-SAMPLE-

School District & Community Preschool Program

Agreement for Preschool Services

AGREEMENT:

This document is intended to confirm an agreement between the (School District) and (Community Program). This agreement will begin on (date) and may be amended in writing at any time. Thirty (30) days written notice is required in the event that either party wishes to make a substantial revision or to cancel the Agreement.

PURPOSE:

This agreement is established to define the roles and responsibilities and to encourage mutual collaboration regarding the education of students who are identified as eligible for special education services and placed by the (Name) School District in the (Name of the Community Preschool Program), as identified in each individual student’s Individualized Education Plan (IEP).

(School District Name) Responsibilities

* Provide special education and related services that are specified in the student’s Individualized Education Plan
* Collaborate and include Community Program staff in meetings to determine services and monitor progress
* Provide supervision/monitoring of all personnel/service providers providing services
* Invite Community Program staff to IEP Meetings
* School District Representative will collaborate with the Community Program Director to develop, and follow, an established protocol for referring students to special education
* Compensate the Community Program for providing preschool education at a rate of \_\_\_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_\_\_\_\_\_.
* Compensate the Community Program for paraprofessional services at a rate of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Community Program Name) Responsibilities:

* Reserve X amount of spaces in the preschool classroom enrollment for the School District
* Provide adequate space for the provision of special education and related services
* Staff will communicate and collaborate with Service Providers to monitor students’ progress
* Staff will implement information and practices recommended in consultation with Service Providers in their programming with individual students
* Program Director will contact School District Representative if any concerns arise regarding provision of services, child’s progress, etc.
* Program Director will collaborate with School District Representative to develop, and follow, an established protocol for referring students to special education
* Allow district representatives (personnel or contract personnel) access to children placed by the district for the purpose of evaluation and/or monitoring children’s progress

Both Parties agree to:

* Uphold confidentiality
* Adhere to all background checks as required by DHHS and DOE policies
* Inform each other of major changes in program activities, and update each other about changes in regulations, requirements, and other relevant issues
* Upon request, provide information on the terms of this contract, to families, the community, DHHS and DOE
* Maintain an open and continuous dialogue regarding the support and supervision of preschool education
* If this contract is to be terminated, jointly notify families of children affected in writing
* If a child is absent or otherwise does not attend the community program, the School District is not responsible for payment of the paraprofessional.

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School District Representative Community Program Representative

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Date Date

Contact Name: Contact Name:

Contact Phone: Contact Phone:

Contact Email: Contact Email: