



CHILDREN'S TRUST

OF ALACHUA COUNTY

Summer Camp & Freedom School RFP

February 10, 2025



Recap

- Goal 2: Children and youth learn what they need to be successful
- Allocation: \$2,000,000
 - Summer Camp - \$1,840,000
 - Freedom School - \$160,000
- Provider and family feedback
- CTAC staff planning sessions
- Board workshop





Event	Date/Due Date
Release of the competitive solicitation and begin the Cone of Silence	Friday February 14, 2025
Bidders' Conference and Application Training (attendance is highly recommended) Virtual: 9am: Link 6pm: Link	Date: Wednesday February 19, 2025 9:00 AM to 11:00 AM – Bidders' Conference & Application Training Date: Wednesday February 19, 2025 6:00 PM to 8:00 PM – Bidders' Conference & Application Training
Office hours for technical support One-on-one appointments can be scheduled during this time to answer any technical questions regarding the application materials. Send email to Procurement@chlidrenstrustofalachuacounty.us to schedule an appointment	February 24th-28th 9:00AM-3:00PM
Philanthropy Hub Information Session (attendance is highly recommended)	February 25, 2025, 10AM
Last day to submit written questions	Wednesday March 5, 2025, 3:00pm
Final response to all written questions posted	Friday March 7, 2025
Application submission deadline	Thursday March 13, 2025, 3:00PM
Public Opening of bids (Public Meeting) Virtual: registration link	Thursday March 13, 2025, 4:00PM
Application review period	March 17th-25th
Review team – final score deliberation (Virtual Public Meeting) Virtual: Insert registration link	Thursday March 27, 2025, TBD
Funding recommendations released – (Trust Board Meeting Packet)	Monday March 31, 2025
The Children's Trust of Alachua County Board Meeting Review funding recommendations Location: To be determined	Monday April 7, 2025, 4:00pm
End cone of silence; Appeal process begins	April 7, 2025, 4pm at the beginning of the board meeting
Contract negotiations begin	Monday April 14, 2025
Contracts begin	May 1, 2025
Summer Camp Kick Off Training (Required in person)	Thursday May 8, 2025
Training (in-person) for SAMIS Onboarding and Delivery (Required)	Wednesday May 14, 2025 Friday May 16, 2025
Summer Camp Kick Off Training (in-person) for Fiscal (Required)	Wednesday May 21, 2025
Provider Professional Development Training (in-person) (Required)	Tuesday May 27, 2025 Thursday May 29, 2025

Timeline

Family Feedback

What Families Like Best



- **Activities**
- **Field Trips**
- **Staff**
- **Friendships**

“I love how camp was fun and educational. The campers learned basic life skills which is extremely important.”

I loved the fact that my granddaughter was in both a fun and learning environment. The Summer Slide is real, and the school provided lessons in all areas of learning, to help her remain strong through the summer. What a blessing to have breakfast and lunch provided daily. The program brought comfort in knowing that summer would be filled with positive and youthful activities.



Family Feedback

What Families Like Least



- **Program Length (too short)**

“Wanted more weeks.”

- **Waking Up Early**

“It didn’t last longer.”

- **Staffing**

“Short hours.”

- **Activities**

“I wish it could have ran for the entire summer”

- **Food**

“They wanted it to last the whole summer like some of the other camps.”

- **Florida Heat**

“Too short of a day. They wanted to stay longer or come in earlier.”

“My children wanted the camp to have more weeks.”

“The camp hours were not long enough.”

“Not long enough.”

“Too short.”

Provider Feedback



Challenges				
Staffing	Staff training	Fiscal	Enrollment	Transportation
Need more staff	Staff need more, better training	long wait time for reimbursement	Students enrolling in camp, accepting scholarship, and not coming; difficult to fill spots later in the summer	Not able to go on as many field trips due to transportation challenges
Need more administrative staff, especially to handle CTAC scholarship eligibility and reporting. Would be helpful if CTAC handled scholarship eligibility	Need more staff training in child development and managing youth behavior, working with youth with special needs, safety and emergency procedures, staff leadership and other professional skill building, staff performance and conduct	Lack of clarity and consistency in fiscal procedures		
Difficulty hiring, retaining staff (staff take vacations, teachers go back to school in early August)	Challenging to find time for staff training during summer; more pre-summer training would be helpful	Would like more flexibility in using scholarship funds		
Opportunities				
Interest in adding more academic programming	Would like to go on more field trips	Would like to add more family engagement opportunities	Provider offering dance for special needs children, but summer program fewer than 8 hours/day (best practice for target population)	Provider would like more guidance using data tools
Academic tutoring provider would like to offer programming within full time summer camps			Want to provide camp for neurodivergent children	



