

## CONTRACT

Between  
ASSESSMENT COUNSELING AND TRAINING SERVICES  
And  
VAN BUREN COUNTY HEAD START PROGRAM

Assessment, Counseling and Training Services (ACTS) and the Van Buren Head Start Program hereby enter into a Contact Agreement, this 1<sup>st</sup> day of July 2026 for Mental Health services to be provided to the Head Start Program for a term of (12) twelve months and terminating June 30, 2027.

Assessment, Counseling, and Training Services (ACTS) will provide licensed clinicians to perform in classroom assessments twice per school year. These assessments will be done on-site in each classroom.

ACTS staff will provide a designated mental health services coordinator to serve as a liaison between ACTS and Van Buren County Head Start in the management of Mental Health Services. ACTS will fill out the customary evaluation forms and give an exit interview (interview to include discussion of strategies/supports for improvement and sustaining things done well) with each set of classroom personnel prior to leaving the location for that day. Besides the (4) four monthly classroom observations, ACTS will provide in-service training for all staff (2) two times per year in a centralized location that is convenient for the Van Buren County Head Start staff. The in service training will cover a wide variety of topics which may be generated from either the ACTS staff or requests made from the Head Start staff. ACTS will provide assistance to new Mental Health Specialists and meet once a month to cover any questions or concerns the mental health specialist may have.

Assessment, Counseling, and Training Services are also available on an as-needed basis for parent consultations.

In consideration for:

- Designated mental health service coordinator.
- Four classroom observation visits by a licensed staff member in each classroom
- Consultation with the Federal Site monitor for the Van Buren Head Start program on an as-needed basis.
- Meet with mental health staff to review concerns, observations, and staff stress techniques.

ACTS will receive (\$5000.00) Five Thousand dollars, per year. The in-service training sessions and the consultation services for both staff and parents are considered part of this basic contract.

Additionally, ACTS will offer the following options:

OPTION I: On a per-case basis, ACTS will perform individual student evaluations. A licensed ACT staff member will provide individual observations for students upon referral from a Head Start staff member. The ACT staff will fill out the appropriate paperwork and provide documentation of the assessment. A meeting will be arranged with the Head Start staff and the parents to discuss the findings of the observation. Also, recommendations will be made to help intervene with the identified problem areas. The cost of the individual observations is (\$250.00) Two hundred fifty dollars per evaluation.

OPTION II: A strong aspect of any educational program is family or parenting training. ACTS will provide a two-session parent training program (one in the Fall and one in the Spring). The parents will be expected to participate in the treatment program under the direction of a trained staff member. This program will focus on the parenting skills necessary for preschool children. Attempts will be made to schedule the training program at times that are convenient for families and Head Start personnel. The training programs will be 2 hours in length in the Fall and in the Spring. The cost of this option is (\$500.00) five hundred dollars per year.

OPTION III: ACTS staff members will conduct team home evaluations. The team would consist of a Head Start staff and an ACTS staff member. Children having learning or behavioral difficulties that continue after every reasonable attempt has been made by Head Start staff may be having problems at home that are being acted out at school. Home visits may prove beneficial in addressing these problems. An individualized in-home behavioral intervention recommendation will be submitted for each case. The cost for home visits is (\$250.00) two hundred fifty dollars per visit.

OPTION IV: ACTS will provide a Behavior Intervention Specialist on an as-needed basis to work with children having behavioral or adjustment difficulties in the classroom during normal school hours. ACTS will provide training for the Behavior Intervention Specialist. The Behavior Intervention Specialist will have a minimum qualification of a bachelor's degree in education, psychology, or related field. The cost of this option is (\$350.00) three hundred fifty dollars per day.

OPTION V: ACTS will provide individual mental health services in the form of either Telehealth or Play Therapy on an as-needed basis to children who have been referred for mental health services but have transportation or health insurance barriers. The cost of each session is (\$60) sixty dollars with five sessions expected to be done in the Head Start center and five in the home-for-play therapy; Telehealth can be utilized as a supplement as needed/appropriate at the cost of each session (\$60) sixty.

ACTS will submit a monthly statement at the end of each month and receive payment on or before the tenth of the following month.

Either party giving written notice to the other at least 60 days before the effective date of termination may terminate this agreement.

By entering into this contract we agree to adhere to all the code of conduct standards of the UCHRA Van Buren County Head Start and a certificate of liability shall be maintained.

ACTS looks forward to a professional relationship with Van Buren County Head Start. We are looking forward to your response to this proposal.

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For ACTS

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Executive Director

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Date

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Date