



# Request for Proposals

Williamsburg-James City County Public Schools

Unsealed Request for Proposal: After School Challenge Club Instructors

Issue Date: December 27, 2011 Closing Date: January 18, 2012@ 2:00 p.m. RFP Number #12-0021

Deliver to: Responses may be faxed to 757-253-6753 (ATTN: Kitty Hall), or emailed to: [khall@james-city.va.us](mailto:khall@james-city.va.us) All pages of the response must be received before the due date and time.

**WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS  
PURCHASING OFFICE, SUITE 300  
101-F MOUNTS BAY RD.  
WILLIAMSBURG, VA 23185**

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment. All inquiries for information regarding procurement procedures, selection criteria, proposal submission requirements or other fiscal/administrative concerns shall be directed to:

Kitty Hall, VCO, Purchasing Director  
Phone: (757) 253-6644/6646  
Fax: (757) 253-6753  
[khall@james-city.va.us](mailto:khall@james-city.va.us), [hallk@wjcc.k12.va.us](mailto:hallk@wjcc.k12.va.us)

PROPRIETARY INFORMATION YES ( ) NO ( )

Trade secrets or proprietary information is hereby submitted and identified. Reasons for protection and exclusion from the Virginia Freedom of Information Act (2.1-340 et seq.) is set forth below. (Additional sheet may be added if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the signed proposal or as mutually agreed upon by subsequent negotiations.

State Corporation Commission Number \_\_\_\_\_

Company Name: \_\_\_\_\_

License# \_\_\_\_\_ Type: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Acknowledgement of Addendums:** #1 \_\_\_\_\_ #2 \_\_\_\_\_

**CERTIFICATION PAGE**  
**RETURN THE COVER SHEET PAGE 1 & 2 WITH PROPOSAL SUBMISSION**

**WILLIAMSBURG-JAMES CITY COUNTY PUBLIC SCHOOLS**  
**UNSEALED REQUEST FOR PROPOSALS**  
**12-0021**  
**CHALLENGE CLUB INSTRUCTORS**

**I. PURPOSE**

Williamsburg-James City County Public Schools (WJCCPS) is soliciting competitive proposals from qualified sources to provide After-School Challenge Club Instructors for various disciplines, including, but not limited to, Zumba, Yoga, Martial Arts, Basketball, Hip Hop Dance, Fitness/Strength Training, Aerobics instruction, other dance/exercise classes.

Through this Unsealed Request for Proposal (URFP), the Division is seeking to identify an entity or individual hereafter referred to as ‘Vendor’ who can most fully meet the needs of the Division as specified in this document and any associated attachments.

**II. BACKGROUND**

Williamsburg-James City County Public Schools, through the SHIP program facilitates after school clubs at the division schools, with the first session beginning on or around February 27<sup>th</sup>, 2012 and continuing through May 9<sup>th</sup>, 2012 for 8-10 week sessions. Fall Session classes beginning in October of 2012 and running for 8-10 week sessions are included in this URFP, dependent on available funding and class interest.

Clubs meet once per week for 45-60 minutes. The clubs average 20+ students per club, however some clubs, such as running, soccer, etc. can go up to approximately 35 participants. Each outside instructor is paired with a Williamsburg-James City County Public Schools faculty sponsor. Each school hosts an average of 3+ clubs per session.

**III. SCOPE OF SERVICES /TASKS**

Williamsburg-James City County Schools is issuing a request for proposal for the following service:

Instructors in various disciplines to participate in 1x weekly for 8-10 weeks beginning in February 2012 and continuing through May 9<sup>th</sup>, 2012. Times and locations for each school’s challenge clubs are included as ATTACHMENT A.

Williamsburg-James City County Public Schools will construct a master list of available instructors for each discipline and will poll each school to determine which classes they would like to host for the current Winter/Spring session and the upcoming Fall 2012 sessions. Depending on number of interested participants, a class may or may not be offered each session.

