure their needs are met.

Scope & Availability

We are prepared to begin operations at one school site and are fully committed to scaling across multiple MVWSD campuses based on enrollment and need. We are available Monday through Friday with full coverage during the designated after-school hours.

Scholarships

We are ready to offer scholarships to support families who may need financial assistance.

Staffing and Qualifications

Our core team holds degrees in pedagogy and is fully certified (CPR/First Aid, TB-tested, background-checked). We maintain a vetted instructor network to support program expansion as needed.

Supervision and Safety

Staff pick up TK/K students directly from classrooms. Attendance is verified during transitions. We maintain clear and structured procedures to ensure safety and smooth coordination throughout the day.

Pick-Up & Contingency

After class, children are escorted to a designated pick-up zone. IDs are checked before releasing any child. In case of inclement weather, indoor classrooms are used for quiet play, games, or crafts.

Budget Proposal

Families pay monthly tuition. Rates vary slightly depending on the activity (e.g., dance, art, clay), as material costs differ. All materials are included. No hidden fees. We offer **mid-range pricing** for the Bay Area.

PSA Compliance Statement

MYWAY Dance Instructors and Consultants has reviewed the District's Professional Services Agreement (PSA). If selected, we fully agree to all terms, including indemnification and insurance provisions.

References

Reference 1:

Gizzele Linayao
Moreland School District
Email: glinayao@moreland.org
Phone: (408) 874-3479

Reference 2:

Zoya Lytvyn
Founder, Novopecherska School
Founder, Global Teacher Prize Ukraine
Founder and Head, Osvitoria
Member of the Supervisory Board, UN Global Compact in Ukraine
(Recommendation letter available upon request)

We would be truly honored to collaborate with your district and contribute to the growth and enrichment of your students through inspiring afterschool programs.

Sincerely,

Yana Fedotova & Maksym Fedotov
MYWAY Dance Instructors and Consultants
myway.prj@gmail.com
(408) 421-9979
Campbell, CA



MW After School.pdf



STANFORD PARK SPORTS

MOUNTAIN VIEW DISTRICT APPLICATION

SEE DETAILS IN THE FOLLOWING PAGES:





1. INTRODUCTION

Stanford Park Youth Sports is excited and honored to submit this proposal to the Mountain View Whisman School District (MVWSD) for the opportunity to provide high-quality after-school programming for Transitional Kindergarten (TK) and Kindergarten (K) students. We understand that this program will be paid for by parents and is independent of regular school operations, and we are fully prepared to deliver an exceptional and seamless experience for all stakeholders involved.

Stanford Park Sports would be proud to partner with the Mountain View Whisman School District. Our organization is deeply committed to student safety, enrichment, and supporting the needs of working families — values that align perfectly with those of MVWSD. With a strong presence across the Bay Area, we currently operate in over 30 schools simultaneously, offering trusted and engaging programs that focus on structured play, social-emotional learning, and physical development.

Our team is passionate about providing safe, inclusive, and structured programming tailored specifically to young children. We would be thrilled to bring our proven model and enthusiastic staff to your schools.

2. PROGRAM GOALS & REQUIREMENTS

Stanford Park Youth Sports is fully prepared to meet and exceed the program expectations outlined by MVWSD. We operate every school day from TK/K dismissal through the end of the regular instructional day, ensuring a consistent, safe, and enriching experience for every student enrolled.

We implement strict supervision protocols: no child is ever left unattended. Our coaches are trained to follow detailed pick-up and dismissal procedures, including verified parent/guardian sign-out. We maintain daily attendance records using shared Excel sheets that are updated in real-time and reviewed by both the coaches and our administrative team. These include student attendance, who is expected in aftercare, authorized pick-up persons, and parent contact information — all to ensure smooth coordination and child safety.

Every coach on our team is fingerprinted, background-checked, TB-cleared, and fully compliant with Megan's Law verification. Safety is a non-negotiable pillar of our program, and we maintain the highest standards at every site.



Our TK/K programming includes structured, age-appropriate enrichment and physical recreation designed to build character, confidence, and coordination. Activities are tailored to the developmental level of younger students. For rainy or inclement weather, we proactively switch to indoor games, movement-based exercises, and collaborative group activities that maintain structure, safety, and fun — ensuring learning and engagement never stop.

