

Hidalgo County Head Start Program Policy Council Agenda

DATE: August 9, 2017

SUBJECT: Presentation for Discussion, Consideration and Approval to Enter into an Affiliation and Program Agreement Between Hidalgo County Head Start Program and South Texas College

RATIONALE/NEED: Affiliation and Program Agreement is to collaborate with South Texas College for the purpose of training students in the field of early childhood education.

RECOMMENDATION: Administration recommends approval.

COST: There is no cost.

RELATED INFORMATION INCLUDED: Affiliation and Program Agreement

INITIATED BY: Ambrosio Tovar, Procurement Director

REVIEWED BY: Mr. Edmundo Garcia, Assistant Director

PROGRAM DIRECTOR'S APPROVAL: *Jerem Flores*

**AFFILIATION AND PROGRAM AGREEMENT
FOR CHILD DEVELOPMENT FIELD AND LAB EXPERIENCES**

This AGREEMENT is made the _____ day of _____, by and between **HIDALGO COUNTY HEAD START PROGRAM** and **SOUTH TEXAS COLLEGE**.

WHEREAS, **Hidalgo County Head Start Program** (hereinafter referred to as "AFFILIATE") and **SOUTH TEXAS COLLEGE** (hereinafter referred to as "STC") recognize that trained personnel in the fields of early childhood education are necessary to the staffing and operation of child care and early childhood centers and facilities in the lower Rio Grande Valley.

THEREFORE, it is of great benefit and service to the people of this area that the **AFFILIATE** through its administrators and staff, and **STC** through the administrators and staff of its Child Development Programs, do associate together in a cooperative endeavor for the purpose of training students in the fields of early childhood education.

In mutual consideration of the foregoing and following, **STC** and **AFFILIATE** agree as follows:

**I.
TERMS**

This Agreement shall become effective immediately upon execution by the parties as of the date above written and will continue in full force and effect until terminated as hereinafter provided.

This Agreement may be modified at any time by mutual consent of the parties. It may be terminated by either party upon written notice to the other party as provided in Section III of this Agreement. Non-consensual termination shall become effective three months after the proper notice. Termination shall not become effective until the students involved in the cooperative program shall have an opportunity to complete the full experience so long as the cause for termination does not fall within the boundaries of Section V.2. and V.22., despite the fact this period required for program completion may exceed the time period established in this section.

**II.
GENERAL UNDERSTANDING**

The parties hereto recognize that, in the performance of this Agreement, the greatest benefits will be derived by promoting the interest of both parties, and each party does, therefore, enter into this Agreement with the intention of loyally cooperating with each other in carrying out the terms of this Agreement, and each party agrees to interpret its provisions, insofar as it may legally do so, in such manner as will best promote the interests of both and tender the highest service to the public.

**III.
TERMINATION**

Either party may terminate the Agreement, with or without cause, by giving ten (10) days written notice to the other.

**IV.
NOTICES**

All notices to parties herein must be in writing, signed by the party giving it, and shall be served personally or by mail addressed as follows:

HIDALGO COUNTY HEAD START PROGRAM:
Teresa Flores
1901 W. State Highway 107
McAllen, Texas 78504
Phone: (956) 383-0706

SOUTH TEXAS COLLEGE:
Dr. Margaretha Bischoff
3201 W. Pecan St.
McAllen, TX 78501
Phone: (956) 872-7265

Or such address as may be hereinafter designated by notice. All notices become effective only when received by the addressee and upon verification.

**V.
JOINT PROGRAM RESPONSIBILITIES**

Both parties to the Agreement will cooperate in providing the student with a developmentally appropriate learning opportunity.

It is mutually agreed that those students permitted to utilize the **AFFILIATE** under this agreement shall be mutually agreed upon by both parties, with due consideration given to the number of students and to the resources available.

Visits by STC staff to the **AFFILIATE** and visits by **AFFILIATE** staff to the College are accepted and welcomed for purpose of planning, observation of students, conferences, and accreditation visits by outside groups with prior notification.

The determination of the number of assigned students, the schedules, and the availability of the **AFFILIATE** shall be made by mutual agreement between the liaisons designated by both parties.

Both parties are obligated to inform one another in a timely manner of any changes in the curriculum, personnel, and learning opportunities pertinent to the early childhood education of students.

