

Memorandum of Understanding
Thomasville City Schools
And
Salisbury-Rowan Community Action Agency, Inc., Head Start/Early Head Start

This agreement is made between Salisbury-Rowan Community Action Agency, Inc., Head Start/Early Head Start and Thomasville City Schools. It is the intent of both parties to cooperate in a common effort to serve preschool children with suspected or diagnosed disabilities in the least restrictive educational environment.

- I. Salisbury-Rowan Community Agency, Inc., Head Start/Early Head Start agrees to provide the following:
 - A. Developmental screening and assessment of all children enrolled in Head Start/Early Head Start
 - B. Hearing and vision screening of all children enrolled in Head Start/Early Head Start
 - C. Referrals of children with suspected disabilities to Thomasville City Schools for evaluation (with written parental consent)
 - D. Classrooms, Lead Teachers and Teachers for each Head Start/Early Head Start child
 - E. A comprehensive program which provides an inclusive experience including
 1. Transportation services for children, as appropriate to the needs of the child and the program's transportation service area.
 2. Complete physical examinations
 3. Dental examinations
 4. Immunization records
 5. Health services
 6. Active involvement with parents through Family Partnership Agreements
 - F. Materials and equipment to meet the individual needs of children who are determined eligible for exceptional children's services, as needed
 - G. A Disability Specialist or designee to coordinate referrals, to participate in joint meetings and activities (i.e. Interagency Coordinating Council, Child Find, etc.), and to assist in developing Individual Education Programs for placement
 - H. Copies of health and developmental screenings to Thomasville City Schools' Exceptional Children's Department as needed (with written parental consent)
 - I. Copies of documents necessary to comply with Head Start Program Performance Standards and other regulations
 - J. Training for program staff to explain special education and related services and the screening, assessment, and referral processes for children suspected of having disabilities
 - K. Parental consent for evaluations and release of information
- II. Thomasville City Schools agrees to provide services to Head Start/Early Head Start children with suspected or diagnosed disabilities as required by the Individuals with

Disabilities Education Act, Head Start Program Performance Standards, and other regulations including:

- A. Referrals of children with suspected and/or diagnosed disabilities to Head Start/Early Head Start programs for placement
- B. Diagnosis and documentation of children referred from Head Start/Early Head Start through the preschool school-based committees, upon completion of evaluation
- C. Access to special education services provided through Thomasville City Schools
- D. Complete copies of Exceptional Children's Records to the Head Start/Early Head Start Disability Specialist or designee (with written parental consent)
- E. Any other documentation that is required to meet Head Start/Early Head Start federal and state regulations (Documents will be kept in a locked file in the central office.)
- F. A schedule of dates, times, and places for services to be provided
- G. Documentation of services provided to children at Head Start/Early Head Start sites
- H. Training and/or technical assistance to staff and families as needed in order to help children achieve their potential

III. Miscellaneous Provisions:

- A. Children enrolled in Head Start/Early Head Start and provided services by Thomasville City Schools may be included in the child count by both agencies.
- B. Cooperative efforts will be maintained to exchange in-service agendas so that each organization can inform their staff and parents of available trainings, meetings, and activities.
- C. The two agencies will work together to assure smooth transitions for special needs children enrolled in Head Start/Early Head Start who will transition to public schools or other appropriate placements.
- D. This agreement will be reviewed annually, and revisions may be made upon written agreement of both parties.

Thomasville City Schools Board Chairman

Date

Superintendent
Thomasville City Schools

Director
Salisbury-Rowan Head Start/Early Head Start

Date

Date

Director
Exceptional Children's Department

Disability Specialist
Salisbury-Rowan Head Start/Early Head Start

Date

Date