

Part A: Memorandum of Understanding
Re: School Readiness and Transitioning into Public School

1. Parties to the Agreement

- A. Charlotte Valley Central School District
- B. Delaware Opportunities Inc.

2. Purpose of Agreement

- To support children’s optimal development and readiness for school entry and success.
- To promote further collaboration to reduce duplication and enhance efficiency of services.
- To address the unique strengths and needs of the local population, such as homelessness, migrant, or non-English speaking families.

3. Guiding Principles

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential “achievement gap.”
- Share commitment, cooperation, and collaboration for a coordinated service delivery system.
- Plan and implement strategies based on practice and research that have proven to support children’s school success.
- Respect the uniqueness of our community’s needs and resources.
- Promote the involvement of members of the early care and education communities.

4. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The Charlotte Valley Central School District and Delaware Opportunities Inc. will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Head Start Act.

- Educational activities, curricular objectives, and instruction including:
 - Sharing of curriculum expectations and when feasible share training and resources on the topic of curriculum, ensuring that all curricula align with New York State Learning Standards and Head Start Outcomes Framework.
- Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs including:

- Generating support and leveraging the resources of the entire community to improve school readiness.
- Establishing on-going channels of communication between Head Start staff and their counterparts in the schools (including teachers, social workers, local educational agency liaisons designated under section 722(g)(1)(J)(ii) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11432(g)(1)(J)(ii)), and health staff to facilitate coordination of programs.
- Selection of eligible children to be served by programs including:
 - Developing and implementing systems to insure all children in the community receive high quality early education school readiness experiences.
- Definition of service areas: This Memorandum of Understanding pertains to children living in the Charlotte Valley Central School District.
- Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development and transition-related training for school staff and Head Start staff.
- Program technical assistance, including sharing information regarding language, literacy, and numeracy, and social emotional development.
- Provision of services to meet the needs of working parents, as applicable including coordinating activities to make resources available for full working day and full calendar year available to children and coordinating activities and collaborating with programs under the Child Care and Development Block Grant.
- Communication and parent outreach for smooth transitions to kindergarten. This will include but not be limited to the following: an invitation to the School to speak at a Head Start Parent Meeting regarding kindergarten readiness and what to expect in public school; a visit to the School by the children transitioning; sharing of the End of Year Summaries with parent permission; contact with kindergarten teachers in the fall to discuss the educational, developmental, and other needs of individual children. We will also assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parent involvement in activities between Head Start services and elementary school classes.
- Provision and use of facilities, transportation, and other program elements including:
 - Collaborating on the shared use of transportation and facilities, in appropriate cases, and sharing of information to provide quality services to all children.
- Confidentiality: All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each grantee and agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have

rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights will be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

**Part B: Memorandum of Understanding /Charlotte Valley Central School District
Re: Services to Preschool Children Eligible for Special Education**

1. Purpose

The purpose of this agreement is to establish working procedures between Charlotte Valley Central School District and Delaware Opportunities Inc., Head Start in the provision of services to preschool children eligible for special education in compliance with Federal and New York State laws and regulations.

It is the intent of this Agreement to:

- Define which service will be provided by each Agency.
- Ensure that each Agency cooperatively maintains communication and shares leadership responsibilities to ensure that available resources are utilized in the most effective and timely manner.
- Ensure that cooperative arrangements between Charlotte Valley Central School District and Delaware Opportunities Inc., Head Start are developed, implemented, and preserved.

2. Program Mandates

Responsibility of School District:

- Ensure that children (age 3-21) with disabilities are identified, located, and evaluated following the Individuals with Disabilities Education Act.
- Ensure that preschool children with disabilities receive a free and appropriate public education including the development and implementation of an Individual Education Plan (IEP), procedural safeguards, and the provisions of related services.
- Place preschool children with disabilities in the least restrictive environment with the opportunity to interact with non-disabled peers to the maximum extent appropriate.
- Work with appropriate community agencies to ensure that services are provided to preschool children with disabilities.

