

# **Memorandum of Understanding (MOU) Between Head Start Grantee and PreK/Preschool for All Entity**

## **I. PARTIES**

The Parties in this MOU are the Head Start Grantee and the PreK/Preschool for All Entity.

## **II. PURPOSES**

The purposes of the Head Start – PreK/Preschool for All MOU are:

- To define the coordination and collaboration roles and responsibilities of the Parties and enhance linkages and relationships to achieve a coordinated service system
- To improve availability and quality of services for children ages three through five and their families by ensuring that all children in the service area have access to quality care and education **and** that the Parties are planning and coordinating this access
- To support children’s optimal development and school readiness and success
- To address the unique strengths and needs of the local population
- To reduce duplication and enhance efficiency of services
- To collaborate in the areas of transportation, facilities, and other resources, as appropriate, and ensure information exchange regarding educational and non-educational services

## **III. AUTHORITY**

- A. Head Start’s responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."
- B. The Illinois State Board of Education (ISBE) Early Childhood Block Grant (ECBG), including PreK/Preschool for All, is authorized by Section 1C-2 of the Illinois School Code. PreK/Preschool for All’s general responsibility for coordination with other programs in the same service area is covered under several sections of Title 23, Part 235 of the Illinois Administrative Code [Subtitle A, Subchapter f; 235.20(c)(7), 235.50(a)(2)(B), and 235.70(b)(2)]. Specific rule about collaborating with Head Start is in Sections 235.120(b)(3)(B) and 235.140(a).

## **IV. PROGRAM DESCRIPTIONS AND SERVICE AREA**

- A. **Head Start.** Head Start is a comprehensive child development program, funded by the U.S. Department of Health & Human Services and serves families with young children. Services include the areas of education, social service, health and family involvement. The Head Start Grantee serves  children within the geographic boundaries of .
- B. **PreK-Preschool for All.** State PreK-Preschool for All is a preschool education program funded by the ISBE Early Childhood Block Grant Program and serves children ages three and four and is designed to improve school readiness through education and parent education services. The PreK-Preschool for All Entity serves  children in the service area.
- C. The service area defined by this MOU is the Head Start Grantee’s service area delineated in IV.A. of this MOU.

## V. JOINT ROLES IN SYSTEM COLLABORATION, ALIGNMENT, AND IMPLEMENTATION

The Parties agree to review and develop a plan of activities for the coordination, collaboration, alignment, and implementation of each of the following ten areas mandated by the Head Start Act of 2007.

- A. Educational activities, curricular objectives, and instruction
  - 1. Research based curriculum coordination aligned with the Head Start Child Outcomes Framework and the Illinois Early Learning Standards.
  - 2. Ongoing communication between the Parties for continuity of curricular objectives and shared expectations for children's learning and development as the children transition to school.
- B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs
  - 1. Community/public information dissemination and resource development to support and improve school readiness.
  - 2. Ongoing communication channels between Head Start and their counterparts in the schools, including teachers, social workers, McKinney-Vento coordinators and health staff that facilitate program coordination.
- C. Selection priorities for eligible children to be served by programs
  - 1. Child selection, enrollment, and notification practices that ensure all eligible children will be served by the appropriate program and there will be no competition for children.
  - 2. Program participation of underserved populations of eligible children.
  - 3. Identifying limited English proficient children and informing their parents of instructional services to help children acquire English proficiency.
  - 4. Coordination and collaboration with other programs, as applicable, such as Early Reading First, Even Start, Title I Preschool, Early Intervention, Early Childhood Special Education, libraries, etc.
- D. Definition of service area
  - 1. Child recruitment and referral practices that ensure all children will be served by the appropriate program in the service area and there will be no competition for children.
  - 2. Collaboration to reduce duplication and enhance service efficiency in the service area.
  - 3. Coordinated service delivery and strategies to overcome collaboration barriers.
- E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, transition, and social and emotional development.
- F. Joint program technical assistance and/or shared technical assistance resources, where feasible.
- G. Provision of services to meet the needs of working parents, as applicable: coordinating activities to make full day and year resources available to children who need it and collaborating with child care entities in the service area.
- H. Communication and parent outreach for smooth transitions to kindergarten
  - 1. Joint support of children's transition to elementary school, including appropriate records transfers, outreach to parents, and specific activities to address limited English proficient children and their families.

2. Joint parent education about their roles in the public schools related to their children's learning and development.
- I. Provision and use of facilities, transportation, and other program elements
    1. Sharing facilities, as feasible and appropriate.
    2. Sharing transportation, as feasible and appropriate.
    3. Joint parent activities, education and involvement, as feasible and appropriate.
    4. Exchange of information on children's service provision, as feasible and appropriate.
  - J. Other elements mutually agreed to by the Parties.

## **VI. CONFIDENTIALITY**

All Parties acknowledge confidentiality requirements that each must follow regarding informed parental consent and the sharing and release of personally identifiable information regarding children and families. Each Party to this MOU 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 be strictly followed. The Family Educational Rights and Privacy Act (FERPA) will be followed. (*See 34CFR 303.460.*)

## **VII. RESOLUTION OF DIFFERENCES**

The Parties will create a process to resolve disputes or differences and to solve problems, working first to resolve disputes between them. The process will include timelines for regular meetings to review the MOU, plan collaborative activities, update each other on the plan achievement, and resolve issues. Each Party will identify a liaison to be responsible for MOU communication and plan implementation.

## **VIII. REVIEW AND AMENDMENTS**

The Parties will jointly review the MOU annually and more frequently when: laws or regulations are amended that significantly impact the MOU or when a Party requests a formal change. Any proposed amendment or modification to the MOU shall be submitted to the other Party at least thirty days prior to formal discussion or negotiation. All Parties must concur on any amendments.

## **X. EFFECTIVE DATE**

The MOU will become effective immediately after being signed and dated by all Parties. By signing the MOU, the Parties agree to the terms. The signed MOU will be binding on all successors of the Parties to the MOU.

**XII. SIGNATURES**

The Parties believe that Head Start and PreK-Preschool for All can create and maintain a meaningful partnership to promote school readiness so that low income children are served in a coordinated, high quality system. The Parties agree to plan and implement strategies based on practice and research that have proven to support children’s school success. The Parties agree to coordinate recruitment and enrollment so that each child and family is served in the best setting and programs cooperate to maximize community resources.

**The Head Start Grantee**

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Head Start Director

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Date

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Head Start Grantee Authorized Representative

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Date

**PreK/Preschool for All Provider**

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Authorized Agency Representative

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Date

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Superintendent of Schools (if applicable)

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Date