



*Memorandum of Understanding – Butler County Community College
7/01/05 – 6/30/06*

Butler County Community College (BCCC), the recipient of the Kansas SRS Child Care Apprenticeship Project Grant, is collaborating with postsecondary institutions across the state to offer training to early childhood students who have been accepted into the apprenticeship program. Apprentices will receive stipends funded by the grant through June 30, 2006 covering books, tuition and fees. According to the terms of the grant, BCCC serves as the lead organization and the fiscal agent.

For efficient grant management and adherence to project objectives, we the undersigned, agree to the following conditions:

1. Participating institutions will send billings each semester to the project director for reimbursement of tuition, fees, and books awarded to the apprentices.
Invoices must be received by:
October 15, 2005
March 15, 2006
June 15, 2006
2. Participating institutions will guarantee a minimum of 10 early childhood credit hours will be taught over the course of one academic year. Course selection must include those required for the CDA with additional electives as the apprentices progress through the program, and must be offered in a time schedule and/or format where full time employees can access during off hours. (i.e. night classes, weekend modules, and/or distance learning options.)
3. Each semester, participating institutions will provide the program director all necessary information regarding grades and financial aid status of all apprentices enrolled at their institution.
4. This MOU will be reviewed and updated annually.

NOTE: the billings must include an itemized listing of the names of the apprentices, the names of the courses, number of credit hours and the tuition, fees and book costs. These billings will become a permanent part of the grant file and will be available to the auditors. The BCCC Finance Office will reimburse participating institutions within 15 working days of receipt of the billings. Billings should be addressed to the attention of Julie Joy, Early Childhood Apprenticeship Director, 600 Walnut Augusta, Kansas 67010

Judy F. Carney 7/24/05

Judy F. Carney Date
Director of Resource Development
Butler County Community College
901 S. Haverhill Rd.
El Dorado, KS 67042

Thomas R. Burke 8/1/05

Dr. Thomas R. Burke Date
President
Kansas City Kansas Community College
7250 State Ave.
Kansas City, KS. 67112