

MEMORANDUM OF UNDERSTANDING
BETWEEN
UCHRA VAN BUREN COUNTY HEAD START
AND
VAN BUREN COUNTY SCHOOL DISTRICT

I. Parties to the Agreement

- A. UCHRA Van Buren County Head Start
- B. Van Buren County School District

II. Purpose of Agreement

- A. To improve availability and the quality of services through coordinated service delivery systems for preschool children and their families to include underrepresented populations such as children with disabilities, low income, homeless, migrant, and/or English Language Learners.
- B. To support children's optimal development and readiness for school entry and success.
- C. To promote collaboration regarding shared transportation, facilities, and other resources, as appropriate.
- D. To define the roles and responsibilities of the parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services.

III. Agency Descriptions and Authority

- A. UCHRA Van Buren County Head Start

Head Start is a nationwide Federal grant program funded by the U.S. Department of Human Services. It is a comprehensive child development program for families with preschool children in the areas of educations, social services, health, nutrition, and family involvement.

Head Start's responsibility for coordinating and collaborating with the appropriate local entity responsible for managing publicly funded pre-school programs in the service area of the Head Start Program is mandated by the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007".

- B. Van Buren County School District

The Voluntary Pre-K program is a statewide grant program administered by the Tennessee Department of Education, Office of Early Learning. It is a program for three and four year old children who are at-risk and provides an opportunity to develop school readiness in an age appropriate environment.

The Local Education (LEA) is the appropriate entity that manages publicly funded pre-K programs across the state. Funding for Pre-K programs is through TCA §§49-6-110.

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

The parties will assess needs and develop plans for coordination, collaboration, alignment, and implementation of each of the following activities, as mandated by the Head Start Act.

- A. Educational activities, curricular objectives, and instruction
 - Alignment-Early Learning Development Standards (ELDS) and the Head Start Framework
 - Screening/assessment instruments
 - Home Visits
 - Parent Conferences
 - IEP
- B. Public Information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs.
 - Representation on State Pre-K Advisory Council and the County Pre-K Advisory Councils
 - Head Start Annual Report
 - Websites
 - Public Service Announcements (PSA)
 - Information regarding intake/recruitment procedures
 - Program Information Report (PIR)
 - Imagination Libraries
 - Participation in the annual self-assessment
 - Participation in community-sponsored events (health fairs and county fair)
- C. Selection priorities for eligible children to be served by the programs.
 - Recruitment/enrollment criteria
 - Referrals
 - Sharing of waiting lists
- D. Definition of service areas.
 - Geographic
 - Special populations
 - Component areas (transportation, food, etc.)
 - Ages of children
 - Service needs

- Program specific goals (literacy, etc.)
- Comprehensive vs more narrowly defined services
- E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.
 - Joint in-service opportunities
 - Sponsor early childhood trainings for providers in regional area
- F. Program technical assistance.
 - On site consultation
 - Referrals
 - Formal/information inquires
 - Follow-up on particular families
 - Phone calls
- G. Provision of services to meet the needs of working families, as applicable.
 - Before and after school care for school aged children
- H. Communication and parent outreach to smooth transitions to kindergarten.
 - Visits to kindergarten classrooms
 - Transfer of records (with parent consent)
 - Early registration for kindergarten
 - Transition from family style meals to cafeteria style
- I. Provision and use of facilities, transportation, and other program elements.
 - Agreements for classroom and meeting space.
 - Purchase of meals
- J. Other elements mutually agreed to by the parties.
 - Disability contract
 - Lunch program contract
 - In kind
 - Building, utilities, grounds upkeep, etc.
- K. The Director, in coordination with the public school superintendent (as stated in the memorandum of understanding) shall convene the entire team at any time or may convene selected members or representatives to respond to a specific event. After any event, the chairperson may convene any/all members to debrief, discuss, and review the actions or responses of the team in order to ensure that the plan that was followed is fast and effective.

V. Confidentiality

All parties 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. It is the intent of this agreement to ensure that parents have the rights of access rights of privacy with respect to such records and reports, and that applicable State and Federal laws for exercise of these rights be strictly followed as indicated by the Family Educational Rights and Privacy Act (FERPA) and health Insurance Portability and Accountability Act (HIPAA).

VI. Review of Agreement

This agreement will be jointly reviewed by all parties biennially (every two years) and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

VII. Terms of Agreement

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement, each party agrees to the terms.

VIII. Signatures

Director of Schools

Date

Pre-K Supervisor

Date

Head Start Program Director

Date

Executive Director

Date