

**Memorandum of Understanding Between  
Mid-America Regional Council  
MARC Head Start  
And  
Platte County School District**

**PURPOSE**

The purpose of this agreement is to establish the framework in which services are provided to children ages 3-5 years who are eligible for early childhood through MARC Head Start and Platte County School District. It is the commitment of these agencies to work together to ensure coordination of services to children served by Head Start and Platte County School District and to maximize the full use of available local resources in providing appropriate educational programs. In this collaborative effort it is the intention of these agencies to provide a continuum of services to children and families in this service area.

**OBJECTIVES**

As per the requirement stated in Every Student Succeeds Act Section 1119, calls for any Local Educational Authority receiving Title I.A funds to coordinate with the local Head Start agency on a variety of pertinent activities, including:

- (1) Work together to develop and implement a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood education program;
- (2) Ensure channels of communication between school staff and their counterparts (including teachers, social workers, and health staff) in such Head Start agencies or other entities carrying out early childhood education programs, as appropriate, to facilitate coordination of programs;
- (3) Conduct meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood education programs, to discuss the developmental and other needs of individual children;
- (4) Organize and participate in joint transition-related training of school staff, Head Start program staff, and, where appropriate, other early childhood education program staff;
- (5) Link the educational services provided by such local educational agency with the services provided by local Head Start agencies.

## AGENCY SERVICES

### *MARC Head Start*

Mid-America Regional Council serves as the grantee for Head Start and Early Head Start programs in metropolitan Kansas City in Clay, Platte and Jackson Counties. These programs provide comprehensive, high quality, birth through five early education services that facilitate healthy development, including physical and social/emotional development, and prepare children for school success. Head Start and Early Head Start programs will serve approximately 2,200 children and their families through contracted direct service providers including local school districts and community based early childhood agencies throughout Clay, Platte and Jackson Counties in Missouri. Services are provided in center-based and home visiting programs for children from birth to five years and pregnant women.

Children who are 3 years old are eligible for Head Start services. Children who are 5 years old before August 1st will be transitioned into kindergarten. Head Start can also provide inclusive experiences to children with disabilities. These children are to meet the eligibility requirements as established by Head Start eligibility criteria.

### *Platte County School District*

Public Law 94-142 mandates the availability of special education and related services for children with disabilities meeting their criteria between the age of three and twenty. Services are not compulsory for any qualifying child.

## AGENCY RESPONSIBILITIES

*Parental consent will be required before any exchange of information, or any services are provided*

### **Recruitment, Identification, Data and Records Sharing, Enrollment**

#### **Head Start will:**

- Recruit and enroll children who meet age and income requirements, serving those with the most need.
- At minimum, ten percent of total enrollment must be children with disabilities.
- Provide Platte County School District with literature and brochures outlining Head Start eligibility criteria.

#### **Platte County School District will:**

- Refer families of children who meet age and may meet income criteria to Head Start.
- Refer children with disabilities to the Head Start program if it is an appropriate placement.
- Provide information to parents regarding Head Start services, when appropriate.

## **Professional Development/Technical Assistance**

### **Head Start will:**

- Invite district staff to participate in Head Start training on a variety of topics such as academic standards, social emotional development, trauma-informed care and instructional methods.
- Share resources and equipment as need arises or IEP dictates.
- Invite district support staff into the Head Start setting.

### **Platte County School District will:**

- Invite Head Start staff to participate in district training to support curriculum alignment, strategic planning and trauma-informed practices.
- Share resources and equipment as need arises or IEP dictates when available.
- Provide district staff permission to observe Head Start staff and/or model for Head Start staff at the Head Start placement.

## **Coordinating Services, Communication, Transitions**

### **Head Start will:**

- Participate in district collaborative meetings, including those that address developmentally appropriate curricular objectives.
- Identify and support access to resources and services that families may need.
- Provide kindergarten specific information related to activities and events to support transition planning and enrollment into kindergarten.

### **Platte County School District will:**

- Identify district collaborative meetings that are appropriate for Head Start staff's participation.
- Share resource information that is provided by the district or their community partners.
- Participate in transition activities, share event calendar, and meet with Head Start parents who have questions and/or concerns about their child's transition into public school.

