

## Early Learning Program Agreement Form

The following outlines the Early Childhood Mental Health Consultation (ECMHC) services to be provided by SUCCESS as well as the early learning program's commitment and responsibility.

### Early Childhood Mental Health Consultants (ECMHCs) may:

- Conduct consultations regarding individual children, provide feedback to program staff and families, and provide follow-up supports to promote implementation of consultation recommendations.
- Conduct observation(s) of indoor and outdoor learning environments.
- Review and assess policies and procedures related to the management of challenging behaviors and the promotion of social emotional well-being.
- Provide feedback to teachers, classrooms, and the Program based on observations and assessments.
- Provide Classroom-specific and Program-level consultation and support to:
  - Assist in the development of policies and procedures related to the promotion of social emotional well-being and the management of challenging behaviors.
  - Promote developmentally appropriate environments and practices.
  - Develop capacity for promoting social emotional well-being.
  - Develop capacity for identifying and responding to emotional and behavioral concerns.
  - Work collaboratively with other programs that might already be working in your program to align plans and support goals (e.g., Center for Early Learning Professionals, KidsConnect, BrightStars).

### The Early Learning Program Administrator and Staff will complete or provide the following:

- Inform parents in the Program (through flyers or in person) about the Program's participation in SUCCESS activities.
- Ensure that relevant staff has access to ECMHCs and associated activities.
- Provide relevant staff with paid time to complete consultation measures, as indicated for SUCCESS activities.
- Maintain records associated with SUCCESS activities (e.g., consultations of individual children) in a confidential manner. No part of the record associated with an individual child should be shared with non-Program staff without written permission from the child's legal guardian.
- Complete a pre/post assessment as needed for program evaluation.
- Communicate to all staff and parents that ECMHCs (and any other staff attending the Program as part of SUCCESS) may not be counted in teacher/child ratios.

### Program Evaluation:

SUCCESS is committed to on-going evaluation and quality improvement, and information will be collected for program evaluation purposes. All information will be examined in aggregate by SUCCESS and shared with state agency partners (e.g., RIDOH, RIDE, DHS). No identifiable data from an individual child, teacher, or program will be reported as part of program evaluation efforts. A list of participating Programs will be made available to state agency partners.

### Confidentiality:

SUCCESS is committed to protecting the privacy of early learning programs, Program staff, and the children and families they serve. All identifiable and specific information or opinions collected or learned incidentally during SUCCESS activities will be kept confidential. SUCCESS works collaboratively with other Rhode Island entities such as RIDOH, RIDE, DHS, and the Center for Early Learning Professionals to ensure coordination of services for early learning programs. All collaborative partners commit to the same standards of confidentiality as SUCCESS staff to ensure information shared about programs for coordination purposes is not made public.

The exception to these rules is in the instance of abuse or neglect. SUCCESS staff are mandated by RI State Law to report suspected or known cases of child abuse and neglect to appropriate authorities. In addition, SUCCESS supports the Department of Human Services (DHS) Child Care Center Regulations for Licensure. In the event that SUCCESS staff identify a minor area of noncompliance with these regulations, we will inform you and work to identify appropriate supports to address such areas. If the situation poses an immediate health and/or safety risk to the children in your program, SUCCESS staff will inform you and will be required to notify the Department of Human Services Child Care Licensing Unit.

Signed this \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Month) (Day) (Year)

for services at:

\_\_\_\_\_  
(Name of Early Learning Program)

\_\_\_\_\_  
(Printed Name of Program Director)

\_\_\_\_\_  
(Program Director Signature - E-Signature or By Hand)

\_\_\_\_\_  
(SUCCESS Staff Signature)

Note: This contract may be amended at any point during the service period at the request of either the SUCCESS Staff or the Program.