



303-239-7060 
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Coaching Agreement

Program Name: _____

Program Contact: _____

License Number: _____

Coach Name: _____

Gateway Partnership for Early Childhood agrees to provide a credentialed coach to deliver support in the development and implementation of quality improvement initiatives. Actual program quality levels and compliance with applicable regulations is the sole responsibility of the participating child care facility and/or their administrative body. This agreement details the services to be provided as well as expectations of the child care provider.

Purpose and Scope

The purpose of Quality Improvement Coaching is to support the program's continuous quality improvement, professional growth, and progress toward identified goals. Coaching is collaborative and is intended to build program capacity.

Coaching does not guarantee a particular Colorado Shines rating, licensing outcome, inspection result, or other specific outcome.

Quality Improvement Coach Expectations

- Provide relationship-based, strengths-focused coaching.
- Focus on strengths, emerging skills, and individual professional goals of coaching partner.
- Communicate clearly, professionally, and timely about feedback, goals, and scheduling changes.
- Collaborate with the provider to develop SMARTIE goals aligned with the Quality Improvement Plan (QIP).
- Offer observation, modeling, co-teaching, feedback, and reflective dialogue.
- Respect coaching partner's unique learning style.
- Maintain confidentiality within legal and ethical boundaries.
- Maintain professional boundaries and uphold ethical conduct.

Coaching Partner/Teacher Expectations

- Collaborate with the Coach on SMARTIE goal development aligned with the QIP.
- Actively participate in the coaching process and follow through on agreed upon goals.
- Use background knowledge to implement best practices while being open to trying new things.
- Take charge of prioritizing your own goals.
- Be willing to communicate openly with your coach and form a collaborative relationship.



Director Expectations

- Inform staff of the process and provide a warm handoff to the coaches.
- Commit to supporting the continued quality improvement efforts within each classroom, while maintaining and remaining in licensing compliance.
- Ensure staff availability for scheduled coaching sessions. Support the relationship between the coach and teaching staff by providing safe and confidential time outside of the classroom for scheduled meetings with the coach.
- Communicate needs, schedule changes, barriers, and concerns promptly.
- Follow cancellation procedures and provide schedule updates in a timely manner.
- Engage in progress monitoring and reflection throughout the coaching cycle.

Communication Expectations

Both parties agree to maintain reliable, timely communication to support the coaching relationship. Communication should remain professional, respectful, clear, and aligned with confidentiality requirements.

Provider Preferred Method(s): _____

Contact Information: _____

Coach Preferred Method(s): _____

Contact Information: _____

Agreed-Upon Communication Schedule:

- Weekly updates
- Communication before each visit
- Notification within 24 hours for scheduling adjustments
- Other: _____

Confidentiality

Both parties agree to follow all confidentiality requirements as outlined by the Colorado Department of Early Childhood and GPEC. Confidential information includes child, family, staff, program, and operational information. Coaches are mandated reporters and must report any suspected abuse or neglect immediately.

***I have read and understand the above agreement:**

Provider Signature: _____ Date: _____

Coach Signature: _____ Date: _____