

## LETTER OF AGREEMENT UMATILLA MORROW HEAD START INC.

This agreement is entered into between Umatilla Morrow Head Start Inc., hereafter referred to as UMCHS, and \_\_\_\_\_, a Registered Family Child Care Provider or Certified Family Child Care Provider, hereafter referred to as AProvider.® The agreement is for the period of June 1, 2007 through May 31, 2008. Parties agree to abide by the terms and conditions as set out in the attached Provisions and Responsibilities. UMCHS reserves the right to amend The Provisions and Responsibilities, through written notice.

### Compensation

UMCHS agrees to compensate the Provider for satisfactorily performing Head Start services identified under Provisions and Responsibilities. Compensation from UMCHS is as follows:

- I. Monthly:
  - Head Start child attending 75-100% of scheduled days per month: **\$175.00**
  - Head Start child attending 50-74% of scheduled days per month: **\$125.00**
  - Head Start child attending 25-49% of scheduled days per month: **\$ 75.00**
  - Head Start child attending 1-24% of scheduled days per month: **\$ 25.00**
  - Head Start child(ren) not attending, no compensation.
- II. Children who are transferred from one Family Child Care Provider to another Family Child Care Provider will be paid an hourly rate based on the number of hours the Head Start child attended your home. The hourly rate is \$1.97. The total amount that both providers will receive will not exceed **\$175.00**
- III. Each provider will be allocated up to **\$300.00** per program year for consumable supplies for the Head Start program. Non-consumables that are developmentally appropriate may be purchased with the \$300.00 but will need to be returned upon termination of this agreement. Non-consumable items not returned or in un-satisfactory condition will be charged to the provider.
- IV. Providers are eligible for a training scholarship up to **\$150.00** per program year. This scholarship is to assist with training=s or college courses related to early childhood education that may require a fee. The provider must agree to continue services for one year after receiving the scholarship or scholarship funds will need to be refunded to UMCHS. For Providers that are actively working on an AA/BA Degree, UMCHS will provide funding to pay for early childhood related credits as grant funds are available.
- V. Providers are eligible to receive a one time CDA scholarship up to **\$325.00**. This scholarship is to assist with the application process and completion of the CDA. This scholarship will only occur if a commitment for the next program year is made by both parties. If early termination occurs the next program year the scholarship will need to be refunded to UMCHS.
- VI. Provider will attend required UMCHS training sessions as outlined by the Education Manager. Provider will ensure a qualified substitute (see provider responsibilities) will carry out the Head Start daily responsibilities. UMCHS will reimburse the Provider for the expenses associated with hiring a substitute during training and travel time. The amount may not exceed \$8.00 per hour. If the substitute does not meet the qualifications payment may be denied. All reimbursement

must be pre-arranged with the Education Manager.

- VII. Lending Library materials are available for checkout. The Education Manager may assign materials to your environment to meet the developmental needs of a child. If termination occurs the materials will be returned within one week of termination or the provider will be charged for the materials not returned. Materials that are returned in unsatisfactory condition will also be charged to the provider.
- VIII. Payment will not occur during the AAugust Shutdown@. Head Start services will not be provided from August 1, 2007 through August 31, 2007.

By signing this form the Provider understands the compensation amounts and agrees to carry out the Provider Responsibilities at a satisfactory level.

\_\_\_\_\_  
Family Child Care Provider                      Date

\_\_\_\_\_  
Education Manager                      Date                      Executive Director                      Date