**COLLABORATIVE AGREEMENT**

**Between**

**SCHOOL NAME**

**And**

**Head Start Name**

**School Year**

THIS AGREEMENT is made by and between the following parties:

**School**

*SCHOOL NAME* has been in collaboration with *HEAD START NAME* for many years. *SCHOOL NAME* is a district in County comprised of eleven towns over 440 square miles. There are eight operating schools serving over 1,300 students.

**Head Start**

*HEAD START NAME*, established in 1965, has run quality Head Start programming for more than fifty years. The *HEAD START NAME* infrastructure is built to support pre-k and Head Start programs in a variety of communities. This management infrastructure includes a Head Start Director, an Education Manager (also the supervisor of *HEAD START NAME* site staff), Education and Disabilities Coordinator, Education Coordinator, Family Service Coordinator, Nutrition Coordinator, Health Coordinator, and an off-site administrative Office Clerk.

Whereas, *SCHOOL NAME, and HEAD START NAME* have determined to provide five (5) Pre-K classrooms in the following locations: (list physical locations):

* ABC Elementary School (1)
* DEF Elementary School (2), etc.

This model offers families a Head Start / Pre-K program that will operate four days per week, six ½ hours per day, Monday-Thursday and (occasional Friday make-up days) following the school schedule. The program will serve children to help assure that children are ready to enter Kindergarten with the skills necessary for success, the following agreements are made.

This program will provide at least 128 days, of Head Start/Pre-K programming for families in five classroom in the locations as listed above for children from the *SCHOOL NAME* catchment area. The Head Start – Pre-K program will provide at least six hours of developmentally appropriate educational experiences following each Elementary School’s schedule, Monday through Thursday each week beginning **Start Date** and ending approximately **End Date** (depending upon school closures such as snow days). The school year will include at least 128 days as required by Head Start. The program will follow the *SCHOOL NAME* holiday and vacation schedule. Program cost will be shared between *SCHOOL NAME and HEAD START NAME*.

The program will serve a total of 80 children (16 per classroom[[1]](#footnote-1)), 50 of which will be Hea*d Start eligible*, 30 slots will be “*Pre-K eligible*”. Head Start eligibility is determined as a three, four, or five-year-old coming from a family whose income falls at or below 200% of the federal poverty guidelines. Additionally, homeless children and children in foster care may be considered eligible for Head Start. “Pre-K eligible” means slots may be any child from the district, including above the 200% of the federal poverty guidelines or any children deemed by the district to need a year of pre-k.

All enrollment will be supported and conducted by the *HEAD START NAME* program following the Head Start Program Performance Standards. Eligible students turning four on or before October 15th of the enrolling year will be selected first. In the event the program is not fully enrolled by August 1st, eligible three-year-olds may be selected until the program has reached full enrollment. Four-year-olds enrolling after August 1st will continue to receive priority over three-year-olds. In the event that three-year-olds are enrolled, two “Pre-K eligible” slots may be saved at the discretion of *SCHOOL NAME* to be reserved for any late-enrolling four-year-olds. Ideally these will be distributed across each of the elementary schools. HEAD START NAME has a goal to serve all children from Waldo County, however any child from out of the *SCHOOL NAME* catchment area must receive approval from the Superintendent. Children who are five-years-old by October 15th will be enrolled in the pre-k program only after following the *SCHOOL NAME* Policy of Assignment of Students to Classes- Five-Year-Olds and with Superintendent approval.

The pre-k program shall run following *HEAD START NAME* policies. Classroom staff will follow *HEAD START NAME* Personnel policies and all building rules. If program policies are not in alignment the *HEAD START NAME* Early Childhood director and Leroy Smith School Principal shall discuss the best course of action for the program.

Furthermore, we agree to explore collaborative strategies that support school readiness through quality early care and education for children living in our shared service area. As a minimum both parties agree that this collaborative sharing will enhance our ability to recognize the value in our individual resources, and, more importantly, our combined value when we can work productively, combining our thinking, talents and financial resources toward the common goal of creating quality early childhood programming.