We are strong believers in collaboration and open communication. Our team works closely with site administrators and district staff to ensure the program operates seamlessly and aligns with school expectations and culture.

3. SCHOLARSHIPS & FACILITY USE

To support equitable access, Stanford Park Youth Sports is committed to offering scholarships to socioeconomically disadvantaged (SED) students. **For every five fully enrolled, tuition-paying students, we provide one full scholarship slot**, ensuring that for every group of six children, one may attend free of charge.

The program requires a minimum of eight registered students to operate. Scholarship eligibility will be based on students qualifying for reduced or free lunch, as identified by the school, and can be verified in coordination with the school administrator. Scholarship availability will be communicated clearly to school staff and families during the enrollment process.

4. PROFESSIONAL SERVICES AGREEMENT (PSA) COMPLIANCE

Stanford Park Sports LLC received and reviewed the District's Professional Services Agreement (PSA). If selected, Stanford Park Sports LLC agrees to the PSA terms, including indemnity and insurance provisions.

5. PROPOSAL SUBMISSION REQUIREMENTS

Cover Letter

Stanford Park Youth Sports is proud to submit this proposal for MVWSD's TK/K Afterschool Program opportunity. We've included a flyer summarizing our Mountain View-specific offerings and tailored curriculum, highlighting our commitment to safety, sportsmanship, and fundamental youth development.





Our mission at Stanford Park Youth Sports is simple:

"We do more than coach, we build character." We

currently operate across more than 30 schools in the Bay Area, offering afterschool, recess, and summer programs with a strong reputation for high-quality youth coaching, parent satisfaction, and logistical reliability. We specialize in creating dynamic, age-appropriate athletic environments that combine physical development, social-emotional learning, and fun.

We have worked in the past with Schools In Palo Alto, Sunnyvale, Saratoga, San Jose, Redwood City, San Carlos and Menlo Park, and we would love to work with Mountain View Next!

Learn more at www.stanfordparksports.com

Program Narrative

Staffing and Qualifications

All our coaches are background-checked, fingerprinted, TB-cleared, and compliant with Megan's Law. We only hire individuals with proven experience in childcare or early youth coaching, many of whom have competed at the collegiate or professional level in soccer, basketball or volleyball.

Supervision and Safety Protocols

Our staff is rigorously trained on supervision procedures. No student is ever left unattended. Coaches are equipped with the school's pickup protocol, access to parent contact information, and detailed training on safety, behavioral management, and emergency response.

Pick-Up and Sign-Out Procedures

Each coach maintains a daily-updated list indicating which child is attending aftercare, who is authorized to pick them up, and any specific notes from families. Coaches verify parent/guardian pickup and remain with the student at all times. If a student is not registered for aftercare but left waiting, the coach stays with the child and notifies the parent.

Rainy-Day/Contingency Activity Plan

In case of rain or unforeseen weather, coaches pivot to pre-planned indoor activities held in a covered area or classroom. These include team-building games, movement-based exercises, and skill-building activities tailored to TK/K age levels to maintain engagement and safety.

Proposed Number of Scholarships and Criteria

For every 5 fully paid students, Stanford Park Youth Sports offers 1 scholarship slot for students qualifying for reduced or free lunch. This scales proportionally (e.g., 2 scholarships for 10 students, 3 for 15). Eligibility can be verified in coordination with the school administrator.



Scholarship availability will be communicated clearly to school staff and parents. With a minimum of 8 enrolled students to be able to run the program.

Budget Proposal

- Tuition: \$20 per student, per session (5 a week) (billed directly to parents by season (8 weeks. 10 weeks, up to the school)
- Program Duration: 5 days a week, 5 sessions a week 65 minutes long each.
- Included: All necessary sports equipment, trained and background-checked coaches, program coordination, and insurance coverage
- No cost to the school: The program is fully self-funded through parent tuition and operates independently from school budgets or operations

PSA Compliance Statement

Stanford Park Sports LLC received and reviewed the District's Professional Services Agreement (PSA). If selected, Stanford Park Sports LLC agrees to the PSA terms, including indemnity and insurance provisions.

