

## COMPONENTS OF A LEGAL AGREEMENT

- ❑ **Contractual period**
- ❑ **Financial agreement and payment procedures**
- ❑ **Compliance with local, state, and federal regulations and policies**
- ❑ **Roles of all agencies/entities and their staffs**
- ❑ **Oversight of services, including federal monitoring, if a Head Start partnership**
- ❑ **Staff employment**
- ❑ **Professional development**
- ❑ **Frequency of meetings**
- ❑ **Travel policies**
- ❑ **Continuity of services to children & families**
- ❑ **Family partnerships and activities**
- ❑ **Parent decision making and involvement**
- ❑ **Record keeping, transfer of information, confidentiality**
- ❑ **Conflict of interest/prohibited activities**
- ❑ **Liability/insurance**
- ❑ **Dispute resolution and grievance procedures**
- ❑ **Contract amendments**
- ❑ **Contract renewal and termination**
- ❑ **Signature provision of key parties involved**

For the protection of all parties, development the written agreement before beginning services to children and families. The agreement can be supplemented with an annual partnership work plan. Review all agreements with legal counsel before signing.