Appendix B- Collaborative Contract Checklist

| General Information | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| Identification of partners entering into the collaborative contract |  |  |  |
| Partners’ affiliation and legal status |  |  |  |
| Contractual Period |  |  |  |
| Contract amendments, renewal, and termination procedures |  |  |  |
| Role of each partner’s decision-making bodies in the contractual development and approval process |  |  |  |
| Compliance with local, state, and federal regulations and policies |  |  |  |
| Conflict of interest statements and prohibited activities |  |  |  |
| Liability/insurance |  |  |   |
| Travel policies |  |  |  |
| Signature of key parties and date of signing |  |  |  |
| Storage, maintenance, and access of records |  |  |  |
| Parent partnership plans |  |  |  |

| Pre-K Collaborative System- Classrooms, Collaboration, and Partnerships | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| School Calendar |  |  |  |
| Number of children served: hours, days, weeks of operation |  |  |  |
| Application and Enrollment process  |  |  |  |
| Enrollment requirements- Disabilities, medical, dental services, recordkeeping |  |  |  |
| Inclusive Settings and Services for children with special needs |  |  |  |
| Location of Services |  |  |  |
| Attendance procedures |  |  |  |
| Transportation process and training |  |  |  |
| Meal Service |  |  |  |
| Special Dietary Needs provisions |  |  |  |
| Each partner’s role in service delivery: child education, child/family health, mental health, disabilities, nutrition, family services/ parent involvement, home visits/conferences, meeting, recordkeeping, transportation, supervision, oversight |  |  |  |
| Role of each entity’s decision-making bodies in planning and decision making |  |  |  |
| Policy Council representation and elections |  |  |  |
| Community assessment process |  |  |  |
| Collaborative, inclusive strategies involving partners’ staffs and parents and the community |  |  |  |
| Items needing prior approval (items a partner reserves the rights to approve) |  |  |  |
| Use of partners’ name (how partners will publicize the services sponsored by the partnership) |  |  |  |

| Pre-K Collaborative System- Communication | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| Designated contact person for each organization involved – County Collaborative Core Team and Full Team |  |  |  |
| Type, frequency of meetings; meeting participants  |  |  |  |
| Pre-K Program Data Reporting- ELRS: Pre-K |  |  |  |
| Type and frequency of reports |  |  |  |
| Information exchange (training calendars, personnel policies, position openings, etc.) |  |  |  |
| Work with other agencies and responsibility of each partner |  |  |  |
| Use of technology, i.e. shared databases for student data, e-mail communication, etc. |  |  |  |
| Protocols for information sharing |  |  |  |
| Parent communications |  |  |  |
| Impasse/Dispute resolution procedures |  |  |  |

| Pre-K Collaborative System-Funding | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| Funding and resource commitment of each partner |  |  |  |
| Funding/resources accessed and by which partner |  |  |  |
| Payment per child/per year by partners and payment procedures |  |  |  |
| Contingencies (child enrollment, etc.) required by partner for payment |  |  |  |
| Funds targeted and/or designated for specific improvements (renovations, salary enhancements, quality issues) |  |  |  |

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| Pre-K Collaborative System-Personnel/Staffing | Included in contract | Changed in collaborative Contract | Action Steps |
| Staff assigned to support the partnership; which entity/partner employs and supervises which staff |  |  |  |
| Responsibilities of each partner’s staff |  |  |  |
| Staff schedules |  |  |  |
| Supervision procedures |  |  |  |
| Staff qualification requirements |  |  |  |
| Professional development responsibilities (in-service, training, college courses) |  |  |  |
| Annual performance appraisal procedures |  |  |  |
| Provisions for substitutes |  |  |  |

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| School Readiness and Transitions | Included in contract | Changed in collaborative Contract | Action Steps |
| School Readiness Plan |  |  |  |
| Transition plan and procedures |  |  |  |
| Transfer of information, confidentiality |  |  |  |

| Curriculum, Instruction, and Child Assessment | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| Recordkeeping and Documentation of Universal enrollment application, process and placement |  |  |  |
| Parent permission procedures |  |  |  |
| Family Engagement- Parent contacts, home visits, parent-teacher conferences |  |  |  |
| Implementation of West Virginia Pre-K Standards (ages 3-5) |  |  |  |
| Curriculum planning and individualized child plans |  |  |  |
| Curriculum adoption |  |  |  |
| Supplemental Curriculum |  |  |  |
| Environmental Design provisions |  |  |  |
| Meal Environments |  |  |  |
| Inclusive Environments |  |  |  |
| Child Guidance Procedures |  |  |  |
| Child Assessment System |  |  |  |
| ELRS: Pre-K |  |  |  |

| Program Assessment and Continuous Quality Improvement | Included in contract | Changed in collaborative Contract | Action Steps |
| --- | --- | --- | --- |
| Program Oversight process and provisions |  |  |  |
| CQI Process |  |  |  |
| WV Universal Pre-K Health and Safety Checklist procedures |  |  |  |
| Staff Training (new staff, individualized professional development, professional learning) |  |  |  |
| School Readiness Profile, including aggregate child assessment data |  |  |  |