



To Protect and Promote the Health and the Environment of the People of Kittitas County

CHILD CARE INFANT NURSE CONSULTANT CONTRACT

A. An agreement between Early Head Start Program and the Kittitas County Public Health Department to provide infant nurse consultant services is outlined below. Under this agreement, the following services will be provided:

1. I, Charles Hill,, Director of the Early Head Start Program, agrees to provide the following:
 - A staff member to serve as a contact person for the nurse consultant regarding health concerns.
 - Access to program records and facilities as needed to fulfill the duties of the nurse consultant.
2. The Kittitas County Public Health Department will agree to provide the following:
 - The nurse consultant will visit the center a minimum of one time per month as arranged with the center director, as per the WAC's.
 - The nurse consultant will be available for telephone consultation when nursing advice is needed between visits.
 - Typical duties include but are not limited to:

Monthly:

- Assess and give feedback regarding child care practices, such as feeding, diaper changing, caregiver/infant interactions, hand washing, cleaning and disinfecting.
- Assess and give feedback regarding the child care environment, and growth and development of infants and children.
- Document on-site visits in writing, copies to be retained at child care center and the Kittitas County Public Health Department.

Quarterly:

- Review program policies and procedures, health and nutrition policies and procedures, child records, and immunization records.
- Assess center for compliance with state child care licensing health regulations.

Annually:

- Review and recommend revisions of health policies and the health care plan.
- Sign health care plan provided that all recommended revisions have been incorporated.
- *Implementation of the health care plan is the responsibility of the child care center.*

Other:

- Provide up to 2 staff in-services per year, as requested by the center director.
- Consult with staff regarding health concerns of individual children and make referrals or recommendations, on an as-needed basis.
- Assist staff to determine parent education needs, and provide health information for

Kittitas County
Public Health Department
507 N. Nanum Street, Suite 102
Ellensburg, WA 98926
T: 509.962.7515
F: 509.962.7581



www.co.kittitas.wa.us/health/

Environmental
Health Services
411 North Ruby Street, Suite 3
Ellensburg, WA 98926
T: 509.962.7698
F: 509.962.7052



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parents (via bulletin board, handouts, or classes) as needed.

- Review illness and injury incidents as needed.
- Provide at least 30 days written notice before terminating this agreement.

B. The above services will be provided at a rate of \$50.00 per month, for a total of twelve (12) months. \$50.00 per month fee covers the average one hour onsite consultation service and unlimited phone and email support. Additional onsite consultation services will be charged at a rate of \$75.00 per hour.

C. Indemnification: To the extent of its comparative liability, each party shall indemnify defend and hold the other party, its departments, elected and appointed officials, employees, and agents, harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees, for any bodily injury, sickness, disease, or death, or any damage to or destruction of property including the loss of use resulting therefrom which are alleged or proven to be caused in whole or in part by a negligent act or omission of its officers, directors, and employees. It is further provided that no liability shall attach to either party by reason of entering into this contract except as expressly provided herein.

D. This contract will be effective upon signature by both parties and can be voided by either party upon written 30-day notice to the other party.

E. Either party may request changes in the Contract. Any and all agreed modifications shall be in writing and signed by each of the parties' authorized representatives.

Signature Catherine Bambrick Date 6/15/10
Catherine Bambrick, Administrator
Kittitas County Public Health Department

Signature Charles Hill Date 6/22/10
Director
Charles Hill

Agreement effective: April 1, 2010

Termination Date: December 31, 2010



Kittitas County
Review Form
Grants & Contract Agreement



Today's Date 04/29/2010	Agenda Date
Fund/Department: Kittitas County Health Department Fund 116	

Contract/Grant Information

Contract /Grant Agency: Child Care Infant Nurse Consultant Contract between Kittitas County Early Head Start Program and Kittitas County Public Health Department.	
Period Begin Date: 04/01/2010	Period End Date: 12/31/2010
Total Grant/Contract Amount: \$600.00 a year with an additional \$75.00 per hour charged for onsite consultation services.	
Grant/Contract Number:	
Contract/Grant Summary: An agreement between Kittitas County Early Head Start Daycare and the Kittitas County Public Health Department to provide infant nurse consultant services. Kittitas County Public Health will receive \$50.00 per month for a total contract maximum of \$600.00.	

Recommendation for Board of Health and Board of Health Review on _____

Department Head Signature: <u>Catherine Lambrecht</u> Administrator	Date: <u>4/29/10</u>
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Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:

APPROVED AS TO FORM:

<u>[Signature]</u>	<u>4/29/10</u>
Signature of Prosecutor's Office	Date
<u>[Signature]</u>	<u>5/3/10</u>
Signature of Auditor's Office	Date
<u>[Signature]</u>	<u>5/20/10</u>
Signature of Board of Health member	Date

Financial Information

Total Amount \$2400.00	State Funds \$0.00	Federal Funds \$0.00
Percentage County Funds	Matching Funds \$0.00	CFDA# n/a
	In-Kind \$0.00	
	Explain	
Is Equipment being purchased? No	Who owns equipment? n/a	
New Personnel being hired? No	Contact HR hiring – reporting requirements	
There will be approximately \$200 per month from this child care agency - \$50 for the visit plus an estimated 2 additional hours to be billed at \$75 per hour.		

Budget Information

Budget Amendment Needed?	Yes <input type="checkbox"/> attach budget form	No <input checked="" type="checkbox"/> Why not :
New Division Created?		Already budgeted for
Revenue Code : 61292434620		

Pass Through Information

Agency to Pass Through	
Amount to Pass Through	
Sub-Contract Approved	Date:

Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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County Departments Impacted

Auditor	Facilities Maintenance
Information Services	Human Resource
Prosecutor	Treasurer

Submitted

Signature:	Date:
Department:	

Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	<i>[Signature]</i> 4/29/10
Who Signed the grant application	

Reviewer	Date
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