



Delaware Stars for *Early Success* Technical Assistant Contract & Agreement of Understanding

This Letter of Agreement is between The Family & Workplace Connection on behalf of Delaware Stars for *Early Success* and _____ (name of technical assistant). The Family & Workplace Connection (FWC) is contracting with the above technical assistant to provide services to participating programs for Delaware Stars for *Early Success*, referred to as Stars. The above named technical assistant, referred to as TA, is not considered an employee, agent or associate of The Family & Workplace Connection.

Technical assistants supporting Delaware's Quality Rating and Improvement System for early care and education and school-age programs are expected to:

- Build effective, collaborative partnerships among early childhood professionals.
- Support early care and education and school-age programs in achieving specified quality performance standards required for a targeted Star designation.
- Provide services that include assessments and technical assistance related to the site's improvement plan and standards.
- With program personnel and Delaware Stars as collaborative partners, embrace change as a learning process by which beliefs, views, skills and capabilities evolve as quality standards are achieved and maintained.

The TA will be paid \$40/hour, in increments of quarter hours for on-site and preparation work. Preparation work will be paid at a rate of one (1) hour per each six (6) hours of on-site services delivered. Technical assistants will not be guaranteed a specific amount of technical assistance hours. Mileage will be reimbursed at \$0.44/mile if the TA provides services outside of his/her home county.

As a TA, I understand and agree to the following conditions:

- Am responsible for all taxes related to payments for services rendered, as an independent contractor.
- Am responsible for all materials borrowed from the Early Care and Education Resource Centers at The Family & Workplace Connection and will return all materials in good condition.
- Will attend all meetings and trainings related to Stars.
- Will have a minimum of one contact hour per month per participating program.
- Will support the Stars standards, policies and procedures.
- Will contact the Stars Manager with questions or concerns related to the standards, assessments or improvement plan.
- Will contact the Office of Child Care Licensing Rule Manager with any questions related to Delacare rules.
- Will set appointments at mutually convenient times for programs and contact the program in advance should rescheduling be necessary.
- Will be responsive and respectful of all participating programs, staff and Board members, accommodating the diversity and philosophy of the program.
- Will respect the confidentiality of all participating programs, sharing concerns with the Stars Manager only.
- Will report any Delacare Violations only after contacting the Stars Manager.
- Will keep appropriate records and submit reports as requested.

The above conditions are acceptable and indicated through my signature below.

Delaware Stars Manager

Technical Assistant

Date

Date