

*BCESC Head Start Program  
and  
Butler County School Districts*

# Memorandum of Understanding

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*Partners in Shaping Lives*



***Butler County Educational Service Center  
Head Start Preschool Program***

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**A Memorandum of Understanding Between**

*Edgewood City, Fairfield City, Hamilton City, Lakota Local, Madison Local, Middletown City,  
Monroe Local, New Miami Local, Ross Local and Talawanda City and Butler County  
Educational Service Center Head Start*

**I. Parties to the Agreement**

- A. *Edgewood City, Fairfield City, Hamilton City, Lakota Local, Madison Local, Middletown City, Monroe Local, New Miami Local, Ross Local and Talawanda City, known as (**Butler County Butler County School Districts**), and*
- B. *Butler County Educational Service Center Head Start Program, known as (**BCESC Head Start**)*

**II. Purpose of Agreement**

- A. To improve availability and the quality of services for *Butler County* children, age three through age five, and their families
- B. To support children's optimal development and readiness for school entry and success
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate
- E. To promote further collaboration to reduce duplication and enhance efficiency of services
- F. To define the roles and responsibilities of the parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and noneducational services
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support their delivery of services to children and their families

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**III. Program Descriptions**

- A. Head Start is a nation-wide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families.

*BCESC Head Start* is a private, non-profit agency serving the entire area of Butler County, Ohio. Providing preschool programming for 784 children, the services are designed to meet the needs of eligible children, taking into consideration the geographic boundaries of the (10) local Butler County School Districts in Butler County, Ohio.

*BCESC Head Start* collaborates with Fairfield City Schools, providing support for their public preschool program. The classroom is housed at Fairfield South Elementary, and provides services to (30) additional children.

Another Program collaboration, Early Learning Initiative, has full-day classrooms in Middletown City School District and Fairfield City School District sites. These classrooms provide preschool and child care services for (100) children.

- B. According to 2000 *U.S. Census Bureau American Fact Finder*, the estimated number of preschool aged children in Butler County between the ages of 3 and 5 is 9,835. In considering the design of the Head Start program, *BCESC Head Start* estimates the number of eligible children in each Butler County school district to design the appropriate service options. The eligible number is calculated using the *U.S. Census Summary File Demographic Characteristics Butler County School Districts Profile*. The addresses of families are linked to Butler County school district territories, plotted, and the resulting demographic map is used for program location planning.

Services are designed to meet the needs of eligible children, taking into consideration the estimated number of eligible children served by the State of Ohio in other Butler County licensed preschool options. These eligible children include those with Limited English Proficiency (LEP) homeless children, and children with disabilities.

- C. Butler County, Ohio has (10) Butler County School Districts serving 60,348 students in (87) public and (14) private or community school buildings. The average expenditure per student is \$8,719, and the average student to teacher ratio is 19.4.

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**IV. Authority**

- A. ***BCESC Head Start's*** responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."
- B. The ***Butler County Butler County School Districts*** is authorized by the District Preschool Coordinators and/or Superintendents to implement this agreement locally.

**V. Guiding Principles**

- A. Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap"
- B. Plan and implement strategies based on practice and research that have proven to support children's school success
- C. Respect the uniqueness of each locality's needs and resources
- D. Promote the involvement of members of the early care and education communities
- E. Share commitment, cooperation, and collaboration for a coordinated service delivery system

**VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation**

The ***Butler County School Districts and BCESC Head Start Grantee*** will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following activities, as mandated by the Act.

- A. ***BCESC Head Start*** will use *The Creative Curriculum Developmental Continuum* to measure individual and group progress. *The Creative Curriculum for Preschooler's* is aligned with Ohio's Early Childhood Curriculum Goals, Federal Head Start Child Outcomes framework, and Ohio Pre Kindergarten Academic Content Standards. The ***BCESC Head Start*** Educational Advisory Committee will continue its work with ***Butler County School Districts*** to develop shared expectations for children's learning and development as the children transition to school.
- B. ***Butler County School Districts and BCESC Head Start*** will generate support and leverage the resources of the entire local community in order to improve school readiness by providing information to the community on best practices for early childhood care, including educational expectations. This information will be disseminated at community forums and to community and parent organizations.