Responsibility of Head Start Program:

- Maintain an outreach and recruitment process to actively locate, recruit, and enroll children with disabilities. No less than 10 % of the enrollment opportunities in Head Start shall be available for children with disabilities who are eligible to participate.
- Screen all enrolled children for potential problems in the areas of health and development.
- Assist parents in referring children found to be at risk to the appropriate professionals for diagnostic evaluation.
- Develop and implement plans, with parent participation, for children based on diagnostic information.
- Work closely with other community agencies to provide services to children with disabilities.

3. Referral and Evaluation Process

- Head Start will inform parents of the services available for their child under IDEA and will assist the parents in referring a child to the Committee on Preschool Special Education (CPSE).

- The School District will accept the parental referral and promptly provide parents with necessary paperwork including, a copy of the due process procedural safeguards, form for consent to evaluate and list of approved evaluation agencies.
- Head Start will assist parents as needed with completion of paperwork to ensure timely responses.
- The School District will contact evaluation site of parents' choice to arrange for an evaluation.
- Head Start will be responsible for getting releases signed by the parents so that Head Start can share information with the CPSE and evaluation agency.
- Head Start will provide the CPSE and the evaluation agency with information regarding the child's screenings, assessments, and progress as needed.
- Head Start will assist parents with transportation for evaluations and CPSE meetings as needed.
- Head Start will meet with parents to review evaluations and discuss CPSE meeting procedures prior to the initial CPSE meeting.

4. Individual Education Program (IEP) Development and Delivery

- The School District will inform parents and Head Start of CPSE meeting dates.
- Head Start, with parental consent, will ensure the participation of appropriate Head Start staff at CPSE meeting.
- Head Start staff will aid in facilitating the active involvement of parents at CPSE meetings and in IEP development.
- The CPSE will review evaluations and develop an IEP for children determined to be eligible for services.
- The School District, with parental consent, will provide Head Start with a copy of the IEP.
- Head Start will assist in coordinating and scheduling services when related services are provided at a Head Start site. Head Start will assist in coordinate scheduling of transportation services for children for services that cannot be provided on site.
- Head Start will assure that the goals of the IEP are supported in the classroom by education staff.

5. Reviewing and Monitoring Child Progress

- Head Start will obtain parental consent to share information with service providers regarding child's on-going services.
- Head Start will aid in facilitating communication between service providers and the parents.
- School District personnel may visit Head Start classrooms, with parental consent, to observe a child in preparation for the CPSE Annual Review meeting.
- Head Start, with parental consent, will attend the CPSE Annual Review meeting and provide a report on child's progress.
- The School District will receive reports from service providers for the Annual Review meeting.

6. Counting and Reporting

- The School District and Head Start have systems for counting and reporting children with disabilities. Head Start will provide the School District with the number of children receiving services under IEPs for the Child Count report by December 1st annually.

7. TRANSITION

- Head Start staff will attend meetings for children enrolled in Head Start who are transitioning from Early Intervention Services into the CPSE system. Head Start will collaborate with the committee to facilitate a smooth transition into the CPSE system.
- Head Start staff will attend each child’s Annual CPSE Review meeting and provide input about the child’s progress. Head Start will collaborate with the School District to facilitate a smooth transition into the public school.
- Head Start, with parental permission, will follow-up with kindergarten teacher regarding each child’s public-school transition and adjustment.

8. Training and Technical Assistance

- Head Start will provide ongoing training and information for staff and parents to increase their knowledge of the roles and responsibilities of those involved in the CPSE process. Training will be offered providing information on providing quality services to children with disabilities.
- The School District and Head Start shall share information regarding joint training opportunities and resources as deemed appropriate for parents and staff.

9. Review of Agreement

The agreement will be jointly reviewed by all parties and renewed biennially or more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

10. Review, Revision and Terms of Agreement

- This Memorandum of Understanding will be reviewed and revised on an as needed basis or at least annually. This agreement may be terminated by either party upon (30) days written notice. The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement, Delaware Opportunities Inc., Head Start, and the Charlotte Valley Central School District agree to the terms.

Signed _____
School District Representative/Title

Date _____

Signed Shelly L Barton
Executive Director, Delaware Opportunities Inc.

Date 5/2/2023

Signed Cecilia M. Hauschild
Head Start Director, Delaware Opportunities Inc.

Date 5/2/2023

