***Locality Name Here* Preschool Collaboration Agreement**

**Memorandum of Understanding**

**Between**

***Public School Division Name Here***

**And**

***Head Start Program Name Here***

Purpose/Legal Authority:

The undersigned agree to establish and maintain a collaboration agreement so stated in this Memorandum of Understanding between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of coordinating mutually beneficial activities of the parties involved to provide better services for children and families served in the locality preschool programs. This agreement is supported by the authorization of Head Start programs found in the Improving Head Start for School Readiness Act of 2007 42 USC 9801 et seq. Public Law 110-134 of the federal code. This law is enacted to promote collaboration among all preschool programs and Head Start. The parties included in this agreement acknowledge the value of partnering to enhance training opportunities, service delivery, sharing resources and exchanging information that is mutually beneficial to all parties participating, as appropriate.

Areas of General Provisions for Collaboration:

Recruitment – The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Start Program and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools agree to the following areas of collaboration in recruitment.

1. General Terms for a Single Point of Entry; Specific details of your locality agreement here:

* Joint Planned Recruitment; Recruitment plan details here
* Selection Process; Details here
* Joint participation in conducting Community Assessment for purposes of planning, recruitment, enrollment, targeting services based on need, etc.

Enrollment – The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Start Program and the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools agree to the following areas of collaboration in enrollment.

1. General Terms for Shared Enrollment Procedures; Specific details of your locality agreement here:

* Screening procedures; Details here
* Criteria for Selection; Details here
* Locations of service to be provided; Details here
* Shared application format, if applicable; Details here
* Scoring system terms to be used, if applicable; Details here

Curriculum – The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Start Program and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools agree to the following areas of collaboration in curriculum implementation in their preschool classrooms operated in collaboration or partnership.

1. General Terms for Mutual Support of Curriculums used by the partners in collaboration: Specific details of your locality agreement here:

* Virginia Foundation Building Blocks use; Details here
* Curriculum use; Details of curriculum to be used here
* Child data collection, sharing and use and matters of confidentiality; Details here
* Staff training in support of curriculum use agreement; Details of shared training to include, but not limited to the topics you select locally here
* Instruction methodology to be used in partnership; Specific details of your local terms of shared objectives here
* Staff support and technical assistance to be provided by each party in agreement; Specific details of support to be provided by each party in partnership here

Other Collaboration Considerations – The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Head Start Program and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools agree to the following areas of continued collaboration development and improvement to the mutual benefit of all parties included in providing quality, targeted preschool services for children and family services support served.

1. General Terms of Engagement in Collaboration: Specific details of your locality agreement here:
   * Joint collaboration meetings; Specific details of how, when, where and what the collaboration partners will address here
   * Transition services to be offered; Specific details of what, how, when and who will provide for transition of children and families into public school here
   * Matters of personnel such as, but limited to, substitute considerations, credentials, lines of communication and protocol of authority, use of staff, conference attendance expectations, etc.; Details of agreement here
   * Definitions of what constitutes comprehensive services: Details of what will be included as shared comprehensives service to families i.e. health, dental, medical, food services, community involvement, volunteering, etc. listed here
   * Provisions for use of facilities, transportation, utilities, sharing other services such as, field trips, participation in sponsored programs such as IMIL, etc. and assemblies, maintenance of classrooms, sharing janitorial services, replacement of materials, equipment, maintaining playgrounds in compliance with local, state and federal guidelines and regulations, meeting child-care licensure standards of Virginia, etc.
   * Local provisions of the collaboration agreement; Specific local provisions related to collaboration which may include such items as funding support if shortfalls occur in funding, sharing audits, participation in federal and state performance review processes, shared governance considerations, etc.

Terms of Agreement

The Agreement is effective upon signature of all parties named in the collaboration agreement.

1. The Agreement will be submitted for review and renewal by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Start Program in partnership with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Public Schools annually or upon request by one or both parties, as needed.
2. In the event changes are required or either party in the agreement must withdraw from the agreement, notice will be given in writing at least thirty days prior to the nullification of the agreement.
3. Either party may request in writing a modification to the agreement due to changes in federal, state or local regulatory requirements that render the agreement illegal, ineffective or too costly to continue as originally written.

In witness hereto, the parties execute this Agreement by their authorized capacity to represent the groups listed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head Start Director/designee                                                      Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                   \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public School Division Representative                                       Date