DRAFT

Kensington County Public Schools

**MEMORANDUM OF AGREEMENT**

**FOR DUAL ENROLLMENT/INCLUSION OF CHILDREN WITH DISABILITIES**

**BETWEEN**

 **CENTRAL HEAD START**

**AND**

**KENSINGTON COUNTY EARLY CHILDHOOD SPECIAL EDUCATION SERVICES**

**Purpose**

The purpose of this Memorandum of Agreement (MOA) is to outline the collaboration between the Central Head Start and the Kensington County Early Childhood Special Education Department for the process of providing dual enrollment opportunities in the Head Start and Early Childhood Special Education classrooms in Kensington County for three- and four- year-old eligible children with disabilities.

It is understood by both Head Start and Kensington County 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 and that Head Start children enrolled in the ECSE classroom will also receive Head Start services. 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 Kensington 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 that are appropriate to children with special needs and typically developing children will be included in equipment selection.

Head Start will insure that the teacher will have a background 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 IEPs.

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.

**Responsibilities of the Kensington Special Education Department**

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

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

Special Education will enroll Head Start children in the inclusive class to serve as appropriate role models.

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.

**Shared Responsibilities of Special Education and Head Start Program Staff**

Head Start staff will participate in the eligibility process including initial meeting, assistance if necessary with evaluations, and attendance in all meetings.

Head Start staff will participate in the development and implementation of Individualized Educational Programs (IEPs) of all Head Start students.

Special Education staff will partner with Head Start to offer a yearly screening of all young children registering for Head Start services. Staff will collaborate on providing educational, speech and language, vision, hearing, and dental screenings for all children.

**Transportation**

Special Education will provide transportation for all children with IEPs as designated in their IEPs.

**Program Coordination**

Special Education staff will adhere to USDA guidelines related to snacks and other foods given to children in the inclusive classroom.

Special Education and Head Start staff involved in inclusive classrooms will participate in joint professional development activities (including training on the Head Start curriculum).

Head Start teacher and ECSE teacher will meet 1 time per week for at least 50 minutes to jointly plan lessons and discuss activities.

ECSE staff will participate with Head Start staff in all partner involvement activities coordinated through Head Start, including home visits to families of included children.

**Program Procedures**

The Head Start classroom will have no more than XXX children with one teacher and one assistant.

The inclusive class will have no more than XXX children with disabilities and XXX Head Start children and one assistant.

Each program is five days per week for XXX hours per day, unless otherwise specified a child’s IEP.

**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 Kensington 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 Director

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Superintendent Principal

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Date Date

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ECSE Lead

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Date