Minimum Qualifications to Bid

- All proposed services must take place within Alachua County.
- Applicant must be currently qualified to conduct business in the State of Florida.
- Applicant must not be a charter school approved by any public-school system in the State of Florida.
- Applicant must have experience managing an in person out-of-school-time (OST) program, such as after school or summer camp.
- Philanthropy Hub verification for nonprofits
- 501©3 and not for profits must provide a letter of support from Board of Directors.
- For profits, LLCs, churches, and government organizations must provide a reference letter from a community partner **and** a letter of support from executive leadership.



Summer Camp

Summer Camps

- Fun and exposure
- Adventure and learning
- Develop new skills
- Lasting friendships





Target Population & Service Location

- Children and youth residing in Alachua County
- From different socioeconomic backgrounds, up to 300% of the FPL

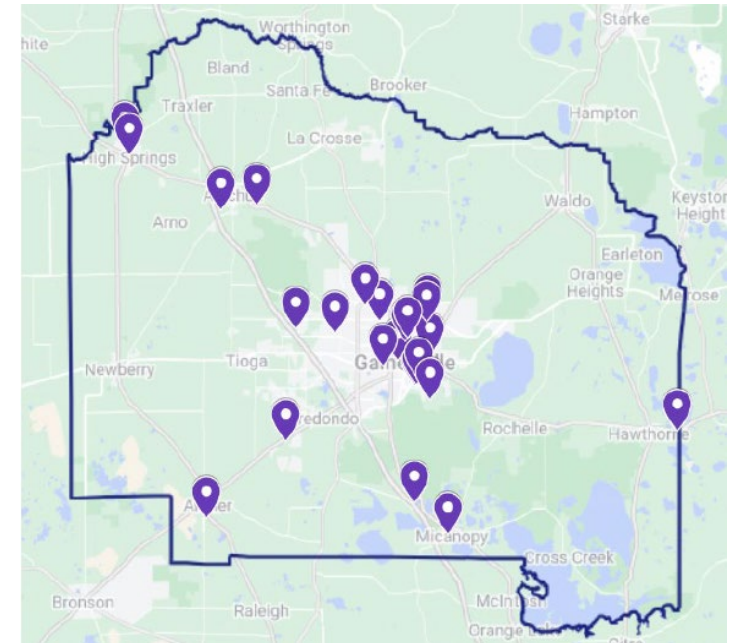
Household/ Family Size	2025 Poverty Guidelines: 48 Contiguous States (Excluding Alaska and Hawaii)					
	Dollars Per Year					
	100%	150%	200%	250%	300%	400%
1	15,650.00	23,475.00	31,300.00	39,125.00	46,950.00	62,600.00
2	21,150.00	31,725.00	42,300.00	52,875.00	63,450.00	84,600.00
3	26,650.00	39,975.00	53,300.00	66,625.00	79,950.00	106,600.00
4	32,150.00	48,225.00	64,300.00	80,375.00	96,450.00	128,600.00
5	37,650.00	56,475.00	75,300.00	94,125.00	112,950.00	150,600.00
6	43,150.00	64,725.00	86,300.00	107,875.00	129,450.00	172,600.00
7	48,650.00	72,975.00	97,300.00	121,625.00	145,950.00	194,600.00
8	54,150.00	81,225.00	108,300.00	135,375.00	162,450.00	216,600.00
9	59,650.00	89,475.00	119,300.00	149,125.00	178,950.00	238,600.00
10	65,150.00	97,725.00	130,300.00	162,875.00	195,450.00	260,600.00
11	70,650.00	105,975.00	141,300.00	176,625.00	211,950.00	282,600.00
12	76,150.00	114,225.00	152,300.00	190,375.00	228,450.00	304,600.00
13	81,650.00	122,475.00	163,300.00	204,125.00	244,950.00	326,600.00
14	87,150.00	130,725.00	174,300.00	217,875.00	261,450.00	348,600.00