References

1. Marilou Verceles
St. Simon Parish School
Phone: (650) 880-1415
Email: mverceles@stsimon.org
We have delivered multiple afterschool sports sessions at St. Simon Parish School across several years, building a strong partnership through consistent and high-quality programming.
2. Jason Nunez
Phillips Brooks School
Phone: (650) 854-4545
Email: jnunez@phillipsbrooks.org
We have successfully run multiple basketball and soccer sessions at Phillips Brooks School, including several full-day, week-long summer camps on more than one occasion.

We are really excited to be able to work with the Mountain View District!



Business Proposal

Proposed by:

LUCKIE LEIVA

Office:
600 E Weddell Dr Space 4
Sunnyvale, CA. 94089

408-829-2460
luckie.leiva@waytogoprograms.com
www.waytogoprograms.com



A Proposal to collaborate with Mountain View Whisman School District (MVWSD) offering the Way to Go After School Program

Introduction

We are excited to present this proposal to partner with MVWSD in providing a safe, supportive environment for TK-K students under our care. We believe this collaboration presents a unique opportunity to serve your students and community through a trusted, enriching, and values-driven after school program.

The Way to Go After School Program is a well-established 501(c)(3) nonprofit organization that has proudly served children, TK-6, and families in our community for over 25 years.

Our mission is to offer a safe, nurturing, and engaging environment for students after school, with a strong emphasis on their physical, emotional, and academic development.

Program Overview: Healthy Kids Initiative

Our current theme, Healthy Kids, supports whole-child wellness through a variety of hands-on, enriching activities. Our program includes:

- *Spanish language exposure*
- *Cooking and nutrition activities*
- *Creative arts and crafts*
- *Organized sports and fitness*
- *Dance and cultural movement*
- *Science experiments and exploration*
- *Homework support time upon request*

All activities are carefully designed to align with the values and developmental needs of elementary-aged children, and we can tailor aspects of the curriculum to best suit the school's goals.

Vision/Mission

At Way to Go, our mission is to build strong, healthy communities. We are dedicated to IMPACT, INNOVATE, and INVEST in our students. We are committed to developing HEALTHY kids who strive to benefit their communities. Our organization thrives by offering engaging activities and memorable trips that create lasting experiences-ensuring every child feels at home, even when they're away from home.

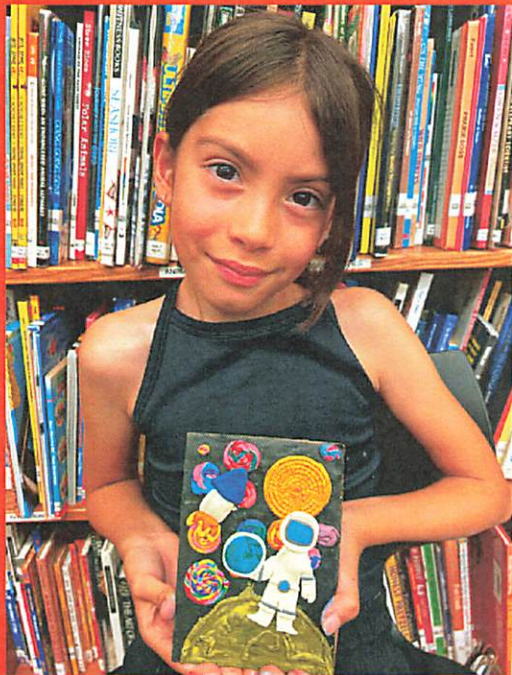


As a team, we value collaboration, innovation, and integrity, and we work tirelessly to provide excellence in our service to families. We believe in fostering positive outcomes and are proud to contribute to a global community impact.

Our commitment to sustainability, diversity, and inclusivity reflects our belief in "HEALTHY KIDS." We continually strive for growth and improvement, staying aligned with the evolving needs of our students and their families-our community.

Together, we aim to achieve overall stability-both professionally and financially-to support future expansion. This includes developing new businesses, such as preschools, launching additional locations (locally, statewide, and nationwide), and reestablishing our support for children's charities, both locally and globally.

At Way to Go, we embrace challenges as opportunities and remain dedicated to making a positive, lasting difference in our community and the world.



Benefits to MVWS

- Access to a trusted, established program with over 25 years of community service.
- Minimal administrative effort-we manage all aspects of program implementation, staffing, and curriculum.
- Maintain high-quality programming.
- Reinforcement of values and holistic child development.
- Support for student volunteerism and employment, cultivating future leaders from within your own school community (High school and community college students).

