

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ELMIRA HEIGHTS SCHOOL DISTRICT  
AND  
E.O.P. CHILD DEVELOPMENT HEAD START

K-4

This agreement is between Elmira Heights School District and E.O.P. Child Development Head Start for the period of July 1, 2012 to June 30, 2013

**I. Purpose Statement:**

The purpose of this agreement is to establish working procedures between Elmira Heights School District and E.O.P. Child Development Head Start Program in the provision of services to preschool children eligible for special education in compliance with Federal and State laws and regulations.

It is the intent of this agreement to:

- A. Define which service will be provided by each agency.
- B. Ensure that children who are eligible for preschool special education services receive a free appropriate public education, as required by law, in the least restrictive environment.
- C. Ensure that each agency cooperatively maintains communication and shares leadership responsibility at the local level to ensure that available resources are utilized in the most effective manner.
- D. Ensure that cooperative arrangements between Elmira Heights School District and EOP Child Development Head Start are developed, implemented and preserved.

This agreement applies only to preschool children three years old to kindergarten who are eligible for special education services.

**II. Program Mandates**

***Responsibility of School District***

- A. Locate and identify preschool children with disabilities through a child-find effort which includes a process for screening.
- B. Provide services to preschool children with disabilities on a mandatory basis.
- C. Provide preschool children with disabilities a free and appropriate public education including the development and implementation of an Individual Education Plan

which includes all the components of an IEP, procedural safeguards and the provision of related services.

- D. Place preschool children with disabilities in the least restrictive environment with an opportunity to interact with non-disabled peers to the maximum extent appropriate.
- E. Work with appropriate community agencies to provide services to preschool children with disabilities.
- F. Submit and maintain the census and attendance data on eligible preschool children with disabilities for funding entitlement and budget preparations.

***Responsibilities of Head Start:***

- A. Recruit, enroll and serve eligible children ages 3-5. No less than 10 percent of the total number of enrollment opportunities in Head Start Programs shall be available for children with disabilities who are eligible to participate.
- B. Screen all enrolled children within 45 days for potential problems in the areas of health and development.
- C. Refer children found to be at-risk to appropriate professionals for diagnostic evaluations.
- D. Work closely with other community agencies in order to provide services to children with disabilities.
- E. Assure that children with disabilities receive all services to which they are entitled according to Head Start Program Performance Standards for Children with Disabilities.

**III. Service Implementation**

- A. **CHILD FIND/SCREENING:** Child Find and Screening services are currently provided by Chemung County I CHAP Program. Head Start will screen all children within 45 days of enrollment date. Head Start will discuss with parent or guardian results of screenings that are positive and concerns noted by teacher and will give the parent or guardian information on the CPSE and the referral process. The school district only receive screening information upon referral to special education with parental consent.
- B. **REFERRAL FOR EVALUATION:** The Head Start Disabilities Manager fills out a special education referral form. The CPSE process and request to evaluate will be sent to the parent from the Elmira Heights School District when the special education referral is received. The Family Advocate will inform the parent that they must register with the Elmira Heights School District to verify residency before the CPSE

referral can be processed. In the event that the family needs transportation assistance for the evaluation, the Head Start Family Advocate accompanies the parents to the evaluation site. Elmira Heights School District invites the Head Start Disabilities Manager and other staff who work with the child and family to the CPSE meeting. CPSE team utilizes evaluations for decision making and other assessment data with parent consent.

- C. **COMPREHENSIVE EVALUATION:** Cerebral Palsy of Chemung County, BOCES or another designated evaluation team completes the evaluation. Parents and the Head Start staff are encouraged to participate in the evaluation. Social history is conducted by a social worker. The Head Start Disabilities Manager or the CPSE Chairperson may determine if other assessments or evaluations are needed. Parents may request other evaluations if they see fit. The comprehensive evaluation must be completed within 30 school days from the referral.
- D. **IEP DEVELOPMENT:** Head Start Disabilities Manager and other appropriate staff may participate as members of the CSPE Committee. Parents are encouraged to participate by both agencies. Transportation is provided to parents if needed. CPSE Chairperson sends IEP to Head Start Disabilities Manager (Dolores Twining); then it is copied and distributed to personnel working with a respective child. IEPs are in every classroom for Head Start staff use and are kept on file in a secure manner. Head Start staff assist in the monitoring of IEP goals and participate at annual and other reviews.
- E. **PLACEMENT:** Head Start input is given consideration regarding placement decisions. Provision of services in a Head Start classroom may be chosen by the CPSE team as the least restrictive environment. The Social Services Manager is notified by the Head Start Disabilities Manager (Dolores Twining) 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 Head Start program. The Head Start Disabilities Manager (Dolores Twining) notifies the CPSE Chairperson of the child's placement and starting date, and the IEP is amended and forwarded in a timely manner.
- F. **SPECIFIC PROGRAM SERVICE DELIVERY:**  
Special Education Itinerant Teachers and other related services are implemented as stated in IEPs. The Head Start Disabilities Manager (Dolores Twining), SEITs and therapists speak as needed on issues and progress. The Head Start Disabilities Manager (Dolores Twining) will call an IEP meeting if need arises. All staff members involved with the child plan together, teach and evaluate.  
Transportation - Head Start contracts with VangoTransit System to bus some children with special needs from the Elmira Heights School District including those with SEIT and related services. Other children may be transported by family members.

- G. **HIRING/SUPERVISING:** The municipality does all approval and contracting for SEIT and related services. Each agency does their respective hiring. The Head Start Education Manager (Erin Doyle) supervises Head Start Teachers. 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.
- H. **PROGRESS:** Progress reports are done by the Head Start Teacher and put in child's folder. The Head Start Professional Team meets every month. SEITs and other related service providers are encouraged to come to these team meetings.
- I. **TRAINING:** Opportunities for joint staff training and parent involvement activities are occasionally offered.
- J. **TRANSITION TO KINDERGARTEN:** The school district provides Kindergarten screenings. Head Start helps prepare parents for transition. [A separate and more specific agreement is on file for transition.] The Elmira Heights schools will review all CPSE children for CSE in June.

**IV. Confidentiality**

The Elmira Heights School District and the EOP Child Development Head Start shall follow the requirements outlined in the Family Education Right to Privacy Act.

**V. Termination/Review**

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

Dawn Hamahan  
CPSE Chairperson Signature

7/27/12  
Date

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Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EOP/Child Development Head Start Disabilities Specialist Signature

\_\_\_\_\_  
Date

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EOP/Child Development Head Start Director

\_\_\_\_\_  
Date

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EOP Executive Director Signature

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Date