

Memorandum of Understanding

Between



And



I. Purpose of the Agreement

This Memorandum of Understanding (MOU) sets the terms and understanding between CEO and the Averill Park Central School District to collaborate in such ways as to provide an integrated setting within various CEO locations throughout Rensselaer County.

II. Description of Roles and Responsibilities

Parent Involvement:

CEO Early Childhood Services (Head Start) and Averill Park Central School District (CSD) Committee on Preschool Special Education (CPSE) will support the leadership role of parents in the planning and provision of services for their children. This may include, but is not limited to, providing parents with information, resources, services options, training, advocacy skills, open communication and support to aid them in making informed decisions that best meet their family's needs.

Information Sharing and Technical Assistance:

- CEO Early Childhood Services (Head Start) and Averill Park CSD will provide information to, and assist parents with, utilizing available early childhood services and / or resources within the area.
- CEO Early Childhood Services (Head Start) will provide Averill Park CSD with information regarding the program in order to educate families on the comprehensive services available and / or provided to them by CEO.
- CEO Early Childhood Services (Head Start) and Averill Park CSD will both provide parents with listings of New York State Education Department (NYSED) approved preschool special education programs available to them.

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Screening Information:

CEO Early Childhood (Head Start) is mandated to perform standardized health and developmental screenings within 45 calendar days of the child's first day of enrollment into the Head Start program. In addition, CEO Head Start:

- Program staff will share screening results with parents in their preferred language or other mode of communication (RE: Parent / Teacher Conference, Home Visit)
- Will provide information and support regarding the CPSE referral process to parents of children suspected of having a disability as a result of screening, teacher observation or parental concern
- Will assist parents with the registration of their child with the school district, prior to the referral process starting if required by the district

Referral Process:

CEO Early Childhood Services (Head Start) will submit written referrals for multidisciplinary evaluations.

- Averill Park CSD, CPSE will accept referrals throughout the year.
- Both CEO and Averill Park CSD will help guide parents through the referral process with direct support of the Averill Park CPSE chair.

Averill Park CSD, CPSE will continue to include the CEO Early Childhood Services (Head Start) program on the referral list of placement options, which parents are informed of.

Multidisciplinary Evaluation Process:

Averill Park CSD, CPSE, with parental consent, will invite Early Childhood Services (Head Start) program staff (RE: Teacher, Special Services Manager, Family Advocate) to Individual Education Plan (IEP) meetings and will provide supporting documentation (RE: copy of the child's IEP) prior to scheduled meetings. In addition, Averill Park CSD, CPSE will continue to invite CEO Early Childhood Services (Head Start) program staff to the annual review of those preschool students who are receiving special education services.

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IEP Development and Implementation:

CEO Early Childhood Services (Head Start) offers a curriculum compatible with the goals and objectives of children with Individual Education Plans (IEP's). CEO program staff will work with service providers and parents to ensure IEP goals are implemented.

Transitioning Information:

CEO Early Childhood Services (Head Start) and Averill Park CSD, CPSE, with signed parental information release form, will collaborate with the following persons to support the transition of children from CPSE to Committee on Special Education (CSE):

- Parents
- Appropriate School District CPSE / CSE staff
- Appropriate CEO Early Childhood Services (Head Start) Program staff
- Receiving Elementary School staff
- Community Service Providers including other agencies involved with the child / family

CEO Early Childhood Services and Averill Park CSD will work together to support the transition of children from CEO to Kindergarten by the following:

- CEO Early Childhood Services (Head Start) will facilitate transportation activities for all children a minimum of three months prior to their departure from CEO programming and prior to their entrance into Kindergarten.
- Averill Park CSD will provide CEO Early Childhood Services (Head Start) with all dates, required documentation, events and information pertaining to Kindergarten registration.
- Throughout all screening, referral and transitioning processes, confidentiality of the family and child's data will be maintained at all times.

Training Opportunities:

CEO Early Childhood Services (Head Start) and Averill Park CSD agree to maximize the expertise available through respective programs, staff and parents to consider shared opportunities and resources for joint training throughout the school year.

III. Payment and / or Service Schedule

There are no financial obligations associated with this Memorandum of Understanding.

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IV. Duration of the Agreement

CEO Early Childhood Services (Head Start) and Averill Park CSD will review, evaluate and update this agreement every two years. If either party believes an addendum should be made due to changes in policy or program related policy, procedures, or regulations, they may do so at any time, providing written updates to all parties.

The duration of this agreement will be 9/1/2020 – 8/31/2022.

V. Signatures

If the terms of this Memorandum of Agreement are acceptable, please sign and date both copies of this agreement letter. Keep one copy for your records and return the other to CEO.

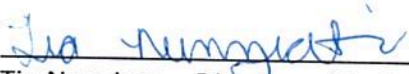
Thank you very much.

Dr. James R. Franchini - Superintendent (APCSD)

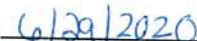
Date

Camille Harrelson - Director of SPED (APCSD)

Date



Tia Nunziato – Director of Early Childhood Services
(CEO)



Date