Next Steps

1	We would love the opportunity to meet with your leadership team to discuss the details of this proposal, tour the school facilities, and answer any questions
2	Together, we can explore possibilities that will create a vibrant, safe, and inspiring after-school environment for your TK-K students.
3	Talk through utilizing and empowering high school and community college students to lead and serve, along with our experienced and professional staff.

We look forward to the opportunity to serve your families and grow together in education and community. Thank you for considering this partnership.

Warm regards,

Luckie Leiva

Founder & Director

Way to Go Foundation Inc.

408-829-2460

luckie.leiva@waytogoprograms.com

Programs and Insurance

1. Brotherhood Mutual Liability Insurance
2. City License
3. DOJ Compliance Background Check
4. Employers Worker Compensation Insurance
5. ADP Payroll and Record Services
6. Procure Solutions software

Staff Qualifications

1. Child Development courses or degree, previous experience
2. CPR/FIRST AID Certified
3. DOJ Compliance Background Check
4. Vector Courses Training
5. Staff Handbook and Protocols
6. TB test
7. TORT (signature required by all staff)

References

1. *Maureen Israel*, Superintendent Bullis Charter School, misrael@bullischarterschool.com
2. *Karsten Stampa*, Chief of Staff Bullis Charter School, kstamp@bullischarterschool.com
3. *Lizette Hibbert* Principal Los Altos Christian School, Lizette.Hibbert@lacs.com

AFTER SCHOOL PROGRAM

CLASSES

**MAGIC
STORYTIME
(SPANISH)**

**LEADERS IN
ACTION**

**DANCE WITH
DISNEY**

**NEXTGEN
ATHLETES
SPORTS**

**FUNFIT
EXPLORERS**

**MASTER JR
CHEFS**

**YOUNG
INNOVATORS
(STEAM)**

**ART
IN
BLOOM**

CLASES**GROUP 1****TK-2
GRADE****GROUP 2****3-5
GRADE**

AFTER SCHOOL PROGRAM 2024-2025

BCS NORTH

+ Activities subject to change

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3:05 TK-K 3:15 1st	Bathroom/Snack ALL STAFF PICNIC TABLES	Bathroom/Snack ALL STAFF PICNIC TABLES	Bathroom/Snack ALL STAFF PICNIC TABLES	Bathroom/Snack ALL STAFF PICNIC TABLES	Bathroom/Snack ALL STAFF PICNIC TABLES
3:30-3:45	Snack ALL STAFF PICNIC TABLES	Snack ALL STAFF PICNIC TABLES	Snack ALL STAFF PICNIC TABLES	Snack ALL STAFF PICNIC TABLES	Snack ALL STAFF PICNIC TABLES
3:45-4:30	STEAM Mia LIBRARY	FUNFIT EXPLORERS Instructor Ximena FIELD	POWER PLAY XIMENA FIELD	MASTER CHEF JR ERIKA-Jessica KITCHEN	ART Consuelo ART ROOM
	PICKLEBALL NEXTGEN ATHLETES Coach Miyer FIELD	ART Consuelo ART ROOM	STEAM JESSICA ART ROOM	DANCE WITH DISNEY Ximena-MIA FIELD	STEAM EMMA ART ROOM
4:35-4:45	STEAM Mia ART	FUNFIT EXPLORERS Instructor Ximena FIELD	STEAM JESSICA ART ROOM	DANCE WITH DISNEY Ximena-MIA FIELD	STEAM EMMA ART ROOM
	PICKLEBALL NEXTGEN ATHLETES Coach Miyer FIELD	MAGIC STORYTIME Consuelo G ART ROOM	POWER PLAY XIMENA FIELD	MASTER CHEF JR ERIKA-Jessica KITCHEN	ART Consuelo ART ROOM
4:45-5:30	Bathroom/Play time ALL STAFF PLAYGROUND	Bathroom/Play time ALL STAFF PLAYGROUND	Bathroom/Play time ALL STAFF PLAYGROUND	Bathroom/Play time ALL STAFF PLAYGROUND	Bathroom/Play time ALL STAFF PLAYGROUND

