

Memorandum of Understanding

Between

Hampton City Schools

and

Office of Human Affairs

Head Start Program

Purpose/Legal Authority:

This Memorandum of Understanding between Hampton City Schools and OHA Head Start 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 during the school year 2014-2015.

Areas of General Provisions for Collaboration:

Recruitment – The Office of Human Affairs Head Start Program and the Hampton City Public Schools agree to the following areas of collaboration in recruitment.

1. **General Terms for a Single Point of Entry:**

- Head Start will hold registration at Mallory Elementary School for all Mallory Pre-K Head Start students.
- Head Start re-enrollees will remain in Head Start classes. Head Start will provide a list of re-enrollees to Hampton City Schools prior to start of registration in February to collaboratively reduce eligible Head Start students from being enrolled in the Virginia Preschool Initiative Program.

Enrollment – The Office of Human Affairs Head Start Program and the Hampton City Public Schools agree to the following areas of collaboration in enrollment.

2. General Terms for Shared Enrollment Procedures:

- As part of the screening process for Kindergarten, Head Start will provide Health Records to include physical and immunization records for the school nurse to review in accordance with school entry requirements.

Curriculum – The Office of Human Affairs Head Start Program and the Hampton City Public Schools agree to the following areas of collaboration in curriculum.

Mutual Support of Curriculums used by the partners in collaboration:

- The Virginia Foundation Blocks for Early Learning will be used to align and guide the curriculum.
- Students will be evaluated in literacy. Each classroom will use PALS Pre-K and report data to the PALS office at the University of Virginia.
- Head Start and Aberdeen Virginia Preschool Initiative classes will participate in joint professional development training.

- Head Start and Aberdeen Virginia Preschool Initiative teaching staff will meet at least twice a year to ensure appropriate use of early childhood best practices and collaborative parent involvement events.

Other Collaboration Considerations

- The program will include high quality preschool education, health services, social services, parental involvement, and transportation.
- The program will comply with the staffing standards required by Section 22.1-199.1C, Code of Virginia. The maximum class size will be 18 students or less. A full-time teacher's aide will be assigned to classes exceeding 9 students, but less than 18 students.
- The program will be full day (6 hours) or half day (3 hours) and at least a school year (180 days).
- Head Start classrooms will meet Child Care Licensure Standards of Virginia.
- Program personnel will have the appropriate professional credentials for program site.

- Program information and data will be provided as requested by Hampton City Schools and the Department of Education.
- Classrooms will participate in site visits conducted by Hampton City Schools.
- Head Start will collaborate with Hampton City Schools to schedule kindergarten classroom visits prior to students transitioning to kindergarten.
- Head Start will provide end-of-year student records and information according to Hampton City Schools' policy, SBO Form 359.
- Head Start will provide a representative to the Virginia Preschool Initiative steering Committee to maintain program coordination with schools, child care providers, local social services agency, Head Start, local health department and other groups as needed.
- Head Start will be an active participant on the Hampton City Schools/Head Start Collaboration Council for joint participation of parent meetings, staff training, student registration and community assessment.