**Purpose**

1. To improve availability and the quality of services for district area children, ages three (3), four (4), and five (5), and their families
2. To support children’s optimal development and readiness for school entry and success.
3. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families.
4. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate.
5. To promote further collaboration to reduce duplication and enhance efficiency of services.
6. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services.
7. Coordinate a comprehensive system of activities, policies, and procedures among the named parties, which guide and support their delivery of services to children and their families.

**Principles**

⦁ Create and maintain a meaningful partnership to promote school readiness to children from the greater *List cities or towns* through the *SCHOOL NAME* Pre-K programs

⦁ Plan and implement strategies based on practice and research that have been proven to support children’s school success

⦁ Respect the uniqueness of each locality’s needs and resources

⦁ Share commitment, cooperation and collaboration for a coordinated service delivery system

CONTRIBUTIONS & RESPONSIBILITIES

***SCHOOL NAME*:**

1. *SCHOOL NAME* will provide five (5) classrooms and outdoor space, utilities and heat, and janitorial services for the program at the following locations at no cost to HEAD START NAME.
   1. ABC Elementary School (1)
   2. DEF Elementary School (1), etc.
2. *HEAD START NAME* will provide appropriate outdoor playground space that meets Maine Child Care Licensing Standards and Maine Chapter 124 Standards at each of the above locations.
   1. HEAD START NAME may opt to make playground improvements or additions and will consult with the *HEAD START NAME* Superintendent, Building Principal, and Facilities Personnel prior to undergoing any changes.
3. *HEAD START NAME* will pay HEAD START NAME for 30 Pre-K slots at a rate of $AMOUNT HERE each for a total amount of $AMOUNT HERE paid in three equal payments the first will be due by **DATE** the second by **DATE** and the final by **DATE.**
4. *HEAD START NAME* will furnish breakfast and lunch Monday through Thursday and occasional Fridays for children and up to seven adults. (Two teachers per classroom, one classroom aide per classroom, Foster Grandparent volunteer)
   1. Meals will follow USDA guidelines—Child and Adult Care Food Program (CACFP) and School Nutrition Program (SNP)
      1. Foods served must be high in nutrients and low in fat, sugar, and salt.
      2. Meals should serve a variety of foods which consider cultural and ethnic preferences and which broaden children’s food experience.
      3. The provided meals and/or snacks will meet or exceed the CACFP Meal Pattern requirements, as well as policy memos issued by the State Agency and the USDA, *The* *Food Buying Guide for Child Nutrition Programs* and the manual *Crediting Foods in the CACFP.* The program will operate in accordance with program regulations
      4. It is agreed upon by both SCHOOL NAME and HEAD START NAME that neither party will serve meals or snacks that meet the following criteria:
         1. Do not meet CACFP meal pattern requirements when claims are being submitted
         2. Are spoiled or unwholesome at the time of delivery
         3. Have not been prepared, transported or maintained in accordance with state and local health and safety codes
         4. Are delivered later than the specified times without permission from the Organization
         5. Have been changed without agreement by the Organization
   2. Meals will be served in the classroom and family style.
      1. HEAD START NAME may have additional resources to provide bowls and serving implements to be utilized in family style eating.
      2. The parties may elect to move meal service to the cafeteria. At minimum breakfast will remain in the classroom for the year, unless an alternative is agreed upon. At minimum lunch will be held in the classroom the first two months of the school year and move into the cafeteria as a transition activity.