AFTER SCHOOL PROGRAM 2024-2025

BCS SOUTH

+ Activities subject to change

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

3:05 TK-K
3:15 1st

Bathroom/Snack
ALL STAFF
PICNIC TABLES

Bathroom/Snack
ALL STAFF
PICNIC TABLES

Bathroom/Snack
ALL STAFF
PICNIC TABLES

Bathroom/Snack
ALL STAFF
PICNIC TABLES

Bathroom/Snack
ALL STAFF
PICNIC TABLES

3:40-4:30

READING TIME
ANA/XIMENA
LIBRARY

READING TIME
ANA/MIYER
LIBRARY

READING TIME
ANA
LIBRARY

PICKLEBALL
NEXTGEN ATHLETES
Coach Miyer
TRACK

MASTER JR CHEF
ERIKA
ART ROOM

4:15-4:20

Bathroom
ALL STAFF

Bathroom
ALL STAFF

Bathroom
ALL STAFF

4:20-5:30

STEAM
EMMA
FIELD

POWER PLAY
COACH MIYER
TRACK

ART IN BLOOM
ERIKA
ART ROOM

MAKER SPACE
CONSUELO
ART ROOM

STEAM
ANA
FIELD

PROGRAM NARRATIVE & STATEMENT OF QUALIFICATION

Proposed by:

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Way to Go After School Program

Application to Serve TK-K Students | Mountain View Whisman School District

Organizational Background and Experience

Way to Go After School Program, operated by Way to Go Foundations Inc., is a well-established 501(c)(3) nonprofit organization with over 25 years of service to children and families in the Bay Area. We are committed to providing high-quality, enriching, and safe environments for students during after school hours.

We are proud to have served Bullis Charter School in Los Altos, both North and South campuses, for the past 18 months, where we have successfully operated our after school programs for TK-6th grade students. Our programs have met and exceeded the expectations of partner schools and families alike.

Program Qualifications for MVWSD

We are pleased to confirm that Way to Go After School Program already meets the core after school provider requirements set forth by Mountain View Whisman School District, including but not limited to:

- Fully vetted and trained staff
- CPR and First Aid certified personnel
- Up-to-date completion of Vector Solutions online training courses
- Background clearance through DOJ/FBI
- Insurance and liability coverage
- Health and safety protocols

Staffing and Qualifications

Our team is composed of experienced and compassionate professionals who understand the developmental needs of young children:

- All staff hold 3–5+ years of experience working with students from TK to 6th grade
- All staff are certified in CPR and First Aid
- All staff members carry a **walkie-talkie** for quick and efficient internal communication, as well as a **first aid kit (fanny pack)** to ensure immediate response to minor injuries or health needs.
- All staff have completed Vector Solutions courses, including, but not limited to:
 1. Mandated Reporter Training
 2. Blood-borne Pathogens
 3. Playground and Supervision Safety
 4. Emergency Response and Incident Management

Each group of students will be supported by a consistent team of caregivers and educators, maintaining appropriate staff-to-student ratios and providing continuity and trust for students and families. We also would like to consider giving the opportunity to High school and college students with a Child Development career in mind, to volunteer with possible prospects as Teacher Aides.

Supervision and Safety Protocols

Safety is our top priority. We implement the following protocols:

- Daily visual wellness checks at sign-in
- Supervised transitions between school dismissal and program start
- Safe, monitored play and learning environments
- Emergency drills conducted monthly
- Staff carry radios or phones for immediate communication
- Procure Software used for real-time attendance and family communications

Check-In and Pick-Up Procedures

We utilize Procure Software for streamlined family communication and student management. Procure allows us to:

- Track real-time attendance
- Maintain emergency contact and medical information
- Provide automated check-in/check-out with digital signature
- Offer parent alerts for late pickups or emergencies
- Process online payments and view schedules

Contingency and Rainy-Day Activity Plan

In the case of inclement weather or unexpected events, we have a variety of indoor enrichment options:

- Visual arts and crafts
- Cooking and nutrition activities
- Maker Space and STEM activities
- Board games and team-building exercises
- Storytelling, journaling, and cultural exploration

Scholarship Program and Application

Way to Go After School Program is committed to accessibility and equity. We offer a limited number of need-based scholarships each school year. Proposed Scholarship Commitment:

- Up to 5 scholarships available per school site (subject to funding availability)
- Scholarships will cover 25% to 75% of tuition costs
- Criteria for Award:
 - Demonstrated financial need
 - Single-parent household or caregiver hardship
 - Recommendation by school or social service agency
 - Commitment to regular attendance

A Scholarship Application Form is included with this proposal. Families will be reviewed on a rolling basis by our scholarship committee.

