



**Working Agreement
Between
Kittitas County Public Health Department
And
Catholic Family & Child Service
Child Care Resource & Referral**

Purpose

The purpose of this agreement is to establish a working agreement between Catholic Family & Child Service, Child Care Resource & Referral (hereafter known as CCR&R), 5301 Tieton Drive, Suite C, Yakima, WA 98908, and Kittitas County Public Health Department 507 N. Nanum St., Suite 102, Ellensburg, Wa. 98926, for the marketing, registration, and STARS documentation for STARS educational classes for licensed Child Care Providers.

Term

This agreement begins February 1st 2010.

Mutual Termination

Either party may terminate this agreement in whole or in part by written notice thirty (30) days prior to termination.

Responsibility of Kittitas County Public Health Department

- Provide dates and information to include in the marketing flyer with sufficient time to complete the flyer and mailings
- Provide STARS approved trainings
- Provide a STARS trainer and training facility
- Provide handouts and other class materials
- Submit STARS paperwork within 7 business days following the class

Responsibility of Catholic Family and Child Service-Child Care Resource and Referral

- Publish a listing of the STARS approved class schedule, including registration information.

- Market the class with mailings to all licensed child care providers in Yakima and Kittitas County
- Process registrations, and collect fees for all STARS approved classes
- Provide a list of class participants registered for the class to Kittitas County Public Health Department two days prior to the training date.
- Complete the paperwork and data entry for participants to receive their STARS credit

Method to Mutually Resolve Conflict

If communication should break down, the following procedures will be followed to mutually resolve concerns at a local level:

- The involved parties will arrange a face-to-face meeting to discuss concerns and attempt to resolve the difficulties through open and direct communications at an appropriate local level.
- If the above process does not satisfactorily resolve the issue, a more formal mediation process may be initiated by either party. The process shall begin by contacting supervisory staff with each agency and will be guided, as those supervisory personnel deem appropriate.

We the undersigned agree to the above responsibilities as divided between Catholic Family & Child Service Child Care Resource & Referral and Kittitas County Public Health Department.

Catholic Family & Child Service
Child Care Resource & Referral

Darlene Darnell
Signature

Darlene Darnell, Director
Printed Name and Title

2-19-10
Date

Kittitas County Public Health
Department

Linda Nowarre
Signature

Linda Nowarre
Printed Name and Title
Co-Training Administrator

4/15/11
Date