   3. Meals may need adjusting to meet specific nutritional needs of enrolled children. Any substitutions or omissions will be coordinated through the HEAD START NAME Nutrition Coordinator.
   4. *HEAD START NAME* will furnish breakfast and lunch Monday through Thursday for children and adults (as well as Friday make-up days as they are scheduled).
      1. Billing for all staff/volunteer meals will be done at cost submitted with back-up on a monthly basis to HEAD START NAME.
      2. No children who are considered Head Start eligible will be billed for meals.
   5. *HEAD START NAME* will work with HEAD START NAME to provide opportunities for family involvement in meal service and school-based nutrition. Opportunities will be discussed ahead of time and put on an annual schedule when possible. HEAD START NAME will assist in payment for family meal participation as prescribed for each event. Decisions will be made through the communication of the HEAD START NAME Nutrition Coordinator and the SCHOOL NAME School Nutrition Director.
   6. *HEAD START NAME* must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers.
      1. *HEAD START NAME* is required to prepare meals and snacks in a facility that meets state health and sanitation requirements for the duration of this contract.
      2. In the event of an emergency situation that might prevent either organization from delivering a meal or meal component as specified, the school kitchen will notify HEAD START NAME Nutrition Coordinator immediately so that substitutions can be agreed upon or HEAD START NAME can make alternative arrangements.
      3. Services will be provided to all eligible participants without regard to race, color, national origin, sex, age or disability.
   7. Meals and/or specific foods may need adjusting to meet specific medical and/or dietary requirements of enrolled children.  Any substitutions, omissions, or restrictions will be coordinated through the HEAD START NAME Nutrition Coordinator and/or HEAD START NAME Health Coordinator and the SCHOOL NAME School Nutrition Director.
      1. HEAD START NAME will provide a Dietary Restriction/Substitution Statement, Doctor’s Orders/Notes, and/or Individual Health Plans accordingly.
   8. *SCHOOL NAME* staff and HEAD START NAME staff will communicate regularly.
      1. Breakfast and lunch menus will be supplied to HEAD START NAME Nutrition Coordinator monthly for review and approval.
      2. *SCHOOL NAME* will work with HEAD START NAME to provide opportunities for family involvement in meal service and school-based nutrition. Opportunities will be discussed ahead of time and put on an annual schedule when possible. HEAD START NAME will assist in payment for family meal participation as prescribed for each event. Decisions will be made through the communication of the HEAD START NAME Nutrition Coordinator and the SCHOOL NAME School Nutrition Director.
5. *SCHOOL NAME* will allow use of appropriate space for Parent Group meetings once per month.
6. *SCHOOL NAME* will allow use of the staff break room for staff.
7. *SCHOOL NAME* will allow access to the gym for large motor development as available.
8. *SCHOOL NAME* will offer access to “specials” and other opportunities within the elementary schools as they are available.
9. *SCHOOL NAME* will allow use of internet and phone lines existing in the pre-k rooms or office space provided.
   1. If additional phone lines are necessary, HEAD START NAME may provide an additional phone line or cellphone if no line is provided in the classroom.
10. *SCHOOL NAME* will allow use of the school printer, copier, and laminator and other office equipment as appropriate.
11. *SCHOOL NAME* will provide transportation to age-eligible children living in the catchment at no cost to HEAD START NAME or families. Transportation provided by *SCHOOL NAME* will follow all state, federal, and Head Start regulations. Documentation of transportation services will be provided to HEAD START NAME Early Childhood Director as requested when appropriate. HEAD START NAME will not be responsible for any transportation services.
12. *SCHOOL NAME* will provide child accident insurance, any other insurance as required by statute or regulation and be responsible for vehicle insurance for the SCHOOL NAME buses.

