

Letter of Agreement with Childcare Partnership

2019-2020

INSERT YOUR PROGRAM LOGO

(YOUR PROGRAM  NAME) Sixpence Childcare Partnership located at (YOUR ADDRESS), hereby enter in to a partnership agreement with (Community Childcare Partner Name) hereinafter referred to as "CCP" at (Community Childcare Partner Address).

**TERMS OF PARTNERSHIP AGREEMENT**

This agreement shall begin on (enter date) and end on (enter date), and will be updated annually. It is expected that the CCP will remain in a partnership full three years from entering into a formal partnership with the local school district. Continuation beyond the initial three year period is desired to continue to enhance and maintain the level of quality which was achieved, but is dependent upon funding and approval by the Sixpence Board of Trustees. Either party may terminate the agreement for any reason, including funding discontinued, upon submission of written notice to the other party at least (30) days prior to the effective date of termination. In the event that this agreement of partnership is terminated prior to the end of the initial three year term, (enter end date of initial three-year term or continuation term) (Your Program Name) will collect items/materials purchased for the Childcare Partnership at the discretion of the (Program Coordinator, Supervisor...decision maker for your program).

**ACKNOWLEDGEMENT OF FUNDING**

Expenses are to be pre-approved by the (Program Coordinator, coach, supervisor) and must prove to better the child care service delivery of Infants and Toddlers in Nebraska. To achieve this, a cost allocation will be applied to any expenses that do not serve infants and toddlers only. To configure that cost allocation: divide total number of full time infants/toddlers to be served: \_\_\_\_\_\_\_\_ by total number of full time children to be served: \_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_%.

For all publications that result from work with the Sixpence Childcare Partnership, programs shall acknowledge the project was supported through the following sources of funds: Programs shall use: “Funding received through Child Care and Development Fund, USDHHS, NDHHS, Nebraska Children and Families Foundation, and Sixpence.”

**ACKNOWLEDGEMENT OF PARTICIPATION**

The CCP agrees to participate in Step Up To Quality and show improvement in quality to achieve a Step 3 within three years of the entering into a formal partnership with the local school district. To achieve this, the CCP agrees to follow all requirements outlined in the Supplemental Guide for Sixpence Child Care Partnership Programs Participating in Step Up to Quality, see Attachment. In addition, the CCP agrees to:

* Sign and comply with the expectations outlined in the Mutual Expectations Agreement, see attachment;
* Participate in face-to-face coaching at least weekly with fewer contacts as the program progresses and as mutually agreed upon, but no less than monthly throughout the course of the program term;
* Maintain records providing evidence of sound, professional financial practices;
* Have an attendance policy that encourages consistent attendance, filling vacancies within a reasonable timeframe and is clearly communicated to families upon enrollment;
* In conjunction with the Sixpence CCP Program Coordinator/Coach, conduct at least two parent/caregiver conferences annually;
* In conjunction with the Sixpence CCP Program Coordinator/Coach, offer ongoing opportunities for parent involvement and at least monthly parent education opportunities that include, but aren’t exclusive to; car seat safety, safe infant sleep practices, child medical needs, prenatal care, abstinence from smoking, alcohol, and drugs while pregnant, breastfeeding, brain development, nutrition, physical activity/outdoor play, post-partum depression, child and parental mental health/stress, trauma/toxic stress, and technology use Guidelines using Sixpence Technology Use Position Statement, see attached. Such education topics can be provided as a group or individually. If families aren’t able to attend the group, information is shared individually;
* Provide written information about philosophy, policies and procedures which shall encourage family engagement;
* Participate in evaluation as determined by Sixpence Board of Trustees which includes:
	+ Environmental Rating Scale baseline (prior to coaching or participation in funded activities), and annually until Step 3 has been achieved.
	+ Once Step 3 has been achieved, continue to work towards higher steps in Step Up to Quality and/or participate in other initiatives’ tools such as the Pyramid Model’s TPITOS for centers or BOQ for family child care homes or CLASS.
	+ Provider Satisfaction Survey and Demographic Survey.
* Participate in and utilize all publicly-available funding sources such as CACFP whenever possible.

The Sixpence CCP Program is designed to increase the accessibility of high quality care for Nebraska's youngest and most vulnerable children. Therefore, CCPs agree to report enrollment data, and implement and maintain a process for ensuring the children most at-risk are enrolled int eh program, striving towards serving 50% infants/toddlers who qualify as at-risk:

* poverty, as defined by Federal guidelines for free or reduced lunch, or qualifying for child care subsidy;
* born prematurely, with typical or low birth-weight;
* English is not the primary language spoken in the home;
* Parents who are younger than 20, or;
* Parents who have not completed high school.

To achieve this, CCP agrees to serve children who qualify for child care subsidy and has a subsidy agreement on file with DHHS. (insert details of stipends or incentive to providers).

To support participation in required trainings/meetings, (insert program name) agrees to compensate by (insert details of stipends or incentive to providers and expectations/process to receive those funds)

**ACKNOWLEDGEMENT OF AGREEMENT**

By signing this Letter of Agreement, I am accepting this agreement in its entirety. Additionally, I am giving permission to both **(**your program name) and Sixpence Early Learning Fund to use my name and/or the name of my childcare program. I acknowledge my involvement with the (insert program name) Sixpence Child Care Partnership Program in cooperation with Step Up To Quality program in printed materials, on websites associated with the agencies listed, and in communication with funders. I acknowledge that all equipment, materials and resources provided to me through the (insert program name) and Sixpence Childcare Partnership Program are explicitly the property of (insert program name) and I will maintain accurate inventory and insure the appropriate use for the intended purpose. Failure to comply or fulfill requirements set forth through participation of this program or premature termination of the contract, whether mutually agreed upon or not, deems the CCP will return any and all non-consumed resources to (your program name) within thirty (30) calendar days. Amendments to this Agreement may be required for additional funded activities/expenses.

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District Official/Administrator Printed Name and Title

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District Official/Administrator Signature and Date

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Attachments:

* Supplemental Guide for Sixpence Child Care Partnership Programs Participating in Step Up to Quality
* Mutual Expectations Agreement
* Sixpence Technology Use Position Statement