

PRELIMINARY LETTER OF UNDERSTANDING

Prior to becoming a Head Start Family Child Care site or renewal of contract all providers must meet the following requirements:

*Proof of current Child Care Division Registration or License; Expiration Date: _____

*Proof of current First Aid and Infant Child CPR; Expiration Dates: _____

*Food Handlers Certification; Expiration Date: _____

*Proof of Criminal Background Registry; Expiration Date:

*Active participant in the USDA/CACFP Food Program, following USDA guidelines

*Proof of Liability insurance in an amount no less than \$500,000 combined single unit occurrence; Expiration Date of policy: _____

*Have a general understanding of the Head Start Program, Performance Standards, and documentation requirements

*Have a minimum degree of a CDA or able to obtain a CDA within one year of signing the Letter of Agreement. If a CDA has been completed then a commitment to begin working on an Associate of Art degree will need to be made. If an Associates degree has been completed then a commitment to begin working on a Bachelors of Arts degree will need to be made. The CDA credential must be maintained. Time lines will be developed by the Education Manager with the federal mandate. CDA expiration Date: _____

* Be able to participate in 12 hour home visits with the Education Manager both announced and unannounced at least every two weeks.

*Site repairs or improvements identified by UMCHS as health and safety concerns must be completed in a timely manner.

* Have documentation of a current TB screen

* Completion of physical exam and Drug Screen - (Health Options) for initial contracts

By signing the **Preliminary Letter of Understanding**, the Provider understands that the requirements listed above must be completed prior to becoming a Head Start Family Child Care Provider or before contract renewal. Provider also understands that if these requirements are not maintained through out the program year, this will be grounds for termination of services.

Family Child Care Provider

Date

Education Manager

Date