

Letter of Agreement  
between  
ECHO & Family Center Early Childhood Council and Cotopaxi Early Learning Center

**I. Parties to the Agreement:**

- a. ECHO & Family Center Early Childhood Council
- b. Cotopaxi Early Learning Center

**II. Purpose of Agreement:**

The Purpose of this Letter of Agreement (LOA) is to set forth the named parties' agreement to work together to support young children being well prepared for school. In order to promote quality education and implementation of Teaching Strategies GOLD, ECHO & Family Center Early Childhood Council will provide The Creative Curriculum and matching activities for Infants/Toddlers and Preschools.

**III. Partner Descriptions:**

- a. The Mission of the ECHO and Family Center Early Childhood Council is: To promote and sustain a comprehensive, high quality early childhood system to support families and prepare children for success in school and life.
- b. The purpose of the Cotopaxi Early Learning Center is to provide a developmentally appropriate educational environment in which active participation, artistic expression, and cooperative learning cultivate each child's potential to become a competent and caring individual.

**IV. Guiding Principles:**

Create and maintain a meaningful partnership to promote school readiness so that children receive comprehensive services to prepare them for elementary school.

**V. Roles:**

Each entity has decision making authority to enter into these agreements and are mutually agreed upon by both parties.

- a. ECHO & Family Center Early Childhood Council will provide The Creative Curriculum for Preschool with matching activities.
- b. Cotopaxi Early Learning Center agrees to incorporate this curriculum into their practice.

**VI. Confidentiality**

All named parties acknowledge the confidentiality requirements that each agency must follow regarding the sharing and release of information. Consents of families will be received for any release of personally identifiable information regarding children and families. Each named party agrees to protect the rights of young children with respects to records and reports created, maintained, and used through this agreement. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Education Rights and Privacy Act (FERPA) will be followed (See 34CFR 303.460).

**VII. Dispute Resolution**

If a dispute in the execution of this agreement arises, named parties will first attempt to resolve the dispute between or among themselves. Involved agencies will ensure that a system is in place to resolve disputes and solve problems that includes:

- a. Timelines for regular review of local agreements, plan collaborative activities, and resolve issues; and
- b. Identification of a liaison from each named party.

**IX. Term of Agreement**

This agreement will become effectively immediately upon signature and date of all parties. The signed agreement will be binding on all successors of the named parties to the agreement.

Either party may terminate this LOA by giving written notice thirty (30) days prior to the intended date of termination. Any such termination shall be without further obligation upon either party.

**X. Signatures**

By signing this agreement, each party agrees to the terms.

Cotopaxi Early Learning Center:

Margaret Leatherbery, Director  
Printed Name and Title

Margaret A. Leatherbery 4/20/15  
Signature Date

Superintendent of Cotopaxi School District:

Randy Bohlander Superintendent  
Printed Name and Title

Randy Bohlander 4/20/15  
Signature Date

ECHO & Family Center Early Childhood Council:

Pamela Walker  
Printed Name and Title

Pamela Walker 4/20/15  
Signature Date