



## **MEMORANDUM OF UNDERSTANDING**

*This document outlines the requirements and expectations for childcare centers and Next Memphis throughout the assessment process. The term of this MOU begins on the date signed and ends on the day the assessment report is discussed.*

\_\_\_\_\_ (insert name of center) will:

1. Agree to the following:
  - Pledge to uphold the Core Values of the alliance, if selected as a member center
  - Allow Next Memphis staff to conduct all assessments
  - Attend requested meetings
  - Communicate in a timely manner via phone and email
  
2. Work with Next Memphis personnel to:
  - Review current staffing, technology systems, policies and procedures, educational practices, services currently provided, back office processes, and other necessary information.
  - Identify challenges and obstacles in both business and pedagogical practices
  - Gather data about the “Iron Triangle” of ECE finance -- enrollment, revenue, and expenses – to establish a baseline
  - Measure and share student and family-level data
  
3. Acknowledges that participation in this process is a statement of intent to join the alliance should a partnership be feasible.

### **NEXT Memphis will:**

1. Conduct a comprehensive, site-review of the center’s staffing, technology, administrative and pedagogical leadership needs. This information will be kept confidential and will not be shared without agreement of \_\_\_\_\_ leadership.
  
2. Commit the following resources to ensuring that the following leadership tasks are performed on behalf of Next Memphis:
  - Coordinate regular communications, to include electronic, phone and face-to-face meetings
  - Comprehensive site visits are conducted and reports are generated
  - Create individual assessment report and action plan for the prospective member center
  
3. Provide the assessment with no cost to the childcare center

\_\_\_\_\_  
Childcare Center Owner/Director Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Next Memphis Signature \_\_\_\_\_  
Date