

MEMORANDUM OF UNDERSTANDING BETWEEN
ELMIRA HEIGHTS SCHOOL DISTRICT
AND
EOP BIRTH TO FIVE SCHOOL READINESS PROGRAM

This agreement is between Elmira Heights City School District and EOP Birth to Five School Readiness Program for the period from July 1, 2024 to June 30, 2025.

I. Purpose Statement

The purpose of this agreement is to establish working procedures between the Elmira Heights School District and the EOP Birth to Five School Readiness Program in the provision of services to children Birth to Five years of age eligible for special education in compliance with Federal and State laws and regulations.

It is the intent of this agreement to:

1. Define which service will be provided by each agency.
2. Ensure that children eligible for preschool education services receive a free appropriate public education, as required by law, in the least restrictive environment.
3. Ensure that each agency cooperatively maintain communication and share leadership responsibility at the local level to ensure that available resources are utilized in the most effective manner.
4. Ensure that cooperative arrangements between Elmira Heights School District and EOP Birth to Five School Readiness Program are developed, implemented, and preserved.

This agreement applies only to children Birth to Five years of age which are eligible for special education services.

II. Program Mandates

School District Responsibilities:

1. Locate and identify children birth to five with disabilities through child-find effort that includes a process for screening.
2. Provide services to preschool children with disabilities on a mandatory basis.
3. Provide preschool children with disabilities a free and appropriate public education including the development and implementation of an Individualized Education Plan, which includes all the components of an IEP, procedural safeguards, and the provision of related services.
4. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent appropriate.

5. Work with appropriate community agencies to provide services to preschool children with disabilities.

III. Transition

The school district provides Kindergarten Screening. The EOP Birth to Five School Readiness Program helps prepare parents for the student's transition. The district schedules evaluations prior to CSE review. EOP Birth to Five School Readiness Program will work with the district staff on transitioning goals and timelines.

IV. EOP Birth to Five School Readiness Program Responsibilities

1. Recruit, enroll, and serve eligible children ages Birth to Five. No less than 10 percent of the total number of enrollment opportunities in Early Head Start (EHS) and/or Head Start (HS) Programs shall be available for children with disabilities who are eligible to participate.
2. Screen all enrolled children within 45 days for potential problems in the areas of health and development.
3. Refer children found to be at risk to appropriate professionals for diagnostic evaluation.
4. Work closely with other community agencies in order to provide services to children with disabilities.
5. Assure that children with disabilities receive all services to which they are entitled according to Head Start Program Performance Standards for children with disabilities.

V. Service Implementation

1. Child Find/Screening

EOP Birth to Five School Readiness Program will provide development and behavioral screenings within 45 calendar days of the entry date. Staff will share screening information with the child's parent/guardian. The school district only receives screening information upon referral to special education with parental consent.

2. Referral for Evaluation

A special education referral form is filled out by the EOP Assistant Manager of Child and Professional Development.. Parental rights information and the CPSE process is given to parents and the process and rights are explained by the EOP Birth to Five School Readiness Program staff. EOP will provide transportation by taxi when the parent has no transportation to the site for their child's evaluations to be completed. Elmira Heights School District will invite the EOP Assistant Manager of Child and Professional Development and other staff who work with the child and family to the CPSE meeting. The CPSE team utilizes evaluations for decision-making and other assessment data with parental consent.

3. Comprehensive Evaluation

Elmira Heights School District has designated evaluation teams that complete the evaluations. The EOP Assistant Manager of Child and Professional Development or the CPSE Chairperson may determine if other assessments or evaluations are needed. The Manager of Child Development Services will send written request to the chairperson for additional evaluations. Parents may request other evaluations if they see fit. The comprehensive evaluation must be completed within 60 calendar days from the referral.

4. IEP Development

The EOP Assistant Manager of Child and Professional Development, and other appropriate staff may participate as members of the CPSE Committee. Parents are encouraged to participate by both agencies. Transportation is provided to parents if needed. The CPSE Chairperson or designee sends the IEP to the EOP Assistant Manager of Child and Professional Development. IEPs will be uploaded to a secure data management system for staff working with the respective child. EOP Assistant Manager of Child and Professional Development, and staff will support IEP goals and participate at annual reviews and other meetings.

5. Placement

EOP Birth to Five School Readiness Program input is given consideration regarding placement decisions. Provision of services in a Head Start classroom may be recommended by the CPSE team as the least restrictive environment, if appropriate. The ERSEA Manager is notified by the Head Start Assistant Manager of Child Development Services when the District's referral is received in writing. Considerations include: Head Start eligibility, proximity to child's home, and transportation feasibility. Completion of the application and enrollment process must be in place before a child attends the EOP Birth to Five School Readiness Program. The Assistant Manager of Child Development notifies the CPSE Chairperson of the child's placement and starting date, and the IEP is amended and forwarded in a timely manner.

6. Specific Program Service Delivery

Special Education Itinerant Teachers and other related services are implemented as stated in IEPs. The EOP Assistant Manager of Child and Professional Development, SEITs and therapists speak as needed on issues and progress. The EOP Assistant Manager of Child and Professional Development will request program review if need arises. All staff members involved with the child plan together, teach and evaluate. Transportation – The EOP Birth to Five School Readiness Program contracts with Terps Enterprises. Transportation may be available to bus some children with special needs from the Elmira heights School District to nearby sites, in emergency situations. In general, children will be transported by family members.

7. Hiring/Supervising

The municipality does all approval and contracting for SEIT and related services. Each agency does their respective hiring. Each SEIT and related services provider is supervised by the supervisor of the individual agency they come from. The district does not have direct supervision over these staff; however, the CPSE Chairperson may be notified or consulted with as needed.

8. Progress

Progress reports are provided by service providers quarterly and reviewed by EOP Birth to Five School Readiness Program staff. Staff also tracks children's progress in *Teaching Strategies Gold*, which is reviewed at Professional Team Meetings each month. SEITs and other related service providers are encouraged to attend team meetings.

9. Transition to Kindergarten

The school district provides Kindergarten screenings. The EOP Birth to Five School Readiness Program is involved with the School Readiness Project that assesses students' school readiness skills and shares information with LEAs. The EOP Birth to Five School Readiness Program helps prepare parents for transition through a Transition Plan (on file for transition). The Elmira Heights School District will review all CPSE children for CSE eligibility in June.

VI. Confidentiality

The Elmira Heights School District and EOP Birth to Five School Readiness Program shall follow the requirements outlined in the Family Education Right to Privacy Act.


VII. Termination/Review

This memorandum of understanding will be reviewed and revised by the Elmira Heights School District and EOP Birth to Five School Readiness Program on an as needed basis or at least once annually. This agreement may be terminated by any party upon thirty days written notice.

<p>DocuSigned by:  <hr/> CPSE Chairperson Signature</p>	<p><u>7/11/2024</u> <hr/> Date</p>
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Superintendent Signature	Date

<p>DocuSigned by:  <hr/> EOP Manager, Child Development Services Signature</p>	<p><u>7/9/2024</u> <hr/> Date</p>
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<p>DocuSigned by:  <hr/> EOP Chief Program Officer Signature</p>	<p><u>7/9/2024</u> <hr/> Date</p>
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<p>DocuSigned by:  <hr/> EOP Executive Director Signature</p>	<p><u>7/8/2024</u> <hr/> Date</p>
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