

SAMPLE

MEMORANDUM OF UNDERSTANDING

Between

**Stanislaus County Office of Education (SCOE)
Regional Head Start (RHS)**

**Sylvan Union School District
Special Education Department**

Initiated: August 2012

MEMORANDUM OF UNDERSTANDING

This is an agreement between Stanislaus County Office of Education Grantee Operated Regional Head Start program, hereinafter called SCOE and Sylvan Union School District Special Education Department, hereinafter called SUSD.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of the SCOE outside play structure, play equipment and grounds located at the Coleman F. Brown Head Start Center.

II. BACKGROUND

The Stanislaus County Office of Education Grantee Operated Regional Head Start program (SCOE) and the Sylvan Union School District Special Education Department (SUSD) both provide services to preschool age children located on the Coleman F. Brown Elementary School Campus. SCOE and SUSD are entering into this agreement with the goal to provide inclusion opportunities for children with disabilities attending the Pre-Formal Severely Handicapped Special Day Class program located on the Coleman F. Brown Elementary School Campus.

By entering into this agreement the children attending both programs will have the opportunity to build interpersonal and social-emotional skills with their peers in a play setting.

III. SUSD RESPONSIBILITY UNDER THIS MOU

SUSD shall undertake the following activities:

Refer families with children ages 3-5 who meet the eligibility criteria for severe disabilities to the SCOE who would like to complete a Head Start application for their child.

Provide SCOE Coleman F. Brown Head Start Child Development Supervisor a copy of current school year calendar.

Meet with SCOE staff as needed for the purpose of sharing program information as it pertains to the shared use of the SCOE playground facility, located at Coleman F. Brown.

Work collaboratively to plan playground use and the dates SCOE Coleman F. Brown Head Start program is not in session or on a field trip.

Inform SCOE Coleman F. Brown Head Start Child Development Supervisor immediately, in writing, regarding any playground facility maintenance concerns.

Provide adult supervision as indicated under SELPA guidelines for a Severe Handicapped Pre-Formal Class (SH Class). The adult to student supervision ratio will not be less than a minimum of one SH staff member to four children attending the SH Class.

Be responsible for the safety and supervision of children attending in the SH Class when utilizing the SCOE playground structure, equipment, outside facility and indoor toilet.

Provide specialized equipment for individual child use, as needed, to be used by children attending the SUSD SH Class on the SCOE playground and outside facility.

Provide supervision and assistance to children attending the SUSD Pre-Formal SH Special Day class while they are utilizing the restrooms located inside the Coleman F. Brown Head Start.

Bring a first aid kit and all other medical supplies necessary to meet each child's individual Health Plan when utilizing the SCOE playground and outside facility.

Maintain current Emergency Card Records information for all SUSD students who will be utilizing the SCOE playground and outside facility. This information will be accessible to SUSD SH staff in the event of an emergency that would prohibit staff from accessing student records in their classroom.

Provide opportunities for SUSD SH staff members to be trained in the SCOE emergency procedures to ensure that SUSD SH staff is aware of these procedures during an emergency.

In the event of an emergency, SUSD SH staff will follow SCOE emergency procedures (for example: lock down, fire drill) when utilizing the SCOE playground and outside facility.

IV. SCOE RESPONSIBILITY OF THIS MOU

SCOE shall undertake the following activities:

Provide SUSD staff with recruitment material, annually, that can be given to parents of children seeking Head Start enrollment.

Provide SUSD staff training, annually, on the SCOE emergency procedures.

Provide SUSD Pre-formal SH Teacher a copy of current school year calendar.

Work collaboratively to plan playground use for the dates SCOE Coleman F. Brown Head Start program is not in session or on a field trip.

Meet with SUSD staff members as needed for the purpose of sharing program information as it pertains to the shared use of the SCOE playground and outdoor facility.

Provide adult supervision of children attending the SCOE program in accordance with licensing guidelines for children ages 2-5. (Recommend to remove)

Provide restroom access for children attending the SUSD Pre-Formal SH Special Day class while children are utilizing the Coleman F. Brown playground and outdoor facility.

Ensure proper maintenance and will utilize the Outdoor Safety Checklist as part of the monitoring of playground structure, equipment and outdoor facility in order to identify and correct potential safety hazards.

SCOE administration is responsible for the maintenance of: SCOE playground structure, equipment and outdoor facility.

Collaborate with SUSD SH staff members in order to facilitate the shared use of the SCOE playground, equipment and outside facility. The purpose of this collaboration is to identify times when both groups of children can engage in play together.

V. FUNDING

This MOU does not include the reimbursement of funds between SCOE and SUSD.

VI. RECORDS RETENTION

This MOU does not include the sharing and/or retention of child records between SCOE and SUSD.

VII. CONFIDENTIALITY

SCOE and SUSD will ensure that all safeguards, including confidentiality of student information and/or family eligibility will be enforced. Information will be shared between agencies regarding children of families dually enrolled in both programs upon written consent of adults with the legal authority to do so. This will include, but not be limited to program updates, changes, and/or other pertinent information that may affect the child or education thereof.

VIII. TERMS OF AGREEMENT

This Agreement between Stanislaus County Office of Education Grantee Operated Regional Head Start program (SCOE) and Sylvan Union School District Special Education Department (SUSD) will remain in effect until one or more parties identify changes that need to be made.

IX. AGENCY CONTACTS

Sylvan Unified School District (SUSD)

Cathi Bacon
Program Specialist
(209) 574-5000

Stanislaus County Office of Education Grantee Operated Regional Head Start (SCOE)

Jewelee Hotchkiss
Director II, Child/Family Services
(209) 238-6300

Ann Siegel
Disabilities Supervisor, Child/Family Services
(209) 238-1801

X. EFFECTIVE DATE AND ADMINISTRATOR SIGNATURES

This MOU will be reviewed annually by involved parties. The annual review shall be documented by date and signature of the Executive Director, Child/Family Services (SCOE) and the Special Education Director (SUSD). This MOU shall be effective upon the signature of SCOE and SUSD authorized official.

Janet Orvis-Cook
Executive Director, Child/Family Services
Stanislaus County Office of Education
(209) 238-1800

Date

Michelle Berries
Special Education Director
Sylvan Union School District
(209) 574-5000

Date

MOU ANNUAL REVIEW

Sylvan Union School District

Child/Family Services, SCOE

2013:

Signature / Date

Signature / Date

Job Title

Job Title

2014:

Signature / Date

Signature / Date

Job Title

Job Title