

Memorandum of Understanding

This Memorandum of Understanding is between South Valley Preparatory School and PB&J Family Services.

South Valley Preparatory
School
(505) 222-5642
2551 Karsten Ct SE;
Albuquerque, NM 87105

PB&J Family Services (505) 877-
7060
1101 Lopez Rd SW Albuquerque,
NM 87105

Purpose

The purpose of this memorandum is to identify the roles and responsibilities of both parties involved. This will minimize confusion and will improve the workflow process of both parties.

Roles and Responsibilities

SVP Roles and Responsibilities

- Provide adequate space for groups.
- Clear communication with PB&J staff for the purpose of creating and maintaining Children's Support Groups at SVP.
- Communication with parents/students of PB&J Children's Support Groups on campus.
- SVP will assist PB&J staff in obtaining needed paperwork for student enrollment in the Children's Support Group.
- PB&J Children's Support Group logistics as it pertains to SVP students, campus location, and group scheduling in the school day.

PB&J Children's Support Group Roles and Responsibilities:

- Clear communication with SVP staff on PB&J Children's Support Group scheduling throughout the school year.
- PB&J will provide all materials to include student snack during the Children's Support group.
- PB&J will commit to 4 potential groups in the school year and more can be requested by SVP if needed.
- PB&J staff will maintain school space provided to them by picking up after group has ended for the day.
- PB&J staff will follow all SVP Charter school rules and regulations.

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Time-frame

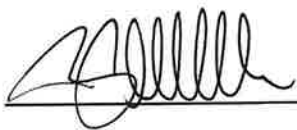
The effectivity date of this memorandum of understanding will start on **9/1/2022** and will end on **9/1/2023**.

Confidentiality

All information in this document is strictly confidential.

By signing below, it means that both parties will agree to follow or abide by the terms and conditions indicated in this document between **SVP Charter School** and **PB&J Family Services**.

SVP Representative Signature/Date

 9/9/22

PBJ Representative Signature/Date

 9/7/2022