[Reference: 2025 Federal Poverty Guidelines](#)



Target Population & Service Location

- Children in foster care
- Children in voluntary and formal kinship care
- Children under in-home case management supervision
- Children from families receiving SNAP benefits
- Eligible sites across the Alachua County.
 - Schools
 - City and county parks and facilities
 - Community organizations
 - Community centers
 - Faith-based locations





Target Population & Service Location

Proposed camps in one or more of the rural communities marked with an asterisk will receive bonus points during the application review process.

Alachua

Gainesville

High Springs

Micanopy

Waldo*

Archer*

Hawthorne*

La Crosse

Newberry



Scheduling Frequency, and Duration

- Camps should operate five days a week with the exception of holidays and unforeseen closures due to weather, etc.
- Camps should operate for a minimum of eight hours per day
- Camps have the flexibility to propose the number of weeks their camp will operate. All providers proposing a minimum of 8 weeks will receive bonus points during application review.



Program Activities Framework

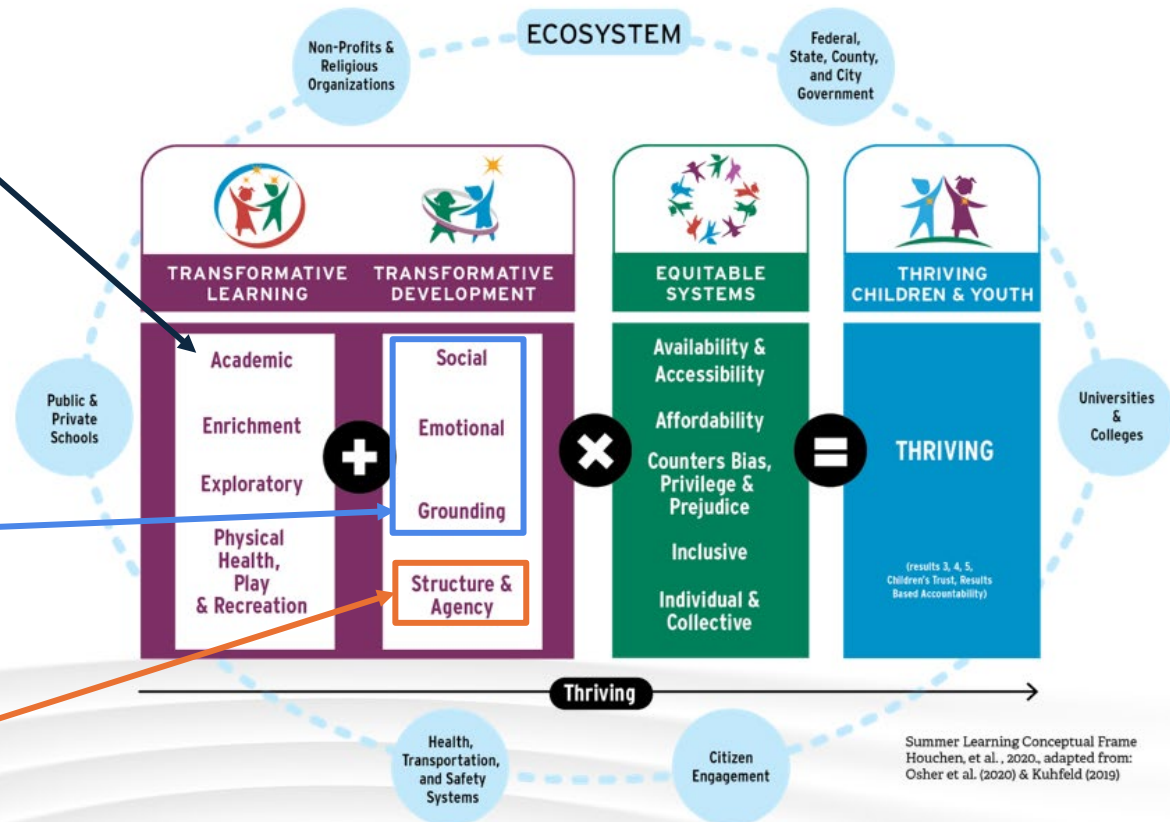
FRAMING SUMMER OPPORTUNITY

SUMMER LEARNING CONCEPTUAL FRAME Opportunity for Lifelong Impact

- Program Activities:**
- Academic
 - Literacy
 - Enrichment
 - Exploratory
 - Physical, health, play and recreation

