

## Memorandum of Understanding

Between:

\_\_\_\_\_  
(Resource Consultant Agency)

And

\_\_\_\_\_  
(Child Care Centre)

This Memorandum of Understanding (MOU) dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, confirms the formal partnership and working agreement between \_\_\_\_\_ and \_\_\_\_\_ until \_\_\_\_\_.

### Purpose and Scope

This agreement shall provide a framework of guidelines and responsibilities to support the relationship between the child care centre and the agency providing Resource Consultants. To ensure success and consistency within the services provided, the terms, conditions as well as responsibilities are outlined below.

### Terms and Services

The Parties agree that permission is granted to (organization) \_\_\_\_\_ to enter the premises and provide services for children who require Resource Consultant supports.

The child care centre agrees to provide centre orientation to the Resource Consultant.

Insurance for both parties is required.

This agreement may be cancelled in writing at any time, by either party with a minimum of two weeks' notice. Lack of requirement of services for less than the term of this agreement does not constitute a cancellation of the agreement. If this agreement is cancelled Niagara Region Children's Services will be notified in writing of the reasons why the agreement has been cancelled, and clients will be reassigned.

\_\_\_\_\_ agency providing services agrees that they and their staff will comply with the policies and procedures of the child care centre and other statutory and regulatory requirements. Staff working in the child care centre will read and sign off on policies of the centre/organization that they are providing services to, including, but not limited to: Fire and Fire Safety, Behaviour Management, Serious Occurrence, Duty to Report, Confidentiality, Playground, Anaphylaxis, Health and Safety and any other policy that the organization sees appropriate.

It is understood that in the event of the absence of the Resource Consultant, the attendance of the child at the centre will not be affected. If the Resource Consultant is unavailable to attend on a scheduled day, he/she will contact the Child Care Centre to advise. The \_\_\_\_\_ RC agency will contact the centre supervisor and the child's family if the absence is for an extended length of time (more than one month)

Prior to working with children in \_\_\_\_\_ child care, the Resource Consultant agency will ensure that its employees have been cleared to work with children pursuant to the completion of an Ontario vulnerable sector screening (Type 2) and shall provide a verification of the completed search. In addition, the resource agency shall provide verification that their employee is in compliance with any recommendations as set out by the Medical Officer of Health.

### **Confidentiality**

The Parties acknowledge the confidential nature of the relationships each has with their clientele and agree that this confidentiality must be preserved at all times by staff of each Party. All laws and policies relating to privacy and confidentiality will be complied with.

The Parties agree that good communication is key to the smooth operation of this agreement and will strive to notify each other of all changes or refinements to their delivery of services and to this agreement as soon as possible and as far in advance as possible.

### **Conflict Resolution**

Should conflict arise, it should be dealt with immediately. In all cases, the conflict will be identified between the individuals and if not readily resolved, the conflict will be discussed between all parties and their immediate agency and centre supervisors for resolution. If the issue can not be resolved, Niagara Region Children's Services may be asked to intervene to assist in the resolution.

### **The Role of the Resource Consultant Agency**

The Resource Consultant Agency will provide a Resource Consultant to the child care centre

The Resource Consultant Agency is responsible for the employment of the Resource Consultant

Should the Resource Consultant Agency or their staff identify concerns regarding the child care operation e.g. a contravention of the Behaviour Management Policy or any centre policy, as the result of communication from their staff or upon their direct observation the Resource Consultant Agency is responsible to:

1. Notify the Supervisor of the child care of the concerns.
2. Notify the Board of Directors/Owner if the concern is not resolved or is of a serious nature
3. Notify the Ministry of Education should a concern have implications regarding Day Nurseries Act compliance

4. Notify Niagara Region Children's Services who are Systems Manager of Child Care Services in Niagara of the Concern.

### **The Role of the Resource Consultant**

1. Meet with the parents and provide services to the child in a predetermined location
2. Create goal plans based on assessment, observation and screening tools
3. Monitor goal plans which are implemented by staff
4. Support staff in the implementation of the individual program plan
5. Link children and families with additional support agencies and resources as required
6. Identify any operational issues that are observed during on site services and to work with and or notify the Child Care Supervisor, Resource Consultant Agency Director, Child Care Quality and Licensing Division of the Ministry of Education, Niagara Region Children's Services and any other agency as deemed appropriate dependant upon the circumstance

