



Child Care Aware of Washington Early Achievers Services Agreement

Please read this document in full. It describes the agreement you, as an Early Achievers participant, have with your Child Care Aware of Washington Early Achievers representatives.

The Purpose of Child Care Aware of Washington (CCA of WA) Early Achievers Services

CCA of WA Early Achievers support services are available to Early Achievers participants to help you successfully engage, participate, and navigate the Early Achievers Quality Recognition system. Your Coach is committed to helping you reach your quality goals for your program. The Early Achievers services available to you will be provided in a relationship-based and culturally responsive manner. *Services will be implemented using a racial equity and social justice framework.* You can find more details about these services in the *Additional Resources* section.

Partnering with Child Care Aware of Washington in Your Early Achievers Journey:

Ultimately our guiding Early Achievers goal is to help you provide a rich, inclusive, and supportive learning environment that promote positive outcomes for the children in your care. You are ultimately in the driver's seat in this quality recognition journey. CCA of WA Early Achievers services are intended to support your goals and action plans that foster progress through Early Achievers; therefore, you and your Early Achievers Coach are partners in your success!

Early Achievers Coaches are **Mandated Reporters**; required by law to report any reasonable concerns of abuse or neglect, *including harm caused by the effects of inequities caused by racism that they may encounter during their early learning experiences.* It is important that you work in partnership with your Coach to identify and prevent harmful situations for young children.

To establish a strong working partnership, we agree to the following:

As an Early Achievers participant director/owner I agree to:

- Fully participate in all Early Achievers activities, and orient staff of related activities, if applicable
- Take the lead in developing and completing action plans to guide my Early Achievers activities
- Make time for my staff, if applicable, to meet with CCA of WA Early Achievers Coach in my facility
- Follow through on tasks as agreed with Coach between visits as mutually agreed upon
- Remain engaged~ Keep appointments, return phone calls and emails within 24-48 hours, and, if the need arises, give at least 48 hours advance notice to cancel an appointment
- Follow the policies and procedures in the Early Achievers Operating Guidelines
- Participate in professional development

As a CCA of WA Early Achievers representative, I agree to:





- Fully and clearly explain the steps in the Early Achievers Quality Recognition journey
- Partner with the director/owner and applicable staff to identify strengths and opportunities aligned with the Early Achievers quality framework, goal setting, and action planning.
- Give my full attention to the director/FCC owner or staff person (if applicable) while I am onsite
- Provide information about additional resources and supports that can further assist the participant in pursuing quality recognition goals and business supports
- Keep appointments, return phone calls and emails within 24-48 hours, and, if the need arises, give at least 48 hours advance notice to cancel an appointment
- Follow the policies and procedures in the Early Achievers Operating Guidelines
- Follow and maintain proper confidentiality guidelines
- Maintain a reflective coach stance and interact with racial equity guiding values centered in relationship-based services. Coaches will invite you to work together and hold shared ways of being:
 - Show respect for each other, children, families, and communities by honoring our culture, values, and individuality.
 - Be engaged listeners who communicate clearly, consistently, and respectfully using approaches that are respectful of each other, as well as reach the diverse communities we serve.
 - Regularly reflect on and adapt our work by examining biases and interrupting inequitable processes.
 - Partner with, and learn from each other, as well as the communities served, making room for each other’s expertise and concerns in our work.
 - Lead with integrity in our process and actions to earn and build trust with each other.

Not fulfilling agreements as indicated above may result in termination of coaching services. Please refer to the Early Achievers Participant Operating Guidelines for specific details. Thank you.

Additional Resources:

- <https://www.dcyf.wa.gov/safety/mandated-reporter>
- <https://www.naeyc.org/resources/position-statements/equity>
- <https://www.dcyf.wa.gov/practice/racial-equity-diversity-inclusion>
- <https://www.dcyf.wa.gov/sites/default/files/pdf/ea/OperatingGuidelines.pdf>

I have read this agreement and understand the expectations regarding receiving CCA of WA Early Achievers Services.

Facility Representative (printed name):	Child Care Facility Name:	Signature	Date
CCA of WA representative (printed name):	Role:	Signature	Date

