



School District  
Name Here

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Child Development Services \_\_\_\_\_**

**And**

**\_\_\_\_\_ School Department**

**This agreement is in effect \_\_\_\_\_ through \_\_\_\_\_.**

*This Memorandum of Understanding (MOU) **must include the following**; but additional items may be added to address the unique needs of each CDS/public school collaboration.*

*Please note: If the **public school** intends to provide special education and related services as described in the Individualized Education Plan (IEP), the school must become a **contracted CDS provider**.*

**Program Description:**

**Purpose:**

The purpose of this agreement is to establish working procedures between CDS \_\_\_\_\_ and \_\_\_\_\_ School Department to ensure the provision of a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE) to eligible children who are at least 4 years of age on or before October 15.

It is the intent of this agreement to:

- Define the roles and responsibilities of CDS and the public school(s).
- Describe the responsibilities of each party with respect to the provision of and payment for services, as deemed appropriate.
- Require that the parties communicate regularly and share leadership responsibilities at the local level to ensure that available resources are utilized in the most effective manner, without duplication.
- Improve availability and quality of service for district area children as defined above.
- Support children’s optimal development and readiness for school entry and success.
- Ensure collaboration, reduce duplication and enhance efficiency of services.

**Program Location:** \_\_\_\_\_

Program Contact-CDS: (Name, Title, Email and Phone #) \_\_\_\_\_  
Program Contact -Public School: (Name, Title, Email and Phone #) \_\_\_\_\_

---

**Program Description:**

# of Children in classroom:  
# of Children with IEPs:

**Respective responsibilities under this agreement include:**

\_\_\_\_\_ *School Department*

- Provide public preschool oversight to the program assuring that Maine Department of Education Chapter 124 Public Preschool Standards are met.
- Provide support and space for child evaluation, case conferencing, IEP meetings if arrangements are made in advance.
- Provide transportation to the LRE for CDS children in accordance with the school system's transportation plan.
- Forward notification of preschool professional development activities and events to the CDS staff.
- Participate in IEP meetings as appropriate to foster collaboration with families, school, CDS and preschool teachers.
- Provide CDS services during school hours at the public preschool program.

**Respective responsibilities under this agreement include:**

*Child Development Services* \_\_\_\_\_

Screen, evaluate and provide special education and related services in accordance with MUSER, Chapter 101 for eligible children who are at least 4 years of age.

- Provide IEP case management for CDS children.
- Cover the costs of services as specified by the child's IEP.

**Joint Responsibilities:**

- Participate in meetings with CDS and school staff a minimum of twice/year to discuss program planning and implementation.
- Participate in family meetings as appropriate to foster collaboration with families, \_\_\_\_\_ School, CDS \_\_\_\_\_, and preschool teachers at the site or school.

- Both parties agree to maintain confidentiality of information regarding children and families being served, in accordance with the Family Education Rights and Privacy Act (FERPA), and all other State and Federal laws and regulations regarding confidentiality.

**Annual Update:**

This **Memorandum of Understanding** shall be reviewed and revised by CDS\_\_\_\_\_ and \_\_\_\_\_ **School** on an as needed basis, or at *least* annually.

**This agreement will be reviewed and approved by representatives of both agencies:**

Printed Name: \_\_\_\_\_  
(CDS Regional Site Director )

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(CDS Regional Site Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Roy Fowler, State Director  
Child Development Services

[School District]  
[address]  
[address]

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
[Administrative Representative]  
[School District]

**A copy of this agreement will be sent to Sue Reed, Early Childhood Consultant, Maine Department of Education, SHS #23 Augusta, ME 04333.**