

**Partnership Agreement between CAP Services’ Head Start & Montello School District**  
**Establishing the “Montello Early Learning Center”**

*This agreement establishes the “Montello Early Learning Center”, a collaboration between CAP Services’ Head Start and the Montello School District. The agreement outlines the responsibilities and commitments of each party. It is not met to be all-inclusive and can be altered with agreement of both parties at any time.*

<b>Program Area</b>	<b>Head Start Program</b>	<b>Montello School District</b>
<p><i>Overall Programming:</i> The Head Start Performance Standards, State Day Care Licensing, Head Start Education Philosophy, Family &amp; Community Partnership Philosophy and Health Related Services Philosophy will guide the manner in which services are offered. The classrooms will be team-taught.</p>	<p>Children enrolled in Head Start will receive the full compliment of Head Start services at no cost to the family. Head Start staff will support the implementation of the IEP goals for children with special educational needs. IEP goals will be addressed and incorporated into the weekly lesson planning through individualization of each child’s learning needs.</p>	<p>Children enrolled solely in school district programming, pre-kindergarten and/or special education will receive the Head Start educational programming. Parents will be encouraged to fully participate in the parent involvement component. Students with special educational needs will have an IEP developed under the auspice of the school district. IEP goals will be addressed and incorporated into the weekly lesson planning through individualization of each child’s learning needs. The school district staff will complete all aspects of the educational plan as outlined in the HS Education Philosophy and Early Childhood Manual.</p>
<p><i>Administration:</i> Both the school district and Head Start will jointly supervise the program.</p>	<p>The Head Start Site Manager will provide on-site supervision. The Program Coordinator will provide administrative support. The Site Manager will work in conjunction with the Forest Lane</p>	<p>The Forest Lane Elementary School Principal will provide supervision to the assigned school district staff and will work in conjunction with the Head Start Site Manager to oversee this project.</p>

	Elementary School Principal to oversee this project.	
<i>Facility:</i> The classrooms (indoors and outdoors) will be maintained in a safe and clean manner that complies with state day care regulations and Head Start Performance Standards	Will complete regular health and safety checklists at the Head Start facility and in the school district classroom for the period of time that facility is in use. Site Manager will assign routine cleaning duties and recruit volunteers from Northland to help maintain facility.	School district will provide to Head Start cleaning support that is equivalent to two days of custodial service.
<i>Education Program:</i> All classrooms will be team taught by an integrated teaching team of consisting of Head Start and school district staff. The Creative Curriculum and Project Approach will be implemented. The Work Sampling System will be the assessment system. The DAIL 3 will be the screening tool. Individual programming will occur for children with special learning needs through adapting the curriculum to address their IEP goals.	Head Start staff will be responsible for implementing all aspects of the Program Plan, Head Start Performance Standards and adhering to State Day Care regulations. Head Start staff will implement the educational program, in conjunction with school district staff, as outlined in the Education Philosophy and Early Childhood Manual. Head Start staff will support the implementation of IEP's in the classroom.	School District staff will implement the educational program, in conjunction with the Head Start staff, as outlined in the Education Philosophy and Early Childhood Manual. School District staff will be responsible for developing and implementing IEP's.
<i>Program Eligibility:</i> Children eligible for services in this project include children who are Head Start eligible, children who are eligible for pre-kindergarten, and pre-school aged children in need of special educational services. To receive services in the full-day classroom children must reside in the Montello School District service area, be 4 years old by September 1 <u>and</u> be Head Start eligible. To receive part day services children either need to be	Head Start will be responsible for recruiting and enrolling Head Start eligible children. Head Start staff will assist parents in completing the program application. Head Start staff will be responsible for keeping the Head Start slots full. Head Start will also give support to recruiting and enrolling eligible children in pre-kindergarten and will make appropriate referrals for special services if needed.	School District staff will responsible for recruiting and enrolling pre-kindergarten children and children in need of exceptional educational services. School District staff will also support the recruitment and enrollment of Head Start eligible children. School District staff will be responsible for evaluating in a timely fashion, children suspected of having an exceptional educational need.