**HEAD START NAME:**

1. HEAD START NAME will provide staffing which will include for each classroom: an 081 credentialed Lead Teacher, an Assistant Teacher, eligible for Ed Tech II Credentials (at minimum) in accordance with Chapter 124. HEAD START NAME will also provide a part time Family Advocate and one classroom aide for each location. These staff will meet State CRHC requirements.
   1. Classroom aides will be provided in each classroom as they are available.
2. HEAD START NAME will ensure management staff to provide supervision and evaluation of Head Start staff and monitoring of program.
3. HEAD START NAME will maintain Child Care Licensing for each classroom.
4. HEAD START NAME will provide teaching supplies and office supplies this includes paper and
5. HEAD START NAME will provide initial health and developmental screenings on all enrolled children. HEAD START NAME will make efforts to partner with SCHOOL NAME and Child Development Service staff on these screenings whenever possible.
   1. HEAD START NAME plans to utilize the DIAL IV or Speed DIAL IV for the developmental screening.
6. HEAD START NAME will provide educational services to promote school readiness through the implementation of the Opening the World of Learning (OWL) Curriculum and assessments three times per year using the Teaching Strategies Gold Developmental Continuum. Data will be maintained and provided by HEAD START NAME and made available at quarterly meetings and as part of the transition process. Data will be available to the school principals or SCHOOL NAME Superintendent more often upon request.
   1. Classrooms are also supported by the Conscious Discipline Social-Emotional Curriculum and Building Blocks Math Curriculum.
7. HEAD START NAME will provide two classroom observations using the CLASS tool. Data will be maintained and provided by HEAD START NAME and made available at quarterly meetings. Data will be available to the School principals or SCHOOL NAME Superintendent more often upon request.
8. HEAD START NAME will provide on-site classroom observation/consult by a Mental Health professional at least two times per year and offer monthly check- ins for teachers to support the children’s social –emotional development. Data will be maintained and provided by HEAD START NAME and made available at quarterly meetings.
9. HEAD START NAME will encourage parent engagement through the following strategies:
   1. Participation in child’s classroom activities; family conferences (2 X per year), volunteer opportunities including participation in Head Start Parent Group and Policy Council, classroom support. Head Start will facilitate monthly Parent Group meetings and will offer a variety of training opportunities for parents throughout the year. Training opportunities offered will focus on the domains of: Medical, Dental, Nutrition, Safety, Child Development, and Mental Health. Additional subjects may also include: Adult Education, Employment, Domestic Violence and Abuse Affected Families as requested by parent group.
10. HEAD START NAME will provide consumable classroom materials such as paper, crayons, markers, paints, scissors, etc.
11. HEAD START NAME will provide sufficient equipment to furnish classroom and office space, including toys and computer equipment.
12. HEAD START NAME will guarantee monthly payments for food service bills submitted in a timely manner to meet the Accounts Payable schedule established by HEAD START NAME.
13. HEAD START NAME will work with SCHOOL NAME staff for coordination of Special Education Services for enrolled children.
    1. HEAD START NAME will maintain an MOU with Child Development Services (CDS) outlining their collaborative efforts. This can be made available upon request to SCHOOL NAME.
       1. Specifically, HEAD START NAME will work with CDS to participate in Child Find activities by facilitating initial developmental screenings for all enrolled children. Children needing further evaluation will be referred to CDS.
    2. HEAD START NAME will additionally participate in SCHOOL NAME Child Find activities as described above.
    3. This shall include coordination of special education or 504 programs for eligible enrolled children in compliance with IDEA and MUSER. The SCHOOL NAME Special Education staff will coordinate with the HEAD START NAME Education & Disabilities Coordinator.
    4. HEAD START NAME staff will carry out children’s IEPs as written to progress toward progress on individual child’s IEP goals.
    5. HEAD START NAME will work with CDS and SCHOOL NAME to ensure that children’s IEPs are updated and accurate.
    6. HEAD START NAME Education & Disabilities Coordinator, and teachers will participate in all transition meetings.
14. HEAD START NAME will maintain accurate and up-to-date student records following HEAD START NAME Confidentiality Policy, Data Management Protocol, and Client File Access Procedure.
    1. Student records may be shared with SCHOOL NAME staff on a need-to-know basis upon consultation with Family Service Coordinator or Early Childhood Director.
15. HEAD START NAME will conduct all Pre-K enrollment following the Federal Performance Standards 45 CFR 1305:
    1. Eligible students turning four on or before October 15th of the enrolling year will be selected first.
    2. In the event the program is not fully enrolled by August 1st, eligible three-year-olds may be selected until the program has reached full enrollment.
    3. Four-year-olds enrolling after August 1st will continue to receive priority over three-year-olds.
    4. In the event that three-year-olds are enrolled, five community slots may be saved at the discretion of SCHOOL NAME to be reserved for any late-enrolling four-year-olds.
    5. HEAD START NAME has a goal to serve all children from Waldo County, however any child from out of the SCHOOL NAME catchment area must receive approval from the Superintendent.
    6. HEAD START NAME will work with and communicate all enrollment decisions with the district.

