Wilson County Public Schools

P.O. Box 555

Wilson, Virginia 22000

**MEMORANDUM OF AGREEMENT**

**FOR DUAL ENROLLMENT/INCLUSION**

**OF CHILDREN WITH DISABILITIES**

**BETWEEN**

**JEFFERSON HEAD START AND**

**WILSON COUNTY EARLY CHILDHOOD SPECIAL EDUCATION SERVICES**

**Purpose**

The purpose of this Memorandum of Agreement (MOA) is to outline the collaboration between Jefferson, hereinafter referred to as “Head Start,” and the Wilson County Early Childhood Special Education Department for the process of providing inclusive and dual enrollment opportunities in the Head Start classroom in Wilson County for three- and four-year-old eligible children with disabilities.

It is understood by both Head Start and Early Childhood Special Education that early childhood special education students accepted for enrollment in the inclusive classroom will follow Head Start program guidelines while participating in the Head Start program. The children dually enrolled and any additional Head Start children referred and found eligible for special education services will receive all services through Special Education indicated in their Individualized Education Program (IEP).

**Responsibilities of Wilson Head Start Program**

Head Start will equip the classroom with furniture and materials with attention to best practice guidelines and attention to the developmental stages and needs of young children. Fine and gross motor materials, language development materials, and creative arts materials are appropriate to both children with special needs and typically developing children will be included in equipment.

Head Start will insure that the teacher will be endorsed in early childhood development. The Early Childhood Special Education program will ensure that the teacher is endorsed in early childhood special education. The early childhood special education teacher will serve as the IEP case manager for the children with disabilities.

Head Start will support the salaries and benefits of the teacher and one instructional assistant.

Staff development training will be available to both Head Start and early childhood special education staff.

Head Start will support ongoing expenses for the classroom as outlined in the Head Start grant and in compliance with program policies and federal guidelines.

Head Start will provide parent involvement opportunities for all parents of enrolled children.

Head Start will provide for school transportation for all enrolled children unless a different transportation arrangement is required by the child’s IEP (IEP specific transportation will be provided by Special Education).

**Responsibilities of the Wilson Special Education Department**

Special Education will support the salary and benefits of early childhood special education staff.

Special Education will recommend children for dual enrollment based on IEP needs and Head Start requirements.

Special Education will provide related disabilities services (physical therapy, occupational therapy, speech and hearing services, and vision services) and transportation services to the extent specified in the IEP.

Special Education will provide adaptive equipment as outlined in the child’s IEP.

Special Education will coordinate the referral and assessment process for any Head Start child referred for evaluation.

Special Education will provide consultative services to any Head Start student, where such services are stipulated in the child’s IEP.

Special Education in collaboration with Head Start will provide disabilities training for Head Start classroom staff and parents.

**Change of Placement Process**

During the course of the early childhood special education placement in the Head Start classroom, should staff and/or parents believe that the child, due to behavioral and/or other expressed concerns, not be appropriately placed, Head Start and Wilson County Public Schools will convene an IEP meeting as per regulations.

This agreement becomes effective upon the signing by both parties, and shall remain in effect until either party notifies the other party, in writing, that termination or alteration of the agreement is desired, provided that the continuing agreement shall be reviewed annually. In the event that either party desires to amend or terminate this agreement, written notice to this effect must be made to the other party thirty (30) days prior to the effective date of the amendment or termination.

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Head Start Director Special Education Coordinator

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Date Date