

**DUKE CHILD CARE PARTNERSHIP  
PROGRAM PARTICIPATION AGREEMENT**

This contract is a joint agreement between \_\_\_\_\_, (insert name of center) a child care program, and Staff and Family Programs of Duke's Corporate Human Resources. The goal of the Duke Child Care Partnership Program (DCCP) is to increase the availability of high quality child care spaces for Duke Employees.

**Child Care Center**

As a member of this partnership, I \_\_\_\_\_, director of the above child care center or program, located at \_\_\_\_\_ and licensed by the State of North Carolina, license no. \_\_\_\_\_, with a current rating of \_\_\_\_\_ stars, agree to:

1. Maintain a 4 or 5 star State of NC license. If at any point the above center's star rating drops below 4 stars I will notify Staff and Family Programs immediately (within one business day).
2. Support the ongoing professional development of staff.
3. Maintain a Duke Child Care Partnership waiting list separate from a general waiting list and agree to offer spaces first to Duke families on the DCCP waiting list as they become available.
4. Respond to periodic requests for Duke family enrollment and other information that I will receive via email from Staff and Family Programs within the time allotted. I understand that such reporting requests will be made via email and provide the following email address for such purposes: \_\_\_\_\_ (insert email address)
5. Contact Staff & Family Programs **within one business day** in the event of:
  - a. Center/Program loss of licensure, termination or closure.
  - b. Any change in the owner, location or director of the center.
  - c. Notice that a complaint investigation regarding this center or another center under my direction is being conducted by the state, county, law enforcement or other regulatory agency.
6. I understand that the center will be removed from the Duke Child Care Partnership if:
  - a. The center fails to maintain at least a 4 star rating with the State of North Carolina.
  - b. An active investigation by any regulatory agency is in effect pending a final determination.
  - c. A complaint is confirmed by any regulatory agency within a 12 month time frame.
7. A new site visit may be required for any center that has been removed from the Duke Child Care Partnership in order to re-join the partnership.

**Staff & Family Programs, Duke Corporate Human Resources**

Staff & Family Programs will:

1. Maintain the DCCP website with all participating partnership sites listed: <http://www.hr.duke.edu/dccp/>.
2. Notify all participating centers by email of any grant application process should funding become available.

This agreement is effective for the period of one year from the date of this signed agreement. This agreement may be terminated prior to the expiration date immediately upon notice of either party's desire to terminate the partnership in writing at any time with or without cause. Such notice shall be addressed to the day care center director or to Staff & Family Programs at Duke.

\_\_\_\_\_  
**Regina McKoy, Program Coordinator**  
**Staff & Family Programs**  
**Duke University Human Resources**  
**ramckoy@duke.edu**

\_\_\_\_\_  
**Center Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agreement expiration date**