

**COUNTDOWN TO KINDERGARTEN**  
MEMORANDUM OF AGREEMENT

Between \_\_\_\_\_ County First Steps  
and \_\_\_\_\_ (teacher's name)

The above parties agree upon the following terms:

**1. EFFECTIVE DATES OF AGREEMENT:**

From \_\_\_\_\_ until October 31, 2019.

**2. COMPENSATION:**

- a. Stipend: \_\_\_\_\_. Teacher will be paid \$32.00 per child per home visit and \$32.00 per child for the final classroom visit. For example: \$32.00 x 6 visits = \$192 (per child) x 10 children = \$1920 total.
- b. Mileage: Up to \_\_\_\_\_
- c. The total amount of this agreement must not exceed: \_\_\_\_\_

**2. DUTIES OF KINDERGARTEN TEACHER / HOME VISITOR:**

- a. Coordinate with the \_\_\_\_\_ County First Steps Executive Director to participate in all required online trainings and/or updated supplements to online training.
- b. Serve \_\_\_\_\_ number of children.
- c. Schedule and conduct 5 one-hour home visits and 1 one-hour classroom visit with each participating family for a total of six visits within the time period of \_\_\_\_\_ to \_\_\_\_\_. With the approval of the First Steps County Director, visits may be scheduled more frequently than once per week. However, the same family cannot receive more than one visit per day.
- d. Adhere to the *Countdown to Kindergarten Home Visitation Curriculum* (rev. 2018; updated 2019) when conducting home visits.
- e. Comply with all reporting requirements as determined by \_\_\_\_\_ County First Steps.
- f. Submit all required program paperwork on all families to the \_\_\_\_\_ County First Steps Executive Director by August 19, 2019. Please note that failure to adhere to this policy could result in delayed payment or no payment.
- g. Comply with all training requirements: 1) participate in required online training; 2) read and adhere to home visit safety information provided; and 3) participate in training provided by \_\_\_\_\_ County First Steps on documenting and reporting expectations.
- h. Submit, via Survey Monkey, all parent and teacher survey responses in a timely manner. Parent pre- and post-surveys are to be submitted online before August 18, 2019. A portion of the teacher survey is to be submitted by the child's/children's 5K teacher, regardless of whether the Countdown to Kindergarten Teacher is also the child's/children's 5K teacher. The entire survey is to be submitted online after the first

9-week grading period (approximately October 14, 2019). Failure to complete the teacher survey(s) could impact hiring for future CTK programs. Instructions on survey submission, including online website address, will be provided.

- i. Submit invoices in a timely manner. Teacher home visits are paid in two payments (one at the midpoint as of June 30th and one at the end). **Visits performed before July 1, 2019 must be invoiced prior to July 15, 2019. Visits performed on or after July 1, 2019 must be invoiced by August 14, 2019.** In order to receive payment, teachers must submit all paperwork required by the \_\_\_\_\_ County First Steps Executive Director by August 19, 2019 and have completed the number of home visits required by the Executive Director. If all home visits cannot be completed, the Executive Director has the discretion to modify and adjust payment amounts accordingly. The Executive Director must clearly mark the last invoice as "FINAL". Payments will be made within 30 days after the Executive Director approves invoices.

_____	_____
Countdown to Kindergarten Teacher / Home Visitor	Date
_____	_____
_____ County First Steps Board Chair	Date

**TEACHER CONTACT AND OTHER REQUIRED INFORMATION**

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Teacher's Race (check all that apply):

- American Indian/Alaskan Native
- Asian
- Black/African American
- White
- Hawaiian/Other Pacific Islander

Is the teacher Hispanic or Latino?  Yes  No

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Preferred Email for CTK Communications: \_\_\_\_\_

Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_