

# Memorandum of Understanding

This agreement is entered into between Parent Services Project Inc. and San Rafael City School for the purpose of supporting and facilitating a centralized school registration effort in the Canal Area of San Rafael. It is agreed that the activities outlined below will take place during the time period December 1, 2015- May 2016.

## Scope of Work

**Under this agreement, Parent Service Project will:**

- Coordinate and facilitate a centralized registration process with the support and cooperation of SRCS registration staff, to take place at Parent Services Project office building.
  - a. Create an informational flyer and distribute widely
  - b. Outreach to community partners, incoming families, at community events, etc. (Dec. – Jan.)
  - c. Recruit bilingual volunteers (to assist families)
  - d. Prepare materials and purchase registration banner
  - e. Train volunteers on paperwork
  - f. Provide 3 days of registration plus by appointment as needed/SRCS enrollment located at Parent Services Project
  - g. PSP staff to attend 4 (4-hour) SRCS courtesy registration days  
**(Total estimated time 70 hours X\$100/hr. rate, not to exceed \$7,000)**  
**(Total volunteer stipends to cover cost for childcare, mileage and out of pocket expenses not to exceed \$1,000)**  
**(Total estimated cost for printing materials and purchase of banner not to exceed \$350)**
- Create and facilitate a “Welcome New Families” workshop, in conjunction with experienced SRCS staff. This workshop will be offered to all new families (families new to the district, new to the U.S. school system). Welcoming families focus is on kindergarten readiness-how to work with your child over the next few months to prepare him/her for kindergarten. In addition it will explain what to expect, family and student responsibilities, paperwork, where to get support, etc. This workshop/s will be offered 2 times in the spring, after enrollment.
  - h. Bring together a team of PSP and SRCS staff to create this 1.5 hour, interactive class
  - i. Offer/create multilingual, easy-to-understand school materials
  - j. Recruit families (through enrollment, school staff referrals)
  - k. Facilitate 2-workshops  
**(Total estimated time 15 hours X \$100/hr. rate, not to exceed \$1,500)**
- PSP has created a “Creating a Welcoming Environment” 1.5 hour, interactive, professional development workshop, in which staff look at their own biases and efforts toward creating welcoming environments and effective family engagement. This workshop will offered to PSP’s school partners

- In addition to the "Creating a Welcoming Environment" workshop, PSP is also offering 2 additional professional development workshops: "Family Engagement, PSP Style" and "Early Literacy at School and at Home."

**(Total estimated time 15 hours X \$100/hr. rate, not to exceed \$1,500)**

**Under this agreement, San Rafael School will:**

- Provide staff time to consult with PSP in creating a success oriented process for centralized registration in the Canal Area.
- Provide payment for the above services to Parent Services Project not to exceed \$11,350

Dr. Michael Watenpaugh, Superintendent  
SAN RAFAEL CITY SCHOOL



Balandra Fregoso, Program Director  
PARENT SERVICES PROJECT