



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

March 24, 2021

Laylah Sullivan- Head of School
Pullman Community Montessori
115 NW State St, Room 215
Pullman, WA 99163

Ms. Sullivan,

This memorandum of understanding will outline both parties understanding of expectations for operations of the After School Program, Before School Program, and Wednesday Enrichment program for the 2021-2022 school year operated on behalf of the YMCA of the Palouse (YMCA) for the benefit of the Pullman Community Montessori (PCM).

Based on previous conversations between the PCM and YMCA, we understand the following will need to occur in order to operate the 3 distinct programs (outlined above) at full capacity for the 2021-2022 school year:

Enrollment:

- In order to begin programming, at least 10 students must be enrolled in the After School programming by August 1, 2021.
- Average enrollment in After School programming must average 21 students by October 15, 2021 in order for the program to continue to operate after Christmas break in December.
- Average enrollment in Before School programming must average 21 students by October 15, 2021 in order for the program to continue to operate after Christmas break in December.
- If the After School and Before School programs do not meet their target enrollment by December 17, 2021, YMCA will continue to operate the Wednesday Enrichment program for the duration of the 2021-2022 school year.
- If the After School and Before School programs do not meet their target enrollment by October 15, 2021, YMCA Staff and PCM Staff will meet to discuss action steps that can be taken to increase enrollment to meet the targets set out above.
- If either the After School or Before School programs do not meet the target enrollment set out above, 30 days' notice will be provided to the PCM and parents to allow them to find new care opportunities when school resumes in January 2022, after the Christmas break.





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Procedures:

- YMCA staff will undergo OSPI Sanctioned background checks as a part of the hiring process for all staff who will work with PCM students.
- As a part of the YMCA staff training/orientation, all staff who will work with PCM students will attend training provided by PCM Staff or their designee to cover any specific classroom management guidelines, behavioral training, and discipline policy. This training will be held the week of August 2-6, 2021.
- PCM will provide YMCA enrollment forms, parent handbook, and other documentation to their parents to facilitate enrollment of students directly with YMCA. YMCA will communicate a list of students who are participating in programs to PCM.
- As a part of both PCM and YMCA’s commitment to the community, both organizations will provide information and mutually promote the other organization’s programs to our stakeholders.

We look forward to a long and mutually beneficial relationship over the coming years. Looking ahead, we would like to re-visit our annual agreement and update rates to provide services to PCM in March/April of each year to ensure each party has sufficient time to prepare for the following school year.

YMCA of the Palouse is excited to be a part of this joint program and is looking forward to a long-term relationship with Pullman Community Montessori. Both of our programs provide tremendous value to the Palouse community and our mutual success will continue to make this a wonderful community for all to live in.

Agreed to:

Pullman Community Montessori

Title

Katie Van Wyngaarden

YMCA of the Palouse

3/31/2021

Title