Offerors are encouraged to provide a complete listing of all disciplines that they are proposing to the schools, along with pricing for each. Williamsburg-James City County Public Schools is able to compensate instructor fees **at a maximum** of \$50.00 per class.

**PERIOD OF CONTRACT**

The period of performance for services received subject to this solicitation and the resulting contract(s) shall be in force and effective from date of contract through June 30, 2013. The owner may renew the Contract(s) awarded pursuant to the RFP for four additional fiscal years, one (1) year at a time, after the initial contract period, upon sixty (60) days written notice prior to the expiration date of the contract. Renewal of the contract is contingent upon school interest and number of participants, and funds availability. (See Section VIII, “Non-Appropriation”).

## CONTRACT RENEWAL

This contract has an initial contract term of date of contract through June 30, 2013. The contract may be renewed by W-JCC Schools for four (4) successive one year periods under the terms and conditions of the original contract and as referenced below. Price increases may be negotiated only at the time of renewal.

If W-JCC School elects to exercise the option to renew the contract for any of the four additional one-year periods subsequent yearly renewals shall not exceed the percentage change from the previous 12 months based on the most recent available data for the Consumer Price Index, Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, All Items for the most recently published twelve months as published by the U.S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract term prior to the proposed term.

## DEFINITIONS

1. The term "Owner" used in this solicitation refers to Williamsburg-James City County Public Schools
2. The term "Contractor" refers to the person or firm to whom an Award is made to perform the work under the contract.
3. The term "Successful Offeror" means the offeror/proposer to whom the Owner (on the basis of the Owner's evaluation as herein provided) makes an award.

## FAMILIARITY WITH PROPOSED WORK

It is the responsibility of the Offeror, by careful personal examination of the RFP Documents and Scope of Services, to visit the area of the work to be performed, if that is required; and satisfy himself as to the full scope of services required for the total project. The Offeror should study and carefully correlate the Offeror's knowledge and observations of the RFP Documents and such other related data and to promptly notify the Owner of all conflicts, errors, ambiguities, or related documents or conditions. Failure to do so shall not relieve the Successful Offeror of their obligation to perform as per the provisions of the resulting contract. The Offeror shall not at any time after the execution of the contract, make any claims whatsoever alleging insufficient data or incorrectly assumed conditions, nor shall they claim any misunderstanding with regard to the nature, conditions or character of the work or services to be provided under the contract.

## INTERPRETATIONS AND ADDENDA

No oral explanation in regard to the meaning of the RFP Documents will be made, and no oral instruction will be given before the award of the work. Discrepancies, omissions, or doubts as to the meaning of the RFP Documents shall be communicated in writing to the Owner for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their Offers. Any interpretation made will be in the form of an Addendum to the RFP, which will be forwarded to all holders of record and its receipt shall be acknowledged on the first page of the Offeror's proposal cover letter. **All questions shall be received NO LATER THAN 2:00 pm on January 13, 2012.**

### **Evaluation Criteria**

This solicitation is an unsealed Request for Proposals. Proposals shall be evaluated by Purchasing staff and representatives of County departments that will use this service. Selection shall be made of the offeror(s) deemed to be most fully qualified and best suited among those submitting proposals, on the basis of the Evaluation Criteria listed below. An award decision may be made based on the proposals submitted or further investigations and/or negotiations may be conducted with any offeror. An award shall be made to the offeror(s) that has made the proposal that is in the best interest of the County.

Proposals shall be evaluated based on the following criteria:

- a. Experience and Professional Requirements (40) points

b. References	(25) points
c. Availability at desired times	(25) points
d. Cost	(10) points

**PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

**A. General Instructions:**

1. In order to be considered for selection, Offerors must submit a complete response to this RFP. Proposal should be prepared simply and economically, providing a straight forth, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
2. Proposals or any addendums to proposals received by W-JCC after the closing date and time will not be considered. Actual receipt by W-JCC and not the mailing or sending date shall control.
3. Offerors are encouraged to carefully examine the RFP for discrepancies, errors, omissions or ambiguities. Any questions concerning the requirements of the RFP should be directed in writing to Kitty Hall, 101F Mounts Bay Road, Williamsburg, VA 23185, e-mail: [khall@james-city.va.us](mailto:khall@james-city.va.us) or by facsimile: 757-253-6753.