### **The Role of the Supervisor of the Child Care**

1. Ensure that the Diagnostic Inventory for Screening Children Pre-School Screen (DPS) is completed on all children enrolled at the centre for whom written parental consent has been obtained.
2. Additional developmental screens (Speech Language Checklist, C.A.R.E. Behaviour Checklist) will be administered as applicable for whom written parental consent has been obtained.
3. Complete referrals for children who score 6 or less on the Diagnostic Inventory for Screening Children Pre-School Screen or require follow up through further assessment by a Resource Consultant based on concerns raised.
4. Complete Request for Service / Referrals for children who demonstrate challenging behaviours
5. Ensure that the goal plans for children as developed by the Resource Consultant are implemented by the Registered Early Childhood Educator and followed by all teaching staff within the program
6. Ensure that documentation is completed as necessary for each child receiving resource consultant services
7. Liase with parents as necessary regarding their child's goal plan in collaboration with the Resource Consultant
8. Keep the Resource Consultant informed of any changes within the child care operation or dynamics of the child care
9. Inform the Resource Consultant of any Serious Occurrences within the child care centre

### **The Role of the Registered Early Childhood Educator**

1. Complete first stage developmental, environmental and behaviour and speech and language screening provided through Quality Child Care Niagara.

2. Develop and implement program plans which incorporate the goal plan of each child receiving resource consultant support
3. Adapt the environment to incorporate the goal plan as required
4. Work with Resource Consultant to identify: obstacles, successes of implementation and any other issues that may arise in the implementation of the plan

### **The Role of the Additional Short Term Specialized Support Staff (if applicable)**

1. Act as a support to the Registered Early Childhood Educator for the implementation of the goal plan for the child and to support the needs of all children within the group
2. Encourage the child's interaction with peers
3. Ensure the safety and well being of the children in the classroom
4. Help implement goals identified in the child's Individual Program Plan

### **\*Additional Requirements**

The centre understands that they will need to ensure that they have taken measures to promote inclusion prior to applying for funding for an additional support staff which will include but not be limited to completing an environmental rating scale (submission may be requested upon application for funding). In addition, the centre understands that they must comply with the Short Term Specialized Supports Policy of Niagara Region Children's Services.

### **The Role of Niagara Region Children's Services**

Children's Services is the funder of special needs resource services in Niagara

Children's Services coordinates special needs services through the Inclusive Child Care Supports Committee

If a child care centre receives a provisional license from the Quality Child Care and Licensing Division of the Ministry of Education, or when issues within the operation of the child care are identified and when children with special needs are receiving child care through the service provider, Children's Services will visit the child care centre to follow up on the issues. In concert with the service provider and other agencies as may be deemed necessary a service plan will be created which the child care centre will implement. Should issues continue or where the service provider does not implement the service plan, Children's Services has the right to discontinue the placement of children until such time that Children's Services is satisfied with the quality of service of the child care centre.

### **The Role of the Program Advisor – Ministry of Education**

Under the Day Nurseries Act all operators must ensure the safety and well-being of staff and children enrolled in a licensed day nursery. The Ministry licences and inspects all day nurseries to monitor their compliance with the regulations of the Day Nurseries Act.

The Ministry funds the Niagara Region Children's Services, as Child Care System Manager, to administer funds for a variety of services including Resource Consultation for children with special needs.

Whenever there is a complaint or allegation against an operator or staff at a centre the Ministry is to be notified via the Serious Occurrence Reporting Procedure. In cases where issues are identified through licensing, Serious Occurrence or other methods, the Licensing Officer may contact the Niagara Region Children's Services to identify the issues and to assist in the development of a plan of action to address the concerns.

I, the undersigned understand and agree to the terms, conditions and responsibilities as identified in this agreement.

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**Signature**

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**Print Name**

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**Agency**

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**Date**

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**Signature**

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**Print Name**

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**Agency**

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**Date**