Budget Proposal

A detailed budget will be provided based on anticipated enrollment, staffing, materials, and program operations. Highlights include:

Budget Item	Estimated Cost
Staff Wages & Benefits	\$45,000 - \$65,000 per site/year
Materials & Supplies	\$3,500/year
Software & Admin (Procare)	\$2,000/year
Enrichment Activities	\$2,500/year
Insurance & Licensing	\$2,000/year
Total Estimated Cost	\$55,000 - \$65,000/year

Tuition & Fees:

Families are charged based on their selected plan. A current year Rate Sheet is attached with this application.

Conclusion

We are excited about the opportunity to partner with Mountain View Whisman School District in offering a nurturing and enriching after school environment for TK-K students. Our organization has the experience, systems, and passion to deliver outstanding care, and we look forward to bringing our services to your schools.

Rate Sheet Attachment Reference Page
Way to Go After School Program

*Rate Sheet Reference – 2025-2026 Academic Year
(Attached separately with application)*

Our program offers a range of flexible monthly and daily rates to meet family needs.

Key Fee Options Include:

- Full-Time Monthly (5 Days/Week)
- Part-Time Monthly (3 Days/Week)
- Daily Rates
- Minimum Day Add-On Fees
- Sibling Discounts

A full Rate Sheet is attached for your reference, including details on:

- Monthly Tuition Plans
- Daily Rates
- Hours of Operation
- Payment Policies

"Please note that fees will be adjusted upon acceptance of our program to serve the Mountain View Whisman School District (MVWSD)."

Families can register and pay through Procare Software, which supports scheduling, billing, and family communication.

For questions regarding the rate sheet, please contact:

Luckie Leiva, Founder and Programs Director

 *(408) 829-2460*

 *luckie.leiva@waytogoprograms.com*

RATES AND CALENDAR

DAILY FEES	
No School Day 8:30am – 5:30pm	\$125.00
Early Dismissal Day 12:00 PM – 5:30 PM	\$100.00 /\$35.00 MF
2:30 PM – 5:30 PM	\$80.00
3:05 PM – 5:30PM	\$70.00
3:15 PM – 5:30 PM	\$65.00

Additional 10% off the daily fee for siblings

AUGUST	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$650.00

SEPTEMBER	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$945.00

OCTOBER	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$945.00

NOVEMBER	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$585.00

DECEMBER	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$675.00

JANUARY	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$810.00

FEBRUARY	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$675.00

MARCH	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$990.00

APRIL	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$765.00

MAY	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$900.00

JUNE	
Monday - Friday	MONTHLY FEE
3:00 PM - 5:30 PM	\$180.00

HOURLY RATES	
After School Hourly Rate 4:30pm – 5:30pm	\$35.00
Late Pick-up (After 5:30-6:00 PM)	\$20.00
After 6:00pm	\$1 per minute

SPECIAL CAMPS	
Thanksgiving	November 24-26
Winter Wonderland	December 22-24 & 29-31
Winter break	February 17-20
Summer	June 8- July 31

SPECIAL DAYS & HOLIDAY SCHEDULE 2024 - 2025	
First Day of After School	Tuesday, August 12, 2025
Labor Day	Monday, September 09, 2025
Veterans Day	Tuesday, November 11, 2025
Thanksgiving Break	November 24 – November 28, 2025
Winter Holidays	December 22, 2024 – January 02, 2025
Back to After School	Tuesday, January 06, 2026
Martin Luther King Jr. Day	Monday, January 19, 2026
President's Day	Monday, February 16, 2026
Winter Recess	February 17, 2024 – February 20, 2026
Spring Break	April 06 – April 10, 2026
Memorial Day	Monday, May 25, 2026
Last Day of After School	Thursday, June 4, 2026

	Geof	Erica	Jenny	Total
KASSIRER SPORTS	93	75	89	257
EASY SPANISH	91	81	84	256
BALD EAGLE CAMPS	92	77	74	243
WAY TO GO	86	81	73	240
STANFORD PARK	82	65	81	228
MARKEL/LEAPSTART	73	66	74	213
COACH KEN	70	82	59	211
MYWAY DANCE	63	64	68	195