**IV. SPECIAL TERMS AND CONDITIONS**

The following Special Terms and Conditions apply to this Request for Proposal, and by submitting its proposal, the offeror agrees to them without exception:

*Applicable Law and Courts:*

Any contract resulting from this solicitation shall be governed in any respects by the laws of Virginia, and any litigation with respect thereto shall be brought in the courts resolved in the Circuit Court of Williamsburg/James City County, Virginia. The Contractor shall comply with applicable federal, state and local laws and regulations.

*Ethics in Public Contracting:*

The provisions contained in Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act as set forth in the 1950 Code of Virginia, as amended, shall be applicable to all contracts solicited or entered into by the WJCC Public Schools. By submitting their bids, all Offerors certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier manufacturer or subcontractor in connection with their bid, and that they have not conferred any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

*Immigration Reform and Control Act of 1986:*

By submitting their bids, the offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

*Anti-Trust:*

By entering into a contract, the Offeror conveys, sells, assigns, and transfers to the WJCC Public Schools all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust law of the United States, Williamsburg and James City County, relating to the particular goods or services purchased or acquired by the WJCC Public Schools under said contract. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for Anti-Trust violations.

*Payment to Subcontractors:*

A contractor awarded a contract under this solicitation is hereby obligated:

To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the WJCC Public Schools for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or To notify the WJCC Public Schools and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the WJCC Public Schools, except for amounts withheld as stated in 5.5.1 above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be obligation of the WJCC Public Schools.

*Qualifications of Bidders or Offerors:*

The WJCC Public Schools may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work/furnish the item(s) and the Offeror shall furnish to WJCC Public Schools all such information and data for this purpose as may be requested. The WJCC Public Schools reserves the right to inspect Offeror's physical facilities prior to award and during contract period to satisfy questions regarding the Offeror's capabilities. The WJCC Public Schools further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Offeror fails to satisfy the WJCC Public Schools that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

*Assignment of Contract:*

A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Department.

*Default:*

In case of failure to deliver goods or services in accordance with the contract terms and conditions, the WJCC Public Schools, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the WJCC Public Schools may have.

*Non-Appropriation:*

All funds for payments of items ordered under this agreement are subject to the availability of WJCC Public Schools appropriation for this purpose. Payments during subsequent fiscal periods are dependent upon the same action. In the event of non-appropriation of funds by the WJCC Public Schools for the items under this contract, the WJCC Public Schools will terminate this contract. Written notice will be provided to the contractor as soon as possible after WJCC Public Schools action is completed.

*Anti-Discrimination:*

By submitting their bids, Offerors certify to the WJCC Public Schools that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act which provides:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

*Debarment Status:*

By submitting their bids or proposals Offerors certify that they are not currently debarred from submitting bids or proposals on contracts by any agency of WJCC Public Schools, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by any agency of WJCC Public Schools.

*Mandatory Use of Form and Terms and Conditions:*

Failure to submit a proposal on the official WJCC Public Schools form provided for that purpose may be a cause for rejection of the proposal. Return of the complete document is required. Modification of, or additions to, the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the WJCC Public Schools reserves the right to decide on a case by case basis, in its sole discretion, whether to reject such a proposal.

*Invoices:*

Invoices for services ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase contract. All invoices shall show the WJCC Public Schools RFP contract number.

*Payment Terms:*

Payment shall be made within thirty (30) days of acceptance of the invoice by the Finance Department.

*Disputes:*

Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty (60) days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment.

*Protest of Award or Decision to Award:*

Any offeror who desires to protest the award or decision to award a contract shall submit such protest in writing to the Purchasing Department no later than ten (10) days after the award announcement or the decision to award, whichever comes first. No protest shall lie for a claim that the selected offeror is not a responsible offeror. The written protest shall include the basis for the protest and the relief sought.

