

### A Checklist for Developing a Partnership Agreement

<b>I. General Information</b> <i>(often introductory)</i>		<b>Not Yet Addressed</b>	<b>Under Discussion</b>	<b>Finalized</b>	<b>Action Steps</b>
<input type="checkbox"/>	General statement of the agreement's purpose				
<input type="checkbox"/>	Partners' affiliation and legal status				
<input type="checkbox"/>	Contractual period				
<input type="checkbox"/>	Contract amendments, renewal, and termination procedures				
<input type="checkbox"/>	Role of each partner's decision-making bodies in the contractual development and approval process				
<input type="checkbox"/>	Compliance with local, state, and federal regulations and policies				
<input type="checkbox"/>	Conflict of interest statements and prohibited activities				
<input type="checkbox"/>	Signatures of key parties and date of signing (usually at the end of the document)				
<b>II. Partnership Services</b>		<b>Not Yet Addressed</b>	<b>Under Discussion</b>	<b>Finalized</b>	<b>Action Steps</b>
<input type="checkbox"/>	Number of children served: hours, days, weeks of operation				
<input type="checkbox"/>	Location of services				
<input type="checkbox"/>	Each partner's role in service delivery: child education, child/family health, mental health, disabilities, nutrition, family services/parent involvement, home visits/conferences, meetings, recordkeeping, transportation, supervision, oversight				
<input type="checkbox"/>	Staff assigned to support the partnership; which entity/partner employs and supervises which staff				
<input type="checkbox"/>	Responsibilities of each partner's staff				
<input type="checkbox"/>	Staff schedules				
<input type="checkbox"/>	Supervision procedures				
<input type="checkbox"/>	Staff qualification requirements				

<input type="checkbox"/>	Professional development responsibilities (in-service, training, college courses)				
<input type="checkbox"/>	Staff selection procedures				
<input type="checkbox"/>	Annual performance appraisal procedures				
<input type="checkbox"/>	Provisions for substitutes				
<b>III. Fiscal/Resources</b>		<b>Not Yet Addressed</b>	<b>Under Discussion</b>	<b>Finalized</b>	<b>Action Steps</b>
<input type="checkbox"/>	Funding and resource commitment of each partner				
<input type="checkbox"/>	Funding/resources accessed and by which partner				
<input type="checkbox"/>	Payment per child/per year by partners and payment procedures				
<input type="checkbox"/>	Contingencies (child enrollment, etc.) required by partner for payment				
<input type="checkbox"/>	Funds targeted and/or designated for specific improvements (renovations, salary enhancements, quality issues)				
<input type="checkbox"/>	Designated responsibilities for: facilities/space, maintenance, repairs, food service, and supplies and equipment (who will retain ownership of equipment when/if the agreement ends)				
<input type="checkbox"/>	Non-federal share/inkind services				
<input type="checkbox"/>	Provisions for collection and non-payment of parent fees				
<input type="checkbox"/>	Provisions for the loss of child care subsidies and parent fees				
<b>IV. Systems</b>		<b>Not Yet Addressed</b>	<b>Under Discussion</b>	<b>Finalized</b>	<b>Action Steps</b>
<b>A. Planning and Decision-Making</b>					
<input type="checkbox"/>	Role of each entity's decision-making bodies in planning and decision making				
<input type="checkbox"/>	Policy Council representation and elections				
<input type="checkbox"/>	Community assessment process				
<input type="checkbox"/>	Collaborative, inclusive strategies involving partners' staffs and parents and the community				

<input type="checkbox"/>	Items needing prior approval (items a partner reserves the right to approve)				
<b>B. Communications</b>					
<input type="checkbox"/>	Type, frequency of meetings; meeting participants				
<input type="checkbox"/>	Type and frequency of reports				
<input type="checkbox"/>	Information exchange (training calendars, personnel policies, position openings, etc.)				
<input type="checkbox"/>	Work with other agencies and responsibility of each partner				
<input type="checkbox"/>	Use of technology, i.e., shared databases for tracking, e-mail communication, etc.				
<input type="checkbox"/>	Protocols for information sharing				
<input type="checkbox"/>	Parent communications				
<input type="checkbox"/>	Dispute resolution procedures				
<b>C. Oversight</b>					
<input type="checkbox"/>	Notification procedures/follow-up on local, state, and federal monitoring/assessment				
<input type="checkbox"/>	Ongoing observation of partnership operations, review of records, written feedback, follow-up				
<input type="checkbox"/>	Annual program self assessments and other reviews				
<input type="checkbox"/>	Improvement initiatives (partners' obligations to each other when the partnership is not progressing as envisioned)				
<b>D. Recordkeeping and Documentation</b>					
<input type="checkbox"/>	Recruitment, enrollment applications, and intake				
<input type="checkbox"/>	Parent permission procedures				
<input type="checkbox"/>	Child screening, assessment, outcomes				
<input type="checkbox"/>	Curriculum planning and individualized child plans				
<input type="checkbox"/>	Parent contacts, home visits, parent-teacher conferences				
<input type="checkbox"/>	Disabilities, medical, dental services				
<input type="checkbox"/>	Storage of records and access				

<input type="checkbox"/>	Parent partnership plans				
<input type="checkbox"/>	Procedures for recording/tracking of services and follow-up				
<input type="checkbox"/>	Transfer of information, confidentiality				
<b>V. General Administrative Elements</b>		<b>Not Yet Addressed</b>	<b>Under Discussion</b>	<b>Finalized</b>	<b>Action Steps</b>
<input type="checkbox"/>	Designated contact person for each organization involved				
<input type="checkbox"/>	Travel policies				
<input type="checkbox"/>	Liability/insurance				
<input type="checkbox"/>	Use of partners' names (how partners will publicize the services sponsored by the partnership)				