



To enroll in Cool Culture, 3 documents must be received by September 15, 2010:
 (1) School Enrollment Form
 (2) Cultural Liaison / Principal Agreement
 (3) Enrollment Contract
 VENDOR #161636968
 Email: bpalley@coolculture.org
 Fax: 718.230.4556

LITERACY WITHOUT WALLS School Enrollment Form

School Name _____ School District _____ Cluster Name _____

School Address (for mailings) _____

School Phone # _____ School Fax # _____

Principal Name _____

Principal's Email _____ (required)

Please appoint a staff-person to serve as Cultural Liaison for your school:

Cultural Liaison Name _____

Cultural Liaison Title: Family Assistant Parent Coordinator Social Worker Other _____

Cultural Liaison's Email _____ (required)

Cultural Liaison prefers mail to go to School Home

Home Address (for mailings) _____

Home phone # (in case of a cancellation) _____ Cell phone _____

School Capacity

	Universal Pre-Kindergarten	Kindergarten
Number of Students		
Number of Teachers & Teaching Assistants serving		
TOTAL		

Please indicate the languages that are spoken at your families' homes **and** estimate the percentage of your families that speak that language:

- | | | |
|--|--|---|
| <input type="checkbox"/> English: _____% | <input type="checkbox"/> Yiddish: _____% | <input type="checkbox"/> Bangla: _____% |
| <input type="checkbox"/> Spanish: _____% | <input type="checkbox"/> Russian: _____% | <input type="checkbox"/> Farsi: _____% |
| <input type="checkbox"/> Chinese: _____% | <input type="checkbox"/> Creole: _____% | <input type="checkbox"/> Hindi: _____% |
| <input type="checkbox"/> Hebrew: _____% | <input type="checkbox"/> French: _____% | <input type="checkbox"/> Other: _____% |



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LITERACY WITHOUT WALLS
Cultural Liaison / Principal Agreement

I, _____ (print name), agree to serve as Cultural Liaison for _____ (School Name).

I understand that as the Cultural Liaison I am the key player in ensuring that families and staff at our school take full advantage of the *Literacy Without Walls* program by making family visits to cultural institutions. As such, I will work with my Principal and colleagues to ensure the success of the Cool Culture program at my school. In my role as Cultural Liaison, I will be committed to sharing accurate information about the Cool Culture program and opportunities at cultural institutions with my *colleagues and families*. I will spearhead activities at my school, a vital component of maintaining the success of the program.

As Cultural Liaison, I agree to:

- 1) **Coordinate the Family Pass registration process**
Sign-up our Universal Pre-Kindergarten and Kindergarten families for a personalized Cool Culture Family Pass during designated registration periods, so that they may have free admission to museums, botanical gardens and zoos throughout the 5 boroughs. Distribute printed Family Passes and provide guidance on how they can be used, including policies regarding presenting ID, and usage solely for their family's visit, no group or field trips.
- 2) **Distribute and promote Cool Culture resources to UPK and K families at my school**
Distribute personalized Cool Culture Family Passes, the Family Time newsletter, the E-Family Time newsletter, educational materials for parents and children, the Cool Culture Connect audio hotline, and the website www.coolculture.org.
- 3) **Attend all the Literacy Without Walls workshops and fall orientation.**
5 professional development workshops will take place at cultural institutions around the city during school hours. Fall Orientation will take place on Monday, November 8, 2010 at the Cool Culture Fair.
- 4) **Present at least 4 Parent Workshops during the school year that will provide UPK and K families with information about Cool Culture and how they can take advantage of NYC's cultural institutions in a variety of settings**
Host parent orientations, parent meetings, workshops, and have one-on-one interactions with parents to talk about Cool Culture, how to use the Family Pass, and to invite parents to share their experiences. I will help families understand the exciting learning experiences that museums have to offer families with young children. I will inform enrolled families about museum exhibits, activities and events they can attend with their children.
- 5) **Create a Cool Culture information space at my school**
Such as a bulletin board, wall space, or table located near where UPK and K families might visit, such as a parent room or other program space so that parents can learn about Cool Culture events and resources, cultural institutions and activities around the city, as well as share their experiences with other families through photographs, children's drawings, etc.
- 6) **Engage my Principal, UPK and K teachers and staff with Cool Culture.**
Share information about Cool Culture with my site Principal, teachers, and colleagues in order to keep them well informed about Cool Culture and the opportunities it offers families, so that we can work as a team to create excitement around the program and maximize parent engagement in supporting their child's education.
- 7) **Provide valid email addresses in order to receive Cool Culture correspondence**
Cool Culture will send important updates and information via email. If you do not provide an email for the Cultural Liaison and the Principal, your school may not receive all pertinent updates.

.....
 Cultural Liaison Signature: _____ Date: _____
 Principal Signature: _____ Date: _____



LITERACY WITHOUT WALLS - ENROLLMENT CONTRACT

This agreement is made and entered into by and between (i) Cool Culture, having a place of business at 80 Hanson Place, Suite 604, Brooklyn, New York, 11217 (“Cool Culture”) (with facsimile number 718 230 4556 and contact email address monica@coolculture.org) and (ii) _____, having a place of business at _____ (the “School”) (with facsimile number _____ and contact email address _____).