**Shared Transition Activities**

1. Quarterly meetings will be held to discuss program activities and review our accomplishments. Attendees shall include representatives from both *SCHOOL NAME* and HEAD START NAME administration as well as HEAD START NAME classroom teachers. Additional attendees may be invited as deemed necessary.
2. HEAD START NAME will work with SCHOOL NAME staff for coordination of Special Education Services for transitioning children.
   1. HEAD START NAME Special Services Manager, and teachers, when appropriate, will participate in all transition meetings held in March through May by the *SCHOOL NAME* special education department for enrolled children with diagnosed disabilities.
   2. During the transition process, HEAD START NAME will support *SCHOOL NAME* in obtaining any necessary paperwork from CDS or HEAD START NAME.
3. HEAD START NAME Teachers will begin to discuss with all families how to prepare their child for the transition to public school beginning in February/March.
4. *SCHOOL NAME* will work in conjunction with HEAD START NAME and staff to create a seamless transition from preschool to public school programs (curriculum alignment, student activity participation, etc.) including joint transition planning and training between Kindergarten and Head Start preschool staff.
   1. This shall include coordination of special education or 504 programs for eligible district four-year-olds in compliance with IDEA and MUSER. The *SCHOOL NAME* Special Education staff will coordinate with the HEAD START NAME Education & Disabilities Coordinator. Together *SCHOOL NAME* and HEAD START NAME will work with parents to ensure steps are undertaken in a timely and appropriate manner to support the child and family as they transition
   2. HEAD START NAME Teachers will contact *SCHOOL NAME* Kindergarten teachers and school principals in April to set-up visits for all children to kindergarten classrooms.
   3. HEAD START NAME Teachers will invite *SCHOOL NAME* Kindergarten teachers to visit the Pre -K classrooms to observe and interact with the children.
   4. HEAD START NAME will provide transition activities for parents to be held in the spring. HEAD START NAME, working with *SCHOOL NAME* Kindergarten teachers and principals, will design and implement a training that includes specific information on transitioning to kindergarten and how parents can advocate for their children in the public-school setting.
   5. Together HEAD START NAME and *SCHOOL NAME* will help parents understand their progress in pre-k and the practices used to provide support for children during transitions.
   6. Together HEAD START NAME and *SCHOOL NAME* will prepare parents to exercise their rights as parents in their child’s education program.
   7. Together HEAD START NAME and *SCHOOL NAME* will help parents communicate ongoing to the Head Start program and School.
5. HEAD START NAME will continuously, throughout the year, encourage Parent engagement in their child’s education, as detailed above.
6. HEAD START NAME will work with *SCHOOL NAME* staff for coordination of Special Education Services for transitioning children.
   1. HEAD START NAME Education & Disabilities Coordinator, and teachers, when appropriate, will participate in all transition meetings held in March through May by the SCHOOL NAME special education department for enrolled children with diagnosed disabilities.
   2. During the transition process, HEAD START NAME will support SCHOOL NAME in obtaining any necessary paperwork from CDS or HEAD START NAME.

In addition to the details listed above, the parties agree to abide by all applicable State and Federal laws and regulations, including the protection of information regarding students served under the terms of this collaborative agreement.

The Parties agree to comply with all applicable State and Federal licensing, certification and/or accrediting standards established by the Maine Department of Education and/or other local state and federal agencies and departments.

Each party agrees to name the other parties as additional insure on their respective liability coverage. Limits of coverage for the respective general liability coverage should be at least $1,000,000.00. Each party agrees to send the other party’s certificates of insurance confirming the coverage as required.

All parties shall, as appropriate, maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs and regulations incurred under this Agreement. The parties shall make such material available at their offices at all reasonable times during the period of this Agreement and for three years from the date of the expiration of this Agreement for inspection by the Maine Department of Education, or any authorized representative of the State of Maine, and copies thereof shall be furnished, upon request.

**Terms of Agreement:**

This agreement will be in effect beginning with the *2019 – 2020* school year through DATE. Either party can modify terms of this agreement with notice in writing.

**Renewal:**

This agreement will be renegotiated annually. It is expected that the terms of this agreement will be modified in response to changing conditions of the parties. It is the intent of both parties to continue this collaboration indefinitely. Should this situation change to include circumstances beyond the control of either party every possible consideration will be given to assure a continuity of service to children by allowing longest possible notice of 120 days with a preference of a one-year notice.

**Signatures:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Superintendent Date

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Date Date

President & CEO Early Childhood Director

1. Depending on classroom size and square footage, additional children may be enrolled, as space and demand allow. [↑](#footnote-ref-1)