# **Memorandum of Understanding**

**between**

**Regional School Unit XXX**

**and**

**Head Start Program**

This agreement is effective beginning July 1, 2018 through June 30, 2019.

The purpose of this agreement is to define continuing working partnership programs and procedures between RSU XX public schools and Head Start Program.

This agreement also defines the terms of the provision of public school/Head Start collaborative prekindergarten services for children and their families at the XXXX School.

It is the intent of this agreement to:

* Ensure that each agency defines provision of services.
* Ensure that children eligible for special education services receive a free and appropriate public education, as required by law, in the least restrictive environment.
* Ensure that all children experience smooth transitions into and out of the program.
* Ensure that each agency cooperatively maintains communication and shares leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner, without duplication.
* Ensure that staff and parents receive necessary training and support through joint efforts on the part of both Agencies.
* Ensure that cooperative arrangements between RSU XX and Head Start Program are developed, implemented, and preserved.
* Ensure that collaborative opportunities are pursued.

Respective responsibilities under this agreement include but are not limited to:

**RSU XX (XXX Elementary School and XXX Elementary School):**

* Provide appropriately three sized classrooms to serve 14-16 children each.
* Contribute $XXXXX towards the cost of teaching staff, classroom based technical assistance, professional development and comprehensive service delivery, according to the requirements of Maine’s Public Preschool Expansion grant.
* Provide three 081 teachers of record for the classroom programs.
* Make specialized facilities and curriculum support available, as appropriate.
* Provide space for parent open house, orientation, committee activities and staff planning.
* Provide outdoor space for a developmentally appropriate play area.
* Provide breakfast, lunch and snack that meet USDA/CACFP regulations, served family style, in a developmentally appropriate setting.
* Provide bus transportation to XXX and XXXX families to their local Elementary school.

**HEAD START PROGRAM:**

* Provide three Head Start teachers and one Education Tech II for the XXX and XXX classroom programs.
* Provide curriculum support and technical assistance to XXX classrooms in collaboration with the RSU XX staff.
* Select eligible children for enrollment, in partnership with Child Development Services (CDS). Children will be recruited from XXX and may include children from other RSU # XXX communities as approved by RSU # XXX, M XXX or XXX Head Start Programs.
* Provide a Family Services Coordinator to support parent partnerships, working in partnership with district/school social services staff to ensure non-duplication of services.
* Integrate all Head Start requirements into the program.
* Offer Head Start eligible families in the program comprehensive services including: nutrition, family engagement and support, mental health, culturally and linguistically responsive outreach, and engage parents as decision makers in their child’s education.
* Provide on-site supervision and use agency content area experts and consultants to provide technical assistance to classroom staff.
* Contribute $ XXX for special activities costs to support the classroom curriculum and $ XXX from the Parent Activity Fund to be used for materials/equipment selected by parents.
* Reimburse the RSU monthly for Head Start staff meals served in the classroom.

**As Partners we will:**

* Operate three early care and education classroom programs five (5) days per week, for a minimum of five (5) hours per day, based on the school district calendar, with an ending date to be determined annually.
* Enroll 48 children, including up to 23 Head Start eligible children.
* Set up and appropriately equip and supply three prekindergarten classrooms.
* Offer open house, orientation, and ongoing family engagement activities.
* Provide developmental, health and behavioral screening services and referral.
* Implement the Opening the World of Learning, Building Blocks Math, Maine Early Learning and Development Standards, and the Teaching Strategies Gold Assessment System.
* Conduct two (2) parent/teacher conferences per year for all families in coordination with the XXX School schedules.
* Support PreK – grade 2 staff development.
* Share the cost of consumable supplies/materials and classroom and play area equipment.
* Hold advisory administrative team meetings up to four times per year to plan, monitor, evaluate and revise program services. The administrative team may include the Principal and designees, the HEAD START PROGRAM Program Manager and designees and may include the Superintendent of Schools and HEAD START PROGRAM Agency Director.
* Implement the program in compliance with federal Head Start Performance Standards and Maine’s Chapter 124
* RSU XXX and HEAD START PROGRAM will work together to meet the needs of any student who may qualify for Section 504 accommodations and/or, modifications and related services.
* Work together collaboratively, to ensure practices are consistently implemented related to medication administration, nutrition needs and injury prevention in support of student health.
* Collaborate to provide child screening services.
* Support and facilitate parent partnerships, parent committee activities and training opportunities.
* Participate in the Quality for Me Program.
* Maintain a Child Care Center license and comply with State Department of Health and Human Services regulations for the operation of a Child Care Facility.
* Continue to plan and develop expanded program models in support of RSU XXX children and families in future years.

**Transition (As Partners)**

* We will support each child’s transition into the program and support kindergarten transition planning and activities for families.
* We will ensure that student records are shared with the school in which they will enroll.
* We will provide opportunities that support parental engagement in the public school system.
* We will ensure ongoing channels of communication for families with the public school Homeless Liaison to facilitate and coordinate programs and services.
* We will provide families with information about kindergarten readiness expectations.
* We will ensure that children with disabilities and their families have a smooth transition from Child Development Services (CDS) to public school services.

This agreement will be reviewed and may be renewed by representatives of both agencies by June 1, 2019.

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