**Encore Kids College - Request for Course Proposals**

**Objective:**

Encore Kids College is seeking local K-12 children’s programs that support The Capitol Encore Academy mission to collaborate as providers/instructors in our after school Encore Kids College program for its FALL 2018 program.

Please return proposal forms no later than Friday, December 20, 2019. Please do not begin courses/session until Monday, January 13, 2020. You are welcome to advertise your own courses upon acceptance of your course proposal. More information will be provided upon acceptance of course proposal as needed.

**Encore Kids College Vision:**

Encore Kids College is an after school program hosted by The Capitol Encore Academy (TCEA). The mission of Encore Kids College, through a joint collaboration with local artists and organizations, is to provide access to the arts and creative practices for K-12 children in our community. We believe access to enrichment and creative activities will assist in promoting not only increased skill, but also a positive lifestyle for children. Offering choices to students to participate in additional creative opportunities encourages growth in both arts and academics. In addition to fostering student learn­ing, TCEA wants to support and encourage the use of the local resources by establishing relationships between the school, family, and community.

**Needs:**

Encore Kids College is specifically looking for reputable organizations and professionals to offer tuition based courses, typically offered at their own vendor location, to be offered at The Capitol Encore Academy location. TCEA recognizes the benefit for parents to have offerings onsite allowing for minimal transportation arrangements as well as to local organizations growing local talent. Areas of need include, but are not limited to theater, music, dance, visual arts, graphic arts, foreign languages, and martial arts. We will consider additional areas with your information provided that support enrichment and creative practices.

**Mutual Benefits:**

* Encore Academy students would receive high quality skill development in areas supporting the school mission.
* Parents would not need to worry about transportation from school to other locations.
* Community organizations can extend their programs with outreach and access to the Encore students and location.
* Access to art enrichment activities is more available to serve all children in our community.

**Program Purpose and Logistics:**

Encore Kids College serves an after-school resource, provided by The Capitol Encore Academy, for all children in our community. Similar to a college catalog of courses, Encore Kids College will offer a variety courses in collaboration from instructors and organizations. Courses are open to all K-12 children. Students are not required to attend TCEA to participate, however, priority will be given to TCEA students. Instructors are not required to be, but may be, employees of TCEA. Instructors of these courses include artists, teachers and organizations from the community who are able to use TCEA facilities to provide courses to these students. All are expected to uphold ethical and safety practices to affiliated with Encore Kids College. TCEA will offer space and registration access for classes Monday-Friday from 3:00-6:00pm. (Additional times late evening or weekends are negotiable for special performances)

Encore Kids College will offer multiple arts disciplines, creative practices and similar courses. Courses will be offered in session increments Monday through Friday between 3:00 and 6:00pm. The instructor of the course sets tuition, fees, schedule, and course content. Parents and students will select options available based on age, content, day/time, and any other eligibility requirements set by instructors.

Parents must enroll students with Encore Kids College in order to register in a specific course, such as Art Studio or Guitar Lessons, for example. This is similar to registering for a community college, prior to being able to register for a specific course with the individual instructor. This is for safety and accountability of students.

Parents will then contact the instructor directly to pay the organization/instructor, fill out additional forms as required by the instructor and communicate any questions or concerns relating specifically to the course. TCEA does not receive payment from students or instructors for ECK program.

**RFP Submission Requirements:**

To submit a proposal, please email the Encore Kids College Course Proposal form, located below, to jthomas@capitolencoreacademy.org: Subject Encore Kids College Proposal.

***\*Additional Note: If you would like to offer courses at our location you must include our location as an extension for your liability insurance coverage and provide evidences that said liability insurance coverage is valid.***

More information will be provided upon acceptance of course proposal.

**Encore Kids College Course Proposal**

*For more information or to submit a proposal please email completed form to* *jthomas@capitolencoreacademy.org**: Subject Encore Kids College Course Proposal. Winter courses will begin no sooner than January 13, 2019. Deadline for Proposals: December 20, 2019.*

**Course Title:**

**Instructor Name:**

**Contact Phone Number and/or email:**

**Website:**

**Fee:**

**Days/times course will be offered:**

**Grade level:**

**Duration of the course:**

**A description of the type of space you would like for course offered (ex: classroom, open area, cafeteria, theater, etc.):**

**Any other needs you would have not listed above:**