No financial obligation exists between either party to this Agreement. If an employee-employer relationship exists between **AFFILIATE** and student, all matters including rights and responsibilities related to such employment are the sole concern of **AFFILIATE** and student.

Both parties will cooperate in providing the student with environments and opportunities conducive to proper learning.

In accordance with the Program Affiliation Agreement, the **HCHSP** representative is Hidalgo County Head Start Program Contact Person: Teresa Flores, Executive Director. The **STC** representative is South Texas College Dr. Margaretha Bischoff, Liberal Arts and Social Sciences Division Dean.

The students will be responsible for their own transportation, meals, and health care needs in the performance of this Agreement.

Representatives from the **AFFILIATE** and **STC** shall meet at least once each year to review the progress of the program and make policy for the next year.

VI. OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF STC

STC will provide qualified instructors as expressed in the curriculum and who have appropriate educational backgrounds for the courses that they teach.

Instructors and students of the Program will comply with the existing policies of the **AFFILIATE** when carrying out the “**AFFILIATE** Centered” portion of the Program.

STC will require the students to be professionally attired when reporting for field and lab experiences.

Students will have a Tuberculosis Skin Test and if positive a chest X-ray.

STC will maintain on file for quick reference at the College the following information:

- a. Placement form with signatures from both student and center manager/director
- b. Field/lab hours completed

STC will instruct its students and faculty to respect the confidential nature of all information which may come to their knowledge in their experience with members of the early childhood program, parents, children, and **AFFILIATE** records.

STC instructors and its students recognize that they are not subject to coverage by the **AFFILIATE'S** Worker's Compensation Program.

Students must wear photographic identification badge at all times while on the **AFFILIATE** premises.

STC faculty will be responsible for administrative duties related to the student experience, such as records of rotation, attendance, and proficiency.

STC faculty will evaluate and counsel students with regards to performance.

The students will be subject to rules and regulations pertaining to regular employees of the **AFFILIATE**.

The faculty and students will meet the standards for early childhood care of the **AFFILIATE**.

STC will provide teaching facilities for students and faculty of the Program.

Control of the Program ultimately rests with **STC**. **STC** is responsible for preparing students for the field sturdy and lab phase of their education and assumes full responsibility for the planning and execution of the education program. **STC** will assign only those students who have satisfactorily completed the portions of the curriculum that are prerequisite to Program completion.

The faculty and students will assume responsibility for breaking or damaging equipment due to the negligence on the part of the faculty or students.

STC will supervise the practical experience to ensure safe practice of the student and **STC** faculty and staff.

STC will provide relevant background information on students as requested by the **AFFILIATE** to the extent permitted by law.

STC will be responsible for the final grading of the students.

STC will instruct its students to comply with the existing policies of the **AFFILIATE** when carrying out the field and lab work that meet the standard for developmentally appropriate practices of the **AFFILIATE**.

STC will make available from third parties, liability and accident insurance for students enrolled in the program.

STC will identify students who have an interest in volunteering at the **AFFILIATE**.

STC will provide the agency with a master course syllabus for the supervised student that clearly delineates the responsibilities of the **STC** and **AFFILIATE**.

Complete and fulfill the required documentation for the **STC** participants with the assistance of both Human Resources Departments.

Follow **STC** requirements, policies and procedures as well and the Head Start Performance Standards and the Texas Child Care Licensing Minimum Standards.

STC will provide **AFFILIATE** with written confirmation of criminal background on its students enrolled in this Program as required by the Head Start Performance Standards and the Texas Child Care Licensing Minimum Standards.

VII.

OBLIGATIONS, RIGHTS AND RESPONSIBILITIES OF THE AFFILIATE

AFFILIATE agrees to assist the program by providing, through its supervisory personnel, regular evaluation of students at intervals to be agreed upon by the **AFFILIATE** and **STC** – utilizing the evaluation forms provided by **STC**.

AFFILIATE will allow participating students to use any library facilities which are open to the **AFFILIATE** staff.

AFFILIATE will assume the cost of equipment that is broken or damaged in its normal use.

AFFILIATE will orient the **STC** faculty and students to facilities and policies.

AFFILIATE will inform its professional staff of its participation in the various training programs of **STC**.