The Agreement is in regards to services to the Literacy Without Walls Professional Development & Family Engagement Program provided by Cool Culture.

In consideration of the mutual covenants and other agreements made herein, and upon the terms and subject to the conditions set forth herein, the parties to this Agreement agree as follows:

I. Services.

1. Cool Culture agrees to provide five (5) Professional Development Workshops (each a *Workshop*), for one staff person employed by the School and designated by the School’s Principal to serve as the “**Cultural Liaison**”. Workshops will relate to the products and services provided by Cool Culture. Workshops will take place at one of Cool Culture’s partner cultural institutions as decided by Cool Culture in its sole and absolute discretion. Cool Culture will arrange for the provision of breakfast or lunch and refreshments for participants at each Workshop.
2. Cool Culture will provide each family identified in writing by the School as having a child enrolled in a Universal Pre-Kindergarten or Kindergarten class at the School (each a “**Participating Family**”), and each Cultural Liaison, with a personalized *Cool Culture Family Pass* each of which, subject to applicable terms and conditions, will be valid until October 31, 2011.
3. Cool Culture will provide the Cultural Liaison with four (4) editions of *Family Time*, Cool Culture’s quarterly newsletter, for distribution to each Participating Family.
4. Cool Culture will disseminate by email to each Participating Family in respect of which Cool Culture is provided with an email address a monthly *e-Family Time* newsletter until such time as the Participating Family ceases to subscribe or Cool Culture elects, at its sole and absolute discretion, to terminate dissemination.
5. Each Participating Family will be permitted to access *Cool Culture Connect*, a cultural telephone hotline operated by Cool Culture, until such time as Cool Culture elects, at its sole and absolute discretion, to cease to provide the hotline.

II. Compensation. The School hereby agrees to pay Cool Culture a fee of \$2,500 (the “**Fee**”) in respect of the services described in this Agreement. Cool Culture will separately issue an invoice to the School in respect of the Fee. The Fee may be payable via check, money order, N.Y.C Department of Education purchase order or such other method of payment as may be agreed between the parties in accordance with the terms of this Agreement.

III. Condition precedent to formation. This Agreement will not become effective, and Cool Culture will be under no obligation to provide the Services described in Article I, unless and until each party executes this Agreement with this Agreement becoming effective upon execution and dating of this Agreement by Cool Culture following receipt by Cool Culture of this Agreement as executed by the School.

IV. Amendment, Modification and Waiver. This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party hereto. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. No failure by Cool Culture to exercise, or delay in exercising, any right, remedy, power or privilege arising from this Agreement shall operate as a waiver of any such right, remedy, power or privilege nor shall any single or partial exercise of any such right, remedy, power or privilege preclude any other or further exercise of the same right, remedy, power or privilege or the exercise of any other right, remedy, power or privilege.

V. Notice. All invoices, notices, requests, consents, claims, demands, waivers or other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been given when (a) when delivered by hand, with written

confirmation of receipt (b) on the date sent by facsimile or e-mail (with confirmation of transmission) if sent during normal business hours of the recipient and otherwise on the following business day of the recipient or (b) on the third day after the date mailed by registered mail, return receipt requested, postage prepaid, in each case addressed to the other party at the address, facsimile number or email address, as applicable, provided in this Agreement for such party, or to such other address furnished in advance written notice given to the other party hereto in accordance with this Article.

VI. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter and supersedes all oral communication and prior writings with respect thereto.

VII. Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and permitted assigns. Neither party may assign its rights or obligations hereunder without the prior written consent of the other party.

VIII. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended or shall confer upon any other person any legal or equitable right, benefit or remedy of any nature whatsoever, under or by reason of this Agreement.

IX. Governing Law. This Agreement shall be construed in accordance with, and this Agreement and all matters arising out of or relating in any way whatsoever to this Agreement (whether in contract, tort or otherwise) shall be governed by the law of the State of New York without regard to its choice or conflicts of laws principles that would cause the application of laws of any jurisdiction other than the State of New York.

X. Submission to Jurisdiction. Any legal suit, action or proceeding arising out of or based upon this Agreement or the transactions contemplated hereby may be instituted in the Supreme Court of the State of New York sitting in the Borough of Manhattan and the in the United States District Court for the Southern District of New York, and any appellate courts there from, and each party irrevocably submits to the exclusive jurisdiction of such courts in any suit, action or proceeding. Service of process, summons, notice or other document by mail to such party's address set forth herein shall be effective service of process for any suit, action or other proceeding brought in any such court. The parties irrevocably and unconditionally waive any objection to the laying of venue of any suit, action or proceeding in such courts and irrevocably waive and agree not to plead or claim in any such court any such suit, action or proceeding brought in any such court has been brought in an inconvenient forum.

XI. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

XII. Capacity and Authority. Each party to this Agreement represents and warrants that it has full power and authority to enter into this Agreement and that this Agreement has been duly authorized, executed and delivered and constitutes a legal, valid and binding obligation on such party.

IN WITNESS WHEREOF, each of the parties has caused this Agreement to be duly executed and delivered by their respective authorized representatives:

School Name: _____

Cool Culture

By: _____
[Signature]

By: _____
[Signature]

Name of signatory: _____

Name of signatory: _____

Title of signatory: _____

Title of signatory: _____

Date: _____

Date: _____