[Board Logo] Child Care Services Texas Rising Star Mentoring Agreement 

**Child Care Program Details**

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| Child Care Regulation Licensing No: | Type of Facility: Center       Home       School-Age Only |
| Name of Facility: | |
| Partnership site:  Pre-K (ISD/Charter:      )  Head Start  Early Head Start | |
| Address of Facility (Street, City, State, Zip): | |
| Facility Phone Number: | Facility Email: |
| Contact Person: | Title: |
| Contact Person Phone Number: | Contact Person Email: |

**ACKNOWLEDGMENTS**

The [BOARD NAME] mentoring services for Texas Rising Star early learning programs are designed to enhance the quality of learning experiences for young children and to improve the early childhood knowledge and skills of the staff members who work with those children. This agreement confirms the understanding between the early learning program and the Board and defines the responsibilities and goals set forth by Texas Rising Star.

**Early Learning Program Eligibility and Requirements**

1. INITIAL REQUIREMENTS. Prior to achieving certification, the early learning program is required to:
   * maintain a license or registration with Child Care Regulation (CCR);
   * demonstrate a high level of compliance with CCR minimum standards in accordance with the applicable facility type screening form;
   * develop and implement a Continuous Quality Improvement Plan (CQIP);
   * create an account in the Texas Workforce Registry, either for the center director or identified administrative staff (at minimum), and encourage program staff to create their own accounts;
   * complete a Texas Rising Star Orientation course either in-person via their mentor/Board, or online via the Children’s Learning Institute’s (CLI) Engage system;
   * complete an overview of the CCR Background Check Portal (in-person via their mentor/Board or online via a link provided by the mentor/Board); and
   * complete the Infant/Toddler Early Learning Guidelines and/or Prekindergarten Guidelines training based on the ages the program serves (at minimum, the center director must do this).
2. STAR LEVEL CERTIFICATION REQUIREMENTS. Once certified as Two-, Three-, or Four-Star, the early learning program must continue to comply with the Texas Rising Star Guidelines, which are available at [www.texasrisingstar.org](http://www.texasrisingstar.org).

**[BOARD NAME] Responsibilities**

1. Provide mentoring/coaching or technical assistance to support quality improvement, which may include site visits and/or consultations via virtual methods (such as phone or virtual meetings). At minimum, one visit (on-site or virtual) will be conducted per month.
2. Provide consultation with designated early learning program staff in the development and implementation of the CQIP.
3. Provide feedback that is program-, classroom-, and/or teacher-specific to improve staff knowledge of early childhood. This may include goal setting, providing trainings and resources, and/or assigning tasks for the early learning program to complete to assist the program in meeting CQIP goals.
4. Lead a debriefing session with designated early learning program staff at the end of each visit.
5. Maintain confidentiality of the early learning program and its staff to the extent that federal, state, and local rules and laws allow.
6. Provide resources and/or materials to help enhance and/or maintain quality, as funding permits or as applicable.

**Early Learning Program (Director and/or Owner) Responsibilities**

1. Provide the mentor access to facilities, classrooms, and teachers as needed to observe and provide training and/or technical assistance to assist the early learning program in meeting CQIP goals.
2. Participate in the development and implementation of the CQIP, in collaboration with the mentor as required. Ensure that CQIPs provide support to classroom teachers in their efforts to learn and grow professionally as indicated in the CQIP action steps.
3. Participate in debriefing sessions with the mentor after each on-site visit and/or virtual meeting.
4. Use the materials and resources provided by the [BOARD NAME] and/or mentor as instructed and applicable.

**Goals of Both Parties**

1. Ensure the successful obtainment of CQIP goals.
2. Obtain and/or maintain Texas Rising Star certification by the goal date of [INSERT DATE].

**Termination of Agreement**

1. This agreement may be terminated by the [BOARD NAME] due to noncompliance incidents specified in the Texas Rising Star Guidelines. Providers whose Mentoring Agreement is terminated by the Board may still qualify to participate in CCS; if so, they must comply with all Entry Level Designation and Texas Rising Star standards and requirements and meet required CQIP measures and identified goals.
2. This agreement may be terminated by the early learning program at any time; however, the program must continue to comply with all Entry Level Designation and Texas Rising Star standards and requirements, and meet required CQIP measures and identified goals.
3. Termination of this agreement bears no repercussion to the early learning program’s CCS Provider Agreement.

FILING A COMPLAINT/ APPEAL: The early learning program can file complaints about their mentoring services or appeals regarding termination of mentoring services to the [BOARD NAME], per the signed CCS Provider Agreement.

**EARLY LEARNING PROGRAM ACKNOWLEDGMENT:** As the authorized representative for this early learning program, I certify that all information recorded in this document is true and correct to the best of my knowledge. I have read and agree to the terms of the Texas Rising Star Agreement. I understand that participation in this agreement does not guarantee a specific Texas Rising Star star level certification.

By checking this box, the early learning program is opting out of mentoring services and agrees to continue to comply with the requirements of Texas Rising Star. Signature is still required for this notation.

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| Name of Authorized Program Representative | Name of Contractor Authorized Representative |
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| Title of Authorized Program Representative | Title of Contractor Authorized Representative |
|  |  |
| Signature-Authorized Program Representative | Signature-Contractor Authorized Representative |
| Date | Date |