

Formalization of the Working Relationship

This section of the Guide provides information regarding the documentation of how the school district and community program will work together, including defining roles and responsibilities and other housekeeping details. It is important to know that there is no requirement for written agreements or memorandums of understanding (MOU) between school districts and community programs, with the exception of Head Start. However, a sample agreement has been developed that covers specific aspects that, based on feedback from both school district personnel and community program staff, have required clarification. It is recommended that before entering into any agreement, administration review the document to ensure it complies with any school district or community program policy, guidelines or administrative rules.

Frequently the formalization of working with community preschool programs is thought of from a financial perspective: how many hours per day and how many days per week is the district paying for? However, it is important for both school district and community program staff to have a clear understanding and documentation of who is responsible for what. Below are some important points to consider when documenting the working relationship between a school district and community preschool program:

- Child absences
- Supervision/use of school district provided paraprofessionals or aides
- Who to contact when a child specific issues arise
- Service provision within a community program by school district personnel
- Participation of community program staff in IEP meetings
- Financial responsibility/invoicing
- Preschool Outcomes Measurement System data collection
- Sharing of information/data
- Addressing parent concerns
- Joint professional development activities or opportunities
- Reservation/Management of slots in a community preschool program
- Main point of contact information for both the school district and community preschool program

-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 will remain in force until (enter date). This agreement 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 _____.

(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

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

School District Representative

Community Program Representative

Date

Date

Contact Name: _____

Contact Name: _____

Contact Phone: _____

Contact Phone: _____

Contact Email: _____

Contact Email: _____