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***Butler County School Districts*** will include information about ***BCESC Head Start*** in school building and district publications/newsletters/websites, including contact information for local centers.

***BCESC Head Start*** will provide information about transition to parents at spring parent/teacher conferences, including contact information for school buildings.

***C. BCESC Head Start and the Butler County School Districts*** agree to coordinate the recruitment of preschool children for publicly funded preschool and other child care programs by:

1. Conducting community needs survey(s) to target critical population zones. The survey results will identify the number and location of eligible children, including LEP families, children with disabilities, and the homeless, so that and recruitment plans can be coordinated and implemented.
2. ***BCESC Head Start*** will also assess current enrollment for siblings who are also eligible for services within school district boundaries
3. ***BCESC Head Start and Butler County School Districts*** will serve Limited English Proficient (LEP) children effectively by identifying those who need assistance through enrollment records and referrals from cooperating community agencies, and ensuring meaningful progress is being made through the use of culturally and linguistically appropriate practices
4. ***Butler County School Districts and BCESC Head Start*** and will collaborate with the entities providing early childhood and development services or programs in the community to assess community needs and existing outreach efforts
5. ***Butler County School Districts and BCESC Head Start*** will collaborate with other public or private entities providing early childhood education for children in the community, including:
  - a. Collaboration of facilities, where appropriate, to reduce service duplication, while increase the program participation of underserved populations of eligible children
  - b. Exchanging information of the provision of noneducational services to children and families, with parental permission
  - c. Coordination with local agencies, such as Lane Public Library, Fitton Center, and others to support parents and other caregivers in literacy efforts; develop innovative programs to excite children about reading, and provide additional sources of reading materials at no cost to children and families

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- D. Butler County School Districts and BCESC Head Start** will share pertinent training and in-service announcements with each other, including the development of e-mail lists in order to communicate information more quickly, to facilitate innovative early childhood education development ideas and trends, including training on topics such as academic content standards, instructional methods, curricula, and social and emotional development. **Butler County School Districts and BCESC Head Start** will share outcomes to the greatest extent possible to identify training needs within their school setting
- E. BCESC Head Start** will provide Early Learning Initiative (ELI) classrooms, when appropriate and dependent on funding, according to the results of the community needs survey(s) and the availability of resources, which will target critical full day programming need of working parents
- F. BCESC Head Start and Butler County School Districts** will include transition activities and strategies designed to achieve the transfer of useful information, with informed parental consent. Parents of children with disabilities/special needs will receive appropriate and individualized information regarding special education and related services
- 1. Butler County School Districts and BCESC Head Start** will work cooperatively to provide translators to help parents with Limited English Proficiency to understand the instructional and other services provided by the school in which such child will enroll after participation in Head Start
  - 2. Butler County School Districts and BCESC Head Start** will assist families, to enhance educational, developmental and parent involvement continuity between preschool services and elementary school services
  - 3. Butler County School Districts and BCESC Head Start** participate in trainings and/or meetings underscoring the importance of parental and family involvement to insure a child's academic success
  - 4. Butler County School Districts and BCESC Head Start** will help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program. through written documentation regarding kindergarten registration, building open houses, in the families native language
- G. Butler County School Districts and BCESC Head Start** will collaborate on the shared use of transportation and facilities, in appropriate cases, in accordance with the information received from community surveys, and will work to locate sites as close as possible to targeted communities, and will coordinate transportation, as funds allow.

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**VII. Confidentiality**

All acknowledge confidentiality requirements that each grantee and agency must follow regarding the sharing and release, with the consent of families, of personally identifiable information. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460).

**VIII. Dispute Resolution**

Parties will first attempt to resolve the dispute between or among them. All local agencies will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- a. Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- b. The identification of a liaison from each grantee and agency.

**IX. Review of Agreement**

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.

**X. Term of Agreement**

The agreement will become effective immediately after being signed and dated by all parties. The signed agreement will be binding on all successors of parties to the agreement.