*Advertising:*

In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the WJCC Public Schools will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that Williamsburg-James City County Public Schools has purchased or uses its products or services.

*Audit:*

The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the WJCC Public Schools, whichever is sooner. The agency, its authorized agents, and/or WJCC Public Schools auditors shall have full access to and the right to examine any of said materials during said period.

*Availability of Funds:*

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

*Cancellation of Contract:*

The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

*Insurance:*

By signing and submitting a bid or proposal under this solicitation, the Bidder or Offeror certifies that if awarded the contract, it will have insurance coverage as it relates to work being performed at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract the Williamsburg-James City County Public Schools reserves the right to require the Contractor to furnish certificates of insurance for the coverage required. A sixty (60) day notice of cancellation or non-renewal must be given to the WJCC. The Williamsburg-James City County Public Schools is to be named as an additional insured.

**INSURANCE COVERAGE AND LIMITS REQUIRED:**

Commercial General Liability

Liability per year (aggregate)	\$2,000,000
Liability per occurrence	\$1,000,000
Medical Payments to Others	\$ 5,000
Products and Completed Operations	\$2,000,000
Personal and Advertising Injury	\$2,000,000
Fire Legal Liability	\$ 50,000

Business Automobile Policy

Combined Single Limits	\$1,000,000
Medical Payments	\$ 1,000
Uninsured Motorist	\$1,000,000

Workers Compensation and Employers Liability

Statutory Coverage's	Virginia
Coverage B Limits	\$100/\$500/\$100,000

Umbrella Liability

Limits Per Occurrence	\$5,000,000
Limits Per Year	\$5,000,000

Professional Liability

Limits per Claim	\$1,000,000
Limits per Year	\$1,000,000

*Official Not to Benefit:*

Each offeror shall certify upon signing a proposal that, to the best of their knowledge, no WJCC Public Schools official or employee having official responsibility for the procurement transaction or member of his or her immediate family has received or will receive any financial benefit or more than nominal or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or proposal or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or

debarment or recession of the contract made, or could affect payment pursuant to the terms of the contract.

Whenever there is reason to believe that benefit of the sort described in the paragraph above has been or will be received in connection with bid, proposal or contract, and that the Contractor failed to disclose such benefit or has inadequately disclosed it. WJCC Public Schools, as a prerequisite to payment pursuant to the contract, or any time, require the contractor to furnish, under oath, answers to any interrogatories related to such possible benefit.

In the event the Offeror has knowledge of benefits as outlined above, this information should be submitted with the proposal. If the above does not apply at time of award of contract and becomes known after inception of a contract, the offeror shall address the disclosure of such facts to:

Williamsburg-James City County Public Schools  
Purchasing Department  
Physical Address: 101-F Mounts Bay Rd.  
Williamsburg, VA 23185

Mailing Address: PO Box 8784  
Williamsburg VA 23187

The Request for Proposal Number should be referenced in the disclosure.

*Late Proposals:*

To be considered for selection, proposals must be received in the Purchasing Department by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the Purchasing Department. Proposals received in the Purchasing Department after the date and hour designated are automatically disqualified and will not be considered. WJCC Public Schools is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-school mail system. It is the sole responsibility of the offerors to ensure that its proposal reaches the Purchasing Department by the designated date and hour.

*Contract Inclusion:*

The contents of the proposals submitted by the successful offeror and this RFP will become part of any contract awarded as a result of the Scope of Services contained herein. The successful offeror will be expected to sign a contract with the WJCC Public Schools.

*Ownership of Documents:*

Any reports, studies, photographs, negatives, or other documents prepared by the offeror in the performance of its obligations under this contract shall be the exclusive property of the WJCC Public Schools, and all such materials shall be remitted to the WJCC Public Schools by offeror upon completion, termination or cancellation of this contract. Offeror shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of offeror's obligations under this contract without the prior written consent of the WJCC Public Schools.

