

Memorandum of Understanding

This Memorandum of Understanding (MOU) is a written agreement, signed by both parties, to establish a clear understanding of how the relationship will function and each party's responsibilities set for the following terms.

Program Role and Responsibilities:

- Inform the AQIS Facilitator immediately, via email, of any program citations or complaints involving licensing, abuse/neglect issues or [NAEYC required criteria](#).
- Provide notification, via email, of any of the following:
 - a. Changes in ownership or administration
 - b. Investigations
 - c. Changes in program operation
 - d. Changes in staff
- Provide Accreditation Decision Report to AQIS Facilitator for review
- Demonstrate on-going and sustained progress towards quality improvement
- Develop and maintain a written plan to achieve NAEYC Accreditation, supported with evidence that the program is taking steps towards accreditation within 6 months of the selection date.
 - a. Program must [inform QIS](#) of inability to meet any part of timeline
- Anticipate the NAEYC accreditation process on a scheduled plan
- Submit required information and documentation to NAEYC to meet deadlines
- Document program achievements
- If licensed; maintain a current license and abide by all licensing regulations
- Designated primary program contact will be available to meet with Facilitator for scheduled site visits
- Have ongoing contact with AQIS Facilitator that may include
 - a. Regularly scheduled group meetings
 - b. Workshops or training sessions
 - c. Individualized assistance
 - i. Observations
 - ii. Program tour
 - iii. Self-study meetings
 - iv. Telephone contact
- Membership in the Office of Early Childhood Early Childhood Professional Registry is mandatory for all staff.
- Program participates and receives services through QIS
 - Enroll in NAEYC Accreditation within 6 months of selection date or meets Intent to Renew timeline.

AQIS Facilitator Roles and Responsibilities:

- A. Abide by NAEYC's Code of Ethics
- B. Report all instances of suspected child abuse and/or neglect observed at the program site. The Facilitator will report immediately to the appropriate state agency(ies), the site director and [QIS](#).
- C. Assist program leadership with development of timeline planned to achieve compliance with NAEYC deadlines for accreditation or renewal.
- D. Provide support meetings
- E. Conduct site visits and provide documentation. Documentation to include:
 - i. Date and length of visit
 - ii. Topic of discussion
 - iii. Items for further action
- F. Provide services to include but not limited to:
 - a. Regularly scheduled meetings at least quarterly

- b. Review Accreditation Decision Report and create a plan for continuous quality improvement based on the report
- c. Workshops or training sessions
- d. Individualized assistance
 - i. Observations
 - ii. Program tour
 - iii. Self-study meetings
 - iv. Telephone contact

This MOU must be signed within 30 days of the selection date and will remain effective for a period not to exceed two years, based on the availability of funding, or upon the date of visit by NAEYC assessor.

This agreement may be terminated by either party by written notice.

The program understands that it is critical that the board or owner have knowledge of and support the program's participation in receiving accreditation facilitation support and in the NAEYC process.

The program understands that participation in the accreditation facilitation does not guarantee a particular outcome.

The program is ultimately responsible for all communication with the NAEYC Academy and whether accreditation requirements are met.

CONTACT INFORMATION

AQIS Facilitator Signature:

Date:

Program Administrator Signature: *Alison D. Conway*

Date: 12/1/16

Board/Owner/Operator Signature:

Date:

Board/Owner/Operator Contact Information:

Mailing Address: 75 Chatfield Street Derby, 06418

Email: aconway@derbyps.org

Phone: 203-446-4224