Staff Training

Weekly Schedule



Summer Learning Conceptual Frame
Houchen, et al., 2020., adapted from:
Osher et al. (2020) & Kuhfeld (2019)



Program Activities



Instructions: Describe how your site will implement at least one of the Programming Activities described in the RFP. Applicants are not required to implement more than one programming type and have great flexibility in offering programs that meet the needs and interests of children.

3. Program Activities		
Activity Type	Frequency Offered	Description of Activities
Academic	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Enrichment	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Exploratory	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	
Physical, Health, Play and Recreation	<input type="checkbox"/> Not Offered <input type="checkbox"/> Weekly <input type="checkbox"/> Daily <input type="checkbox"/> Other	



Weekly Schedule

Summer Camp Activity Schedule

Camp Name: Example Day Camp

Date Range: June 2nd- 6th, 2025

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30	Sign in, breakfast, outdoor free play				
8:30-9:30	Literacy activity: READ aloud	Math activity	Literacy activity: READ aloud	Math activity	Field trip: Library
9:30-10:30	Outdoor group games: Amoeba tag	Art: drawing	Outdoor group games: Capture the flag	Music	
10:30-11:30	Art: painting	Outdoor group games: Birds have feathers	Music	Outdoor group games: Camp relay race	
11:30-12:30	Lunch				
12:30-1:30	Inquiry learning: work on long term project of choice	Dance	Inquiry learning: work on long term project of choice	Guest speaker	Inquiry learning: work on long term project of choice
1:30-2:30	Gardening	Book club	SEL Activity	Creative writing	Gardening
2:30-3:30	Sports games: Baseball	Sports games: basketball	Sports games: Baseball	Sports games: basketball	Sports games: baseball
3:30-4:00	Reflection, free play, pick up				



Staff Training

Why:

- Clarify daily processes, safety procedures, skills to lead activities
- Staff develop meaningful relationships with campers
- Staff intentionally build SEL skills in campers
- Staff skill building (leadership, communication, problem solving)
- Maintain mission, goal alignment among all staff



Requirements:

- All camp directors attend CTAC training: “How to develop winning staff training program”
- Camp leaders train staff
 - Formal and informal learning throughout summer
- Camp staff attend CTAC trainings
 - CPR/first aid
 - Mandated reporting

Performance Measures



How Much?	Target
Children enrolled who attend at least one day	
Number of program days	
Number of staff training sessions	
How Well?	Target
Children attend for the number of days anticipated	75%
Parents were satisfied with camp communication	85%
Families were satisfied with the camp experience overall	90%
Staff felt training equipped them to succeed in their role	90%
Staff felt training equipped them with skills to maintain a safe environment and handle emergencies	95%
Better Off?	Target
Families were satisfied with the learning activities offered	90%
Families report their children enjoyed their camp experience	90%
Families felt their children were safe while at camp	90%



Data Requirements and Collection

Participant Characteristics

- Child Name
- Address, city, ZIP (note: must be within Alachua County)
- Child Date of Birth
- Grade (i.e., K-12)
- School Name
- Race
- Ethnicity
- Gender
- Language Spoken at Home
- English Proficiency
- Enrollment Criteria for Scholarship (i.e., below 300% FPL, in foster care, kinship care, under in-home case management, family receiving SNAP benefits)
- Number of days of expected attendance as reported by the parent/caregiver
- **Special Education Status (yes or no)**

For each child enrolled, provider will enter into SAMIS: enrollment form, scholarship eligibility verification, consent form, image release form, and characteristics listed above.

Providers will also maintain a file on site for each camper with documentation listed above.

Staff Credentials

- Required training certificates
- DCF requirements:
 - Background check clearance
 - Affidavit of moral character

Staff credentials will be entered into SAMIS. New staff credentials to be entered weekly.