*Drug Free Workplace:*

The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees, and/or agents performing services on agency's property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and,
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the agency in addition to any criminal penalties that may result from such conduct.

*Notice of Award:*

Upon final approval by the WJCC School Board, notice of contract award will be publicly posted in the James City County Purchasing Department.

*Felony Conviction:*

The Contractor acknowledges and certifies that all employees of the contractor and sub-contractors performing work on school division property are not convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. The contractor further acknowledges and certifies that it understands that allowing any person subject to the direct or indirect control of the contractor to perform work or enter on school division property if such person has been convicted of such a crime constitutes a breach of contract and may result in default action being taken by the school division in addition to any criminal penalties that may result from such conduct.

*AWARD TO MULTIPLE BIDDERS:*

W-JCC reserves the right to make multiple awards as a result of this solicitation. W-JCC reserves the right to make all evaluations. The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of W-JCC Schools.

ATTACHMENT A  
As of December 12, 2011

WJCC Public Schools After School Challenge Clubs – Possible Need for Instructors

- After school clubs meet 8-10 weeks in the winter/spring. Approximate dates are: Feb. 27<sup>th</sup> – May 9<sup>th</sup>.
- Clubs meet once per week for 45-60 minutes.
- Clubs average 20+ students per club, however some clubs, such as running, soccer, etc., can go up to approximately 35. For most clubs, an instructor must be willing to teach up to 20 students at a time, and for clubs that can accommodate more students (such as soccer, running, martial arts), they should be willing to teach up to 35 students.
- Outside instructors are paired with a WJCCPS faculty sponsor.
- Each school has an average of 3+ clubs per session.
- We are interested in instructors for: Zumba, Yoga, Martial Arts, Basketball, Hip Hop Dance, Fitness/Strength Training, Aerobics, other dance/exercise classes.
- After we know what instructors are available, we will poll each school to find out what they want at their school.

Elementary School	Possible Days for Clubs	Times
Blayton Elementary, 800 Jolly Pond Road	Mondays & Wednesdays	4:00 PM – 5:00 PM
Clara Byrd Baker Elementary, 3131 Ironbound Road	Mondays & Wednesdays	4:00 PM – 5:00 PM
DJ Montague Elementary, 5380 Centerville Road	Mondays & Wednesdays	3:15 PM – 4:15 PM
Matthew Whaley Elementary, 301 Scotland Street	Mondays & Wednesdays	4:00 PM – 5:00 PM
Matoaka Elementary, 4001 Brick Bat Road	Mondays & Wednesdays	4:00 PM – 5:00 PM
James River Elementary, 8901 Pocahontas Trail	Mondays & Wednesdays	3:15 PM – 4:15 PM
Stonehouse Elementary, 3651 Rochambeau Drive	Mondays & Wednesdays	3:15 PM – 4:15 PM
Rawls Byrd Elementary, 112 Laurel Road	Mondays & Wednesdays	4:00 PM – 5:00 PM
Norge Elementary, 7311 Richmond Road	Mondays & Wednesdays	4:00 PM – 5:00 PM
Middle Schools	Possible Days for Clubs	Times
Berkeley Middle, 1118 Ironbound Road	Mondays, Tuesdays, Wednesdays, Thursdays	3:15 PM – 4:15 PM
Hornsby Middle, 850 Jolly Pond Road	Mondays, Tuesdays, Wednesdays, Thursdays	3:15 PM – 4:15 PM
Toano Middle, 7817 Richmond Road	Mondays, Tuesdays, Wednesdays, Thursdays	2:30 PM – 3:30 PM
High Schools	Possible Days for Clubs	Times
Jamestown High, 3751 John Tyler Highway	Mondays, Tuesdays, Wednesdays, Thursdays	2:30 PM – 3:30 PM
Lafayette High, 4460 Longhill Road	Mondays, Tuesdays, Wednesdays, Thursdays	2:30 PM – 3:30 PM
Warhill High, 4615 Opportunity Way	Mondays, Tuesdays, Wednesdays, Thursdays	2:30 PM – 3:30 PM