

Memorandum of Understanding

Between:

(Resource Consultant Agency)

And

(Ontario Early Years Centre/Family Resource Program)

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 Ontario Early Years Centre (OEYC)/Family Resource Program (FRP) 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 OEYC/FRP 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.

If the Resource Consultant is unable to attend on a scheduled day, he/she will contact the OEYC/FRP to advise. In addition, he/she will also contact the parent if they have a scheduled meeting. The _____ (Resource Consultant 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 _____, 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. These documents will be maintained at the Resource Consultant's office.

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 cannot be resolved, Niagara Region Children's Services may be asked to intervene to assist in the resolution.

Roles & Responsibilities

1. The Resource Consultant assigned to each Ontario Early Years Centre (OEYC)/Family Resource Centre (FRP) site, will arrange a monthly scheduled visit in collaboration with the OEYC/FRP staff onsite. Arranging monthly visits on alternate days will enable the Resource Consultant to be available to numerous families.
2. These scheduled visits may be included in the monthly OEYC/FRP newsletter and/or site calendar so that families are aware of when the Resource Consultant is visiting the site.
3. The Resource Consultant will provide a summary of her role and a photograph to go on the parent information board.
4. The Resource Consultant visits are usually about 1 hour in length. The OEYC/FRP staff can introduce the Resource Consultant to the families. Often snack time or circle time is appropriate. The Resource Consultant can explain her role at this time.
5. During the OEYC/FRP visit, the Resource Consultant will be available to any parents who approach her with questions. Information discussed between the parent and the Resource Consultant will remain confidential and not shared unless written consent is given. If a parent chooses to involve OEYC/FRP staff in the discussion, it is their discretion to do so.
6. With parental consent, the OEYC/FRP staff can complete a Request for Service / Referral for Resource Consultant supports based on a Diagnostic Inventory for Screening Children Pre-school screen (DPS) For a score of 6 or less, or any other developmental concerns, please refer to instructions on Request for Service / Referral. Once the Request for Service/ Referral is received by the Resource Consultant agency, the Resource Consultant can support the child on her caseload. Coordination of

services would include additional developmental screening, suggested referrals, recommendations for environmental adaptations, development of a Goal Plan and transition to school process, if applicable. Once the child is on the Resource Consultant caseload, consents would be obtained to share information with community agencies (i.e. OEYC, FRP, Speech Services Niagara, etc.).

The Resource Consultant would arrange to meet the family monthly (or more often if time permits) at the OEYC/FRP site.

7. At each visit, the Resource Consultant will record their attendance on the appropriate sign in sheet.
8. The Resource Consultant will document the number of families and children in attendance, the number of parents who approached them and the reason for the discussion (i.e. speech, behaviour, etc). Identifying information would not be documented. This documentation would be maintained at the Resource Consultant's office for statistical purposes.
9. If a child is on the Resource Consultant caseload, a copy of relevant documentation will be given to the parent, unless otherwise requested by parent.

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

Signature

Print Name

Agency

Date

Signature

Print Name

Agency

Date