Providers will also maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers, with documentation listed above.

Data Reporting



Data Requirement	Data Collection
<p>Program Participation: Providers are expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none">• Daily summer camp attendance• Field trip attendance (if applicable)• Participation in family engagement events/activities	<p>Provider will develop, collect, and maintain attendance forms to support the collection of data to be submitted to CTAC.</p> <p>Provider will submit participation data listed for each individual child through SAMIS.</p> <p>Attendance data and new participant demographics to be entered weekly.</p>
<p>Providers are expected to administer surveys provided by CTAC with all participating families and staff and encourage full participation.</p> <ul style="list-style-type: none">• <u>Family Satisfaction</u>• <u>Staff Survey</u>	<p>Providers may administer the survey to families and staff electronically, on paper, or using both methods.</p> <p>A link to each survey will be provided by CTAC for electronic administration.</p>
<p>At the end of the summer, providers submit:</p> <ul style="list-style-type: none">• <u>End of year reflection</u>	<p>Reflection submitted in SAMIS.</p>



Family Engagement

Why:

When families are engaged in summer camp programming, student outcomes related to **behavior**, **attendance**, and **achievement** improve (Little, n.d.).



Requirement:
CTAC funded camp providers host at least one family engagement event during the summer.



Source:

Little, P. (n.d.). *Engaging families in afterschool and summer learning programs: A review of the research*. The Expanded Learning & Afterschool Project. Retrieved January 13th, 2024, from <https://www.expandinglearning.org/expandingminds/article/engaging-families-afterschool-and-summer-learning-programs-review-research>



Evaluation Criteria

Organizational Capacity and Description = 20 Points

Summer Camp Description and Implementation = 30 Points

Budget = 20 Points

Rural Areas = 5 Bonus Points

Camp Duration = 5 Bonus Points

Provider Video = 5 Points

Site Agreement Letter = 15 Points

Total possible Points = 100



Budgeting & Compensation

Application Requirements

- Site Budget
- Summary Budget
- Traditional Camps
 - \$300 per child/per week
- Specialty Camps
 - \$350 per child/per week

Speciality camps are defined as camps that serve special needs children only, art and music camps and STEM camps

Award Recipients

- Advance Payment
- Monthly Reimbursement
- Year-End Incentives



Submission Checklist

- Fiscal Documents
- Logo
- Activity Schedule (First week only)
- Training Agenda
- Site Profile
- Budget Worksheet
- Provider Video
- Active Sunbiz Certification
- Site Agreement Letter





Freedom School

Freedom School

- Two additional sites
- Rural Communities of Hawthorne and Newberry
- Freedom school integrated reading curriculum
- Addressing summer learning loss



AKWAABA
FREEDOM SCHOOL



Target Population & Service Location

- Alachua County, raising kindergarteners through raising 12th graders
- Receiving free and reduced lunch.
- Site will have the flexibility to select one the following enrollment options:
 - Option 1-30 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)
 - Option 2- 40 scholars of the following grade levels: Level 1 (K-2), Level 2 (3-5), Level 3 (6-8), Level 4 (9-12)
- Eligible sites must be in Newberry or Hawthorne
 - Schools
 - City and county parks and facilities
 - Community organizations
 - Community centers
 - Faith-based locations



Scheduling, Frequency and Duration

- Site must offer six weeks of programming from June to August
- Site must operate for a minimum of eight hours per day
- Site must operate five days a week with the exception of holidays and unforeseen closures due to weather, etc.



Program Activities

- Integrated Reading Curriculum (3 hours/day)
- Daily debrief sessions
- Weekly field trips
- Weekly parent meetings/workshops (to be combined with main site)
- Afternoon Enrichment Activities (e.g., music, dance, sports, arts, STEM, etc.)
- Daily Morning Reading (each site should secure volunteer readers)
- Weekly programming at the intersection of arts, culture, entrepreneurship, education, and wellness
- National Day of Social Action
- Final showcase (Year end)



Staffing & Staff Training

Freedom School Sites Staff

- Site Coordinator
- 3 to 4 Servant Leader Interns
- 1 Assistant Servant Leader Intern

