

## Memorandum of Understanding (MOU)

between

*Volunteers of America South Central Louisiana (VOASCLA)/Partnerships in Child Care (PICC) and*  
\_\_\_\_\_, **Child Care Center Director**

*(Director Name)*

This Memorandum of Understanding describes the roles and responsibilities of Volunteers of America South Central Louisiana and its Partnerships in Child Care division, and the Director of the child care center named \_\_\_\_\_, as it relates to the enrollment and completion of \_\_\_\_\_ in the *PICC Teacher Institute*.

*(Candidate's Name)*

PICC (*Teacher Institute* staff) will:

- Conduct orientation session explaining expectations and timeline of *Teacher Institute*
- Communicate the key concepts being covered in *Teacher Institute* coursework
- Provide regular updates as to Candidate's progress
- Provide candidates with approved coursework and assignments to meet requirements of the CDA and the EC Ancillary certificate
- Provide candidates with assistance in applying for the CDA and the EC Ancillary certificate

Child care center Director will:

- Allow Candidate to leave center with sufficient time to arrive on time for class
- Support Candidate attendance at all *Teacher Institute* sessions by creating a plan for Candidate absences from center
- Provide CLASS data on Candidate to *Teacher Institute* staff if requested
- Support Candidate's efforts to apply new knowledge of best practices in the classroom
- Agree to work with PICC *Teacher Institute* Coach if Director's position on best practice differs from Candidate's
- Encourage Candidate to complete all *Teacher Institute* requirements
- Agree to provide (when requested) PICC *Teacher Institute* staff with professional status updates on Candidate after completion of the *Teacher Institute*

\_\_\_\_ [initial] I understand and agree to all of the above statements.

This Memorandum of Understanding is entered into by the following parties:

**VOASCLA/Partnerships in Child Care**

**Child Care Center**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*To be submitted by Candidate with full *Teacher Institute* application.