

MEMORANDUM OF UNDERSTANDING
Between
Warren County School District
and
Warren County Head Start Agency

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the parties involved to provide effective services for children and families served. This agreement shall be in effect from June 30, 2024 through June 30, 2025 and will be reviewed annually for necessary updates.

PURPOSE

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet requirements of the *Elementary and Secondary Education Act* (ESEA), as amended by the *Every Student Succeeds Act* (ESSA), local educational agencies (LEAs) receiving Title I funds must:

- Establish channels of communication between school staff and Head Start staff;
- Receive and transfer children's records, enrollment, and parent communication;
- Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers;
- Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate;
- Link LEA educational services with Head Start agency services; and
- Ensure alignment with school readiness

Required Activities

Activity 1: Establish channels of communication between school staff and their counterparts.

Communications will occur between the Warren County School and the Education Coordinator of Head Start to discuss issues of activity implementation.

Communication between the staff of school buildings and their corresponding Head Start program regarding the enrollment of students in each particular school building will occur through various channels, including:

- Pre-K/Early Learning Coalition Meetings
- Email
- Phone
- Visitations
 - If in-person school open house is held, Pre-K teachers will be invited to serve as greeters for incoming kindergarten students and families.
 - If in-person Head Start Open House is held, WCSD principals and teachers will be invited to attend for a Kindergarten Q and A session with families.
 - Head Start classes may visit schools and classrooms either in-person or virtually.

- Head Start classes may view videos about each elementary school, which are posted on the WCSD website.

Activity 2: Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of the LEA.

The Head Start agency will ensure that Head Start programs compile records of children transitioning into the Warren County School District and will obtain parental consent, in accordance with the Family Educational Rights Privacy Act (FERPA), to transfer these records. Subsequently, the records will be shared with the Warren County School District no later than June 1st.

The Warren County School District will receive, store, and utilize the files provided to them. Records received by the Warren County School District will be considered education records and will be subject to FERPA regulations while under the District's possession. The district will ensure that kindergarten teachers and certified school nurses have access to and utilize the information provided by the Head Start agency.

Head Start will, with parental permission, share the following information with schools:

- Hearing screening results
- Vision screening results
- Ages and Stages results for development
- Ages and Stages results for social/emotional

The Head Start agency and the Warren County School District shall work cooperatively to maintain the confidentiality of education records in accordance with FERPA.

Activity 3: Conduct and attend meetings involving parents, kindergarten or elementary school teachers, Head Start teachers, and, if appropriate, teachers from other early childhood education programs to discuss the developmental and other needs of individual children.

Head Start agency will coordinate an annual meeting with families and receiving school staff to discuss the developmental and other needs of individual children. Local meetings will occur between select school building staff and the respective Head Start program sending students to each specific school building.

Activity 4: Joint transition-related training will occur between the Warren County School District and the Education Coordinator of Head Start and/or his/her designee as needed.

The Warren County School District and Head Start program staff will actively participate in Transition Round Table discussions that occur annually, and which are implemented through the County Level Transition Team.

Activity 5: LEA will link the educational services provided by such LEA with the services provided by the local Head Start agencies.

The Warren County School District and Head Start agency will coordinate efforts to ensure that families have the necessary information to access high-quality early childhood care and education. Head Start agencies will collaborate and coordinate with public and private entities to improve the availability of quality services for Head Start children and their families. In addition, the Warren County School District will offer school spaces for Head Start family events.

Activity 6: Alignment with School Readiness

The Warren County School District and Head Start agency will discuss efforts and expectations to ensure Head Start's school readiness goals align with the receiving school, the Head Start Early Learning Outcomes Framework, and the State Early Learning Standards.

Signatures indicating agreement:

School District (Center) Representative(s):

Dates:

County Head Start (Program) Representative(s):

Dates:

Rafanne Carifo
Nicole Phillips

2/21/2024
2/21/2024