All sites will fall under the umbrella of the Gainesville site led by Executive Director and Project Director of the Akwaaba Freedom School-Gainesville



Staffing & Staff Training

- Background screening – DCF Clearing House
- Ratio 1:10 staff/youth
- Infant and Child CPR/First Aid - one staff member on-site and during field trips with a current and valid certification
- CDF National Freedom School Training in Knoxville, TN.
- Local Freedom School Training
- Freedom School kick off Training

Performance Measures: Freedom Schools



How Much?	Target
Scholars enrolled who attend at least one day	
Number of program days	
Number of parents who participate in one or more family engagement activity	
Number of volunteers assisting with camp programming	
How Well?	Target
Scholar Attendance (the average number of days attended relative to the number of program days for all scholars enrolled)	85%
Parent/Caregiver Involvement (the percentage of scholars enrolled who had one or more parent/caregiver attend a weekly family engagement activity)	50%
Parents were satisfied with Camp Communication	85%
Families were satisfied with the Overall Camp Experience	90%
Better Off?	Target
Scholars Improve or Maintain Reading Scores	80%
Scholars Gain Confidence	90%
Families were satisfied with Learning Activities Offered	90%
Families felt their Children were Safe while at Camp	90%

Data Requirements and Collection: Freedom Schools



Participant Characteristics

- Child Name
- Residence address, city, ZIP (note: must reside in city where camp is located)
- Child Date of Birth
- Grade (i.e., K-12)
- School Name
- Race
- Ethnicity
- Gender
- Language Spoken at Home
- English Proficiency
- Economic need (60% of camp participants must be from families under 300% of FPL)
- Number of days of expected attendance as reported by the parent/caregiver.
- **Special Education Status (yes or no)**

For each child enrolled, provider will enter into SAMIS: enrollment form, consent form, image release form, and characteristics listed above.

Providers will also maintain a file on site for each camper with documentation listed above.

Staff Credentials

- Required training certificates
- DCF requirements:
 - Background check clearance
 - Affidavit of moral character

Staff credentials will be entered into SAMIS. New staff credentials to be entered weekly.

Providers will also maintain a personnel file for each staff involved in the program, including in-kind staff and volunteers, with documentation listed above.



Data Reporting: Freedom Schools

Data Requirement	Data Collection
<p><u>Program Participation</u>: Providers are expected to collect and report the following on each child served individually:</p> <ul style="list-style-type: none"> ● Daily summer camp attendance ● Field trip attendance (if applicable) ● Participation in family engagement events/activities 	<p>Provider will develop, collect, and maintain attendance forms to support the collection of data to be submitted to CTAC.</p> <p>Provider will submit participation data listed for each individual child through SAMIS. Attendance data and new participant demographics entered weekly.</p>
<p>Providers are expected to administer surveys provided by CTAC with all participating families and encourage full participation.</p> <ul style="list-style-type: none"> ● <u>Family Satisfaction Survey (CTAC)</u> ● <u>CDF Freedom Schools Parent Survey</u> ● <u>Basic Reading Inventory</u>: <ul style="list-style-type: none"> ● <i>Providers are expected to conduct a pre & post assessment with enrolled scholars.</i> 	<p>Providers may administer the survey to families electronically, on paper, or using both methods.</p> <p>Providers will enter in survey results via SAMIS if not completed by participants and linked into the system directly.</p>
<p>At the end of the summer, providers submit:</p> <ul style="list-style-type: none"> ● <u>End of year reflection</u> 	<p>Reflection submitted in SAMIS.</p>



Evaluation Criteria

Organizational Capacity and Description = 25 Points

Program Description and Implementation = 35 Points

Budget = 25 Points

Provider Video = 5 Points

Site Agreement Letter = 10 Points

Total possible Points = 100



Budgeting & Compensation

Application Requirements

- Site Budget
- Summary Budget

Award Recipients

- Advance Payment
- Monthly Reimbursement

The CTAC has allocated up to \$160,000 for the Akwaaba Freedom School expansion.



Submission Checklist

- Fiscal Documents
- Logo
- Site Activity
- Budget Worksheet
- Provider Video
- Active Sunbiz
- Site Agreement

