



COLLABORATION AGREEMENT REGARDING THE PROJECT  
MOVING ON TO SCHOOL

This agreement is part of the \_\_\_\_\_  
community program

Identification of the organization/institution

Name of the organization/institution:	
Name of the representative:	
Address:	
Telephone:	

Objective of the agreement

This agreement provides a framework for collaboration between families, early childhood organizations and schools, and aims at ensuring the implementation or continued application of personalized winning strategies for each child.

By adhering to this agreement, each partners recognizes the commitment necessary to the success of such a project.



Early Childhood Organizations Commitments:

- Inform parents about the program and the overall project;
- In March, hand out the documents to each educator involved by the project;
- In April, fill out the tools "*Moving on to School – Parents Copy and School Copy*" for each child who will attend school in September;
- At the beginning of May, hand out the "*Moving on to School – Parents Copy and School Copy*" to the parents;
- Keep a copy of "*Moving on to School – School Copy*" in the child's record in case the document is lost.
- In June, fill out the "*Early Childhood Organization Compilation*" document (Appendix B) and send it to the designated person.
- Participate to the annual meeting with all the project partners.

Schools Commitments:

- In May, promote the "*Moving on to School*" tool in the letter inviting parents to visit the school (parents/child).
- During the school visits, invite parents to hand out the form "*Moving on to School – School Copy*".
- In September, fill out the "*School Compilation*" document (Appendix C) and send it to the designated person.
- Participate to the annual meeting with all the project partners.

Coordinations Commitments (an organization or a committee):

- Organize the ordering, storing, paying and distribution of the tools.
- Send and receive the Appendices B and C and make the compilation in order to establish statistics on the success of the project implementation.
- Remind every year the different steps of the project and ensure follow-up by inviting and hosting annual meeting with all the project partners.

Name of the representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_