**Kentucky Humanities**

**PRIME TIME Preschool Facilitator or Translator Contract**

# NOTE: This is an agreement between the program coordinator and preschool facilitator/translator.

**Meet with the preschool facilitator or translator prior to the program start date to clarify roles and responsibilities.**

**FILL IN THE GRAY TEXT BOXES TO CUSTOMIZE**

**PROJECT:** PRIME TIME FAMILY READING TIME®

**FUNDING SOURCE:** Kentucky Humanities

206 E. Maxwell St.

Lexington, KY 40508

**HOST SITE:** Library or Institution

*Name/address* Address

Phone Numbe

**PROGRAM COORDINATOR:** Name and title of PRIME TIME Coordinator

# PRESCHOOL FACILITATOR

# /TRANSLATOR: Name

*Name/address* Address

Phone Number

**SOCIAL SECURITY NUMBER:** SSN or Federal Tax I.D.

*(or federal tax I.D. #)*

# SCOPE OF SERVICES:

Attend six (6) 120-minute program sessions. Plan and conduct PRIME TME Preschool activities for preschool children (ages 3 to 5 years) who accompany their families to the PRIME TIME FAMILY READING TIME program; activities must adhere to PRIME TIME Preschool training and support materials. Assist with serving refreshments and clean-up as needed. Complete a final report within 30 days of the final program session.

Or

Attend six (6) 120-minute program sessions. Facilitate communication between family members and other English speaking members of the program at PRIME TME by translating the story and the discussion throughout the program. Assist with serving refreshments and clean-up as needed. Complete a final report within 30 days of the final program session. Call family members as needed to remind them about the program or assist the site coordinator in communicating with the families to remind them to return books, etc.

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| --- | --- | --- |
| **PROGRAM DAY/DATES:** | Thursday, September 23, 2010 | Thursday, September 30, 20 |
| *(list each program session)* | Thursday, October 7, 2010  Thursday, October 21, 2010 | Thursday, October 14, 2010  Thursday, October 28, 201 |

**ARRIVAL/DEPARTURE TIME:** 6:00 p.m. to 7:30 p.m. Work schedule: 5:45 p.m. – 7:45

**COMPENSATION:** $50.00 per week

**PAYMENT:** Payment for services will be made directly to the preschool facilitator by the KHC upon official program closure. Programs are officially closed by the KHC staff upon receipt of all program closeout information, forms, and final reports from all team members at an individual site.

*Preschool Facilitator or Translator Date*

*Program Coordinator Date*