AFFILIATE will supply, without remuneration to the student, opportunity for practical and/or observation experience designed to supplement theory training given by **STC**.

AFFILIATE will monitor field and lab experience as necessary to assure safe practice for the student and others, including children/parents enrolled at **AFFILIATE**.

Students may not take the responsibility or take the place of “qualified” staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

AFFILIATE will arrange that each student processes the “Volunteer Vital Information, DPS and Central Registry Background Check” form.

AFFILIATE reserves the rights, in its absolute discretion, to refuse its facilities and services to any student who does not meet the professional or other requirements of the **AFFILAITE** or any appropriate authority controlling and directing said **AFFILIATE**.

AFFILIATE may assign this Agreement upon the sale of **AFFILIATE’S** facilities to be effective upon notice by **AFFILIATE** to **STC** of such assignment.

AFFILIATE will provide the student with an overall orientation to the specific services related to the implementation of the observation or lab experience.

AFFILIATE will designate a qualified staff member to function as a supervisor for the student. The supervisor will be responsible, with the approval of the administration of the agency, for providing opportunities for the student to engage in a variety of child care and child development activities, child care management experiences, signing the contact log, and evaluating the student’s performance.

AFFILIATE will supervise the student volunteer at all times and not leave the student alone with children or count the student as staff in the child/staff rations unless employed by the **AFFILIATE**.

AFFILIATE will offer a licensed, quality early childhood program. Programs that are nationally accreditation, Head Start/Early Head Start/Migrant Head Start, or Easter Seals RGV are considered approved sites.

AFFILIATE will provide students in the Child Development program with scheduled observation time to complete the required hours.

AFFILIATE will respect the students’ efforts and allow for constructive feedback. Students will be given the opportunity to practice child development skills and appropriate behaviors, and submit concerns to supervisor.

AFFILIATE will allow faculty to visit the program unannounced and announced in order to observe student volunteers completing their hours at an **AFFILIATE** site.

AFFILIATE will allow students to participate in specific duties based on the lab and Field Study course requirements which may include shadowing the director and other supervisors in the center, developing daily routine plans and lesson plans, implementing lesson plans, welcoming children and families, supporting mentor teacher with daily routines, and general classroom clean up.

VIII.
GENERAL PROVISIONS

The **AFFILIATE** will not be charged for any services performed by **STC** students or personnel in connection with the program contemplated by this Agreement. The **AFFILIATE** will not have any obligation to pay the salaries or expenses of any students or personnel of **STC** in connection with this program.

Under no circumstances will an **STC** student or personnel be considered an agent or employee of the **AFFILIATE**; a student will be considered to be on the **AFFILIATE** premises for the purpose of teaching or acquiring knowledge and skills.

It is understood that in as much as possible, the students and instructors will be free of communicable diseases.

IX.
INDEMNIFICATION

STC agrees to indemnify and hold harmless **AFFILIATE** from any and all claims, demands, damages liabilities, and cost incurred by **AFFILIATE**, to the extent permitted by law, which directly or indirectly result from or arise in connection with any act or omission of **STC**, its agents, or employees, in performing **STC** obligations hereunder. **AFFILIATE** to the extent allowed by law agrees to indemnify and hold harmless **STC** from any and all claims, demands, damages liabilities, and cost incurred by **STC** to the extent permitted by law which directly or indirectly result from or arise in connection with any act or mission of **AFFILIATE**, its agents or employees, in performing **AFFILIATES** obligation hereunder.

X.
LIMITATION ON CIVIL LIABILITY


A person who authorizes, sponsors, supports, finances, or supervises the functions of **STC** personnel is not liable for civil damages for an act or omission connected with training **STC** personnel, or with services for treatment given to a client or potential client by **STC** personnel if training, services, or treatment is performed in accordance with the current child care standards.

XI.
FURTHER AGREEMENTS

This basic Agreement, with addenda paragraphs, constitutes the entire agreement of the parties hereto. At such time, **STC** and the **AFFILIATE** desire to enter into additional training programs, this basic agreement may be outlined in addenda paragraphs.

Approved as to form:

Atlas, Hall & Rodriguez, LLP

By: 

Stephen L. Crain

Approved as to form:

Oxford & González, P.C.

By: _____

Ricardo González

Date Approved by Policy Council:

Date Approved by Commissioner's Court: