

**CONTRACT BETWEEN  
THE SANTA ROSA COUNTY SCHOOL BOARD  
AND  
SANTA ROSA SCHOOL READINESS COALITION, INC.  
D/B/A  
EARLY LEARNING COALITION OF SANTA ROSA COUNTY  
2018-2019**

This contract is entered into between the School Board of Santa Rosa County hereinafter referred to as the “Board” and Early Learning Coalition of Santa Rosa County hereinafter referred to as the “Agency”.

Early Learning Coalition of Santa Rosa County, in cooperation with the Santa Rosa County School system mutually agree to cooperate in serving the pregnant adolescents, teen parents, and their preschool child(ren) in the District in accordance with the agreement and in compliance with state and federal laws and regulations.

The purpose and intent of this cooperative agreement will be known to the appropriate and responsible staff members of both agencies to encourage cooperative-working relationships in meeting shared responsibilities. Cooperation between the two agencies will serve to establish and maintain a comprehensive program of services designed to assist each student/client towards the goal of independent living and self-support in the community.

The following agreements shall be adhered to:

**EARLY LEARNING COALITION OF SANTA ROSA COUNTY AGREES:**

1. To coordinate the delivery of child care services for students of the District who are enrolled in the Teen Parent Program.
2. To provide administrative services incident to the delivery of child care services for students enrolled in the District’s Teen Parent Program.
3. To provide audits and records as outlined in the following items:
  - to maintain books, records and documents in accordance with generally accepted accounting procedures, which sufficiently and accurately reflect all revenues and expenditures of funds provided by the District under this contract.
  - to maintain and file with the District necessary fiscal records as required by the District.
  - to insure that all financial transactions between the parties are disclosed to the Agency auditor.
  - to retain all client records, financial documentation and supporting records pertinent to the contract for a period of five (5) years after termination of this contract.
  - to provide monthly attendance records of the TAPP Child to the district contact.

- Provide the Santa Rosa School Board a copy of the following certification(s) for individual(s) providing child care services for children enrolled for child care through the Santa Rosa School District:
- Teaching Certificate with one of the following certifications:
- Early Childhood Education
- Prekindergarten Education
- Preschool Education
- Primary Education

Or

- CDA (Childhood Development Associate) certification or CDA equivalent.
4. To safeguard information, the Agency agrees not to disclose any information concerning recipients of services under this contract for any purpose not in conformity with state regulations and federal regulations (45 CFR, Part 205.50), except from the recipient of his/her parents or legal guardians.
  5. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract, without written permission and/or prior approval of the Board.
  6. To assure the Board that the Agency will not discriminate in the delivery of services on the basis of age, race, color, national origin, gender, creed or political affiliation, religion or handicapping condition.
  7. To provide child care services in accordance with the Florida Statutes 402-301-.319 for child care standards.
  8. To provide services that include administration of vendor payments and child care resource and referral to students enrolled in the Board's Teen Parent Program.
  9. The Agency will be reimbursed at a daily rate not to exceed:

|                         |         |
|-------------------------|---------|
| Infant (0-12 months)    | \$32.00 |
| Toddlers (13-23 months) | \$27.00 |
| 2 YR (24-35 months)     | \$26.00 |
| Preschool (3-5 years)   | \$24.00 |

\* The above rates are subject to change when Early Learning Coalition of Santa Rosa County authorizes the new market rate schedule for child care providers, at which time this contract will need to be amended to allow for this increase.

**If a Gold Seal Center or Family Child Care Home is chosen the rate will be an additional 20% as these Centers and Family Child Care Homes are entitled to the additional 20% for having achieved this higher standard of documented quality.**

10. To assume responsibility for negotiating fixed reimbursement rate with child care providers.
11. To provide services only to eligible students as defined by the District. The Agency will provide support, child care related education and referral services for the students enrolled in the program.
12. This contract shall not be renewed automatically. Renewal is subject to availability of funds and demonstrated need for the services by the Board and through acceptable performance by the Agency.
13. To advise the clients/students served under this contract as to how to report suspected child abuse and neglect through parent education provided by the Agency.
14. To provide education services to the clients/students/ with regard to acceptable complaint procedures developed by DCF and Florida's Children's Forum as required by contract and effective January 1, 1996.
15. To invoice the Board monthly for services agreed to through this contract.
16. To hold harmless, indemnify, and defend the Board, its officers, agents, servants, and maybe concerted against the school board, its officers, agents, servants, or employees in their official capacity, by reason, any damage to property or injury to or death of any person which arises out of or is incident to any act or omission of Early Learning Coalition of Santa Rosa County or its employees in the performance of said contract agreement. Nothing in this paragraph shall be construed to require the indemnification for any damage or injury resulting directly from an act or omission of the school board, its officers, agents, servants or employees.
17. To provide \$500,000 comprehensive general liability insurance naming the School Board as an additional insured. The policy shall be endorsed so as to provide coverage for liability contractually assumed by Early Learning Coalition of Santa Rosa County pursuant to this contract such cancellation, non-renewal of other adverse change in coverage except with a 45 day prior written notice to the school board, which shall be given in writing by United States Certified Mail with return receipt.

**THE BOARD AGREES:**

1. To pay the Agency based on the daily rate established in the previous section. Payment to be made within ten (10) days of the receipt of the invoice.
2. The Board will reimburse the Agency for up to eight (8) days of absence per month per child.

3. The Board must advise the Agency of referrals, drops, and other changes in the population being served.
4. Payments will be made for all school days and other days reasonably related to the school calendar as approved by the Board as long as a student/child remains enrolled in the Teen Parent Program.

**THE BOARD AND AGENCY MUTUALLY AGREE:**

1. The name and address for contact for the Board is:

Sherry Smith  
Director of Student Services  
6751 Berryhill Street  
Milton, FL 32570  
(850) 983-5052

2. The name and address of the contact for the Agency is:

Cindy Schundelmier  
Director of Finance & Administration  
Early Learning Coalition of Santa Rosa County  
6460 Justice Avenue  
Milton, FL 32570  
(850) 916-5425

This contract may be revoked by either party with thirty days written notice and will be in effect **July 1, 2018** until **June 30, 2019**.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the \_\_\_\_ day of \_\_\_\_\_ 2018.

**SANTA ROSA COUNTY SCHOOL READINESS COALITION, INC. D/B/A  
EARLY LEARNING COALITION OF SANTA ROSA COUNTY**

BY:



(Printed Name) Balenda Hetzel, Chairperson

**THE SCHOOL BOARD OF SANTA ROSA COUNTY, FLORIDA**

BY:

\_\_\_\_\_  
Diane Scott (Chairperson: Santa Rosa County School Board)

ATTEST:

\_\_\_\_\_  
Tim Wyrosdick (Superintendent: Santa Rosa County Schools)