



**Early Childhood Education Program
Grow NJ Kids Participation Agreement
2014-2015**

PROGRAM/SITE NAME: _____

As a program participating in Grow NJ Kids, I agree to:

- Commit to be available for cooperatively scheduled on-site mentoring, coaching, and technical assistance visits conducted by the Quality Improvement Specialist(s);
- Participate in regularly scheduled Grow NJ Kids meetings, webinars, and/or conference calls;
- Inform the Quality Improvement Specialist(s) in advance if there is an emergency that prevents either staff or the program director/early childhood supervisor from meeting at the designated time;
- Complete the Grow NJ Kids Self-Assessment with guidance from the Quality Improvement Specialist(s);
- Be forthcoming in identifying goals and assessing the program's strengths and challenges based on the Grow NJ Kids Self-Assessment;
- Develop a Quality Improvement Plan with guidance from the Quality Improvement Specialist;
- Keep appointments, return phone calls and emails, follow through with commitments, and meet other agreed-upon expectations;
- Be flexible to the change process;
- Use the Grow NJ Kids self-assessment to fidelity to identify strengths and needs with the Quality Improvement Specialist(s) to ensure the appropriate supports and resources are provided;
- Participate in relevant professional development as offered by the Training Academy and the QIS;
- Allow staff to attend appropriate professional development;
- Develop a team that includes staff, boards, and families as applicable, and share information in order to work together through the Grow NJ Kids framework;
- Be committed to making programmatic changes;
- Notify the QIS of any staffing changes and or any cancelations of site visits;
- Notify the QIS if the program decides to withdrawal from Grow NJ Kids;
- Respect the confidentiality of information shared during the Grow NJ Kids process; and
- Fully participate in defining and implementing the vision for continuous quality improvement.

By signing this agreement, I am entering into a working relationship with the Quality Improvement Specialist(s) to achieve the program's Grow NJ Kids rating. I agree to fulfill the roles and responsibilities outlined above.

Program Director/Early Childhood Supervisor

Signature

Date

Owner/Administrator

Signature

Date



**Quality Improvement Specialist
Grow NJ Kids Participation Agreement
2014-2015**

PROGRAM/SITE NAME: _____

As a Quality Improvement Specialist (QIS), I agree to:

- Be respectful of the Directors;
- Complete an initial on-site visit checklist with the participating Grow NJ Kids early childhood education program;
- Respect the confidentiality of information shared during the Grow NJ Kids process;
- Will provide timely notification of cancelation of site visits, as appropriate;
- Guide the participating early childhood education program through the Grow NJ Kids process;
- Submit monthly technical assistance reports to the Grow NJ Kids Administrators regarding mentoring, coaching, and technical assistance provided;
- Submit monthly center data reports to the Grow NJ Kids Administrators regarding the center's progress through the Grow NJ Kids process;
- Provide mentoring, coaching, and technical assistance regarding the Grow NJ Kids Standards;
- Provide guidance to the participating early childhood education program as they complete the Grow NJ Kids Self-Assessment;
- Assist the participating early childhood education program in identifying goals and assessing the program's strengths and challenges; and
- Assist the participating early childhood education program through the development of their Quality Improvement Plan, approvals of incentives, and rating request.

By signing this agreement, I am entering into a working relationship with participating Grow NJ Kids early childhood education programs as a Quality Improvement Specialist. The purpose is to guide them through the Grow NJ Kids Quality Rating and Improvement System (QRIS) process to achieve a Grow NJ Kids rating. I agree to fulfill the roles and responsibilities outlined above.

Quality Improvement Specialist

Signature

Date

Quality Improvement Specialist

Signature

Date