## **Family Engagement**

### **Head Start will:**

- Provide opportunities for parents/guardians to engage in classroom activities, school-wide events, and facilitate three (3) parent/teacher - home visit conferences during the school year to share developmental and educational successes.
- Secure translation services to support communication with English Language Learners.

### **Platte County School District will:**

- Participate in school-wide events as appropriate.
- Make available language access services for enrollment, activities, and translation of written communications.

## **Curriculum and Instruction**

### **Head Start will:**

- Participate in Platte County School District curriculum instruction meetings to support alignment of curriculum outcomes (when invited).
- Implement a Head Start approved curriculum.

### **Platte County School District will:**

- Provide Head Start team with meeting dates and times and will support developmentally appropriate practices for early learning and kindergarten transition.

## **Facilities and Transportation**

### **Head Start will:**

- Provide Head Start services in the facility nearest to the Grandview district boundaries or home-visiting services.

### **Platte County School District will:**

- Coordinate transportation with families and Head Start to ensure access to appropriate programming.

## **ADDITIONAL AGENCY RESPONSIBILITIES SPECIFIC TO IDEA**

### **Screenings and Referrals**

#### **Head Start will:**

- Complete hearing, speech, and developmental screenings on all children within forty-five (45) days of enrollment in Head Start.
- Refer any child needing possible further assessment. Referrals will be based on screening results, observations by Head Start staff and/or parent request.
- Share screening information, health information, observation reports, and alternative intervention strategies on referred children to the Platte County School District with parent consent.

#### **Platte County School District will:**

- Provide screening review to all Head Start children referred for further assessment with parent consent.
- Share evaluation information with Head Start on referred children with parent consent.

- *Each agency has a responsibility for screening. Screening activities should be a collaborative effort when possible and not a duplication of services.*

### **Evaluations**

#### **Head Start will:**

- Ensure that comprehensive multidisciplinary evaluation is made available to all Head Start children suspected of having a disability and meet referral criteria within sixty (60) days of parental notice/consent.
- Share information and records with Platte County School District with parent consent.

#### **Platte County School District will:**

- Provide a multidisciplinary evaluation for referred children within sixty (60) days of parental notice/consent.
- Share evaluation information and records with Head Start with parental consent.

- *Both programs require observation as part of the evaluation process.*

## Individual Education Plans (IEP)

### Head Start will:

- Be a part of the multidisciplinary team and provide relevant information from observations and ongoing assessments.
- Be included as the implementer of appropriate goals and objectives.

### Platte County School District will:

- Develop an IEP for each child meeting the eligibility criteria established by the State Department of Elementary and Secondary Education.
- Invite Head Start staff to participate in the IEP process.
- Provide a copy of the IEP to Head Start, upon request with parent written permission.

## Placement

### Head Start will:

- Provide an inclusive environment for children with disabilities who meet the eligibility requirements, such as age, income, practical location, etc.

### Platte County School District will:

- Provide services for Head Start children either in the family home, Platte County School District facility (according to the IEP).

## Child Count

### Head Start will:

- Report the number of children receiving Head Start services to the Platte County School District by December 1 annually.

### Platte County School District will:

- Report total number of 3-5 year old children with disabilities served by the Platte County School District annually to Head Start for use in the Community Needs Assessment by January 1 annually.

**Confidentiality**

All acknowledge confidentiality requirements that each agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. Each agency will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of the agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34 CFR 303.460.)

**Review of Agreement**

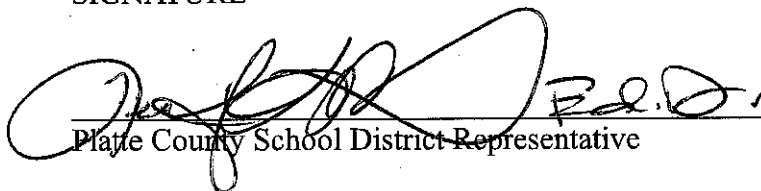
The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

**Term of Agreement**

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement each agency agrees to the terms. The signed agreement will be binding on all successors of parties to the agreement.

*This agreement will be reviewed annually.  
Appropriate changes will be made upon agreement of both agencies.*

SIGNATURE

  
\_\_\_\_\_  
Plate County School District Representative

*Steven Lewis*                      9/26/2022  
\_\_\_\_\_  
Mid-America Head Representative

Effective September 2022