<p>eligible for pre-kindergarten <u>or</u> be Head Start eligible. The number of children to be served will be jointly determined and will be in accordance with Head Start Performance Standards, Day Care Regulations and State Statutes</p>		<p>The school district will provide for additional staff if enrollment of pre-k and EC special education students warrant additional classroom space.</p>
<p><i>Calendar:</i> The program will follow the school district calendar for part year Head Start, early childhood special needs and pre-kindergarten services. Classroom services will be offered Monday-Thursday. Friday will be a day used for home visits, staff planning and conferencing, training and classroom set up.</p>	<p>Head Start services will be offered for 50 weeks in the full day classroom. Head Start services will be coupled with parent paid childcare during the summer months. Head Start services in the part day classroom will follow the school district calendar.</p>	<p>Pre-kindergarten and special needs programming will follow the official school district calendar. No services will be offered during the summer months.</p>
<p><i>Meal Service:</i> The Head Start nutritional program will be followed in all classrooms. The Head Start menu for breakfast, lunch and snack will be used in all classrooms. The CCFP program will be used to support this aspect of the program for those children qualifying.</p>	<p>Head Start will assume the financial responsibility for providing meals and snacks for all Head Start enrolled children and school district only children who qualify for the food program and have completed an income statement. Head Start will bill school district only families who either do not qualify for the food program or who choose not to complete an income statement. Head Start will assume responsibility for collecting the weekly meal and snack fee from self-pay families.</p>	<p>School district staff will assist in collecting the fee from the self-pay families and will assist with getting the income statements completed.</p>
<p><i>Transportation:</i> Transportation will be provided to all Head Start enrolled children and to school district children living on the</p>	<p>Head Start will transport children living outside of the Montello school district bus route, and Head Start children living in the</p>	<p>Montello school district will transport Head Start only; school district only and dually enrolled children who live on the</p>

school district bus route.	city of Montello that are not on the bus route because they live within what is considered walking distance of the school.	school district bus route.
<i>Supplies/Resources:</i> The programming to be provided at the Montello Learning Center will determine the supplies and resources needed. Head Start and the school district will share the providing of these resources.	Head Start will be responsible for ordering all classroom/center supplies. The teaching teams will determine what supplies are needed and will make their requests to the program through the Site Manager.	The school district will transfer to Head Start, through CESA 5, the resources they normally would use for pre-k and early childhood special education services. School District teaching staff, in conjunction with HS staff, will determine what is needed to carry out the program and make those purchase requests through the Head Start Site Manager.
<i>Training:</i> Whenever possible the staff from the Montello Early Learning Center will attend appropriate Head Start and/or school district training as a team.	Head Start will make all of its related training available to the school district staff at no cost to the school district.	The school district will make all of its related training available to the Head Start staff at no cost to Head Start.
<i>Recording Keeping:</i> Records pertaining to the educational programming will follow the requirements as outlined in the Head Start Education Philosophy and Early Childhood Manual and as *required by the school district and will be kept on all children.	Head Start staff will keep all records on assigned children and will support school district staff in tracking IEP goals of children with special needs.	School district staff will keep all records on assigned children and will take the lead with children with IEP's.
<i>Student Insurance:</i>	Head Start carries liability insurance which covers the building, Head Start students and volunteers while they are engaged in Head Start sponsored activities.	Parents of children not dually enrolled in Head Start will receive information regarding student insurance, which is provided to all school district students.
<i>Substitutes:</i> Whenever possible substitute staff will be brought in to cover absences.	Head Start will provide substitutes in the form of paid staff or volunteers whenever	The school district will provide a substitute whenever possible when a school district

	possible when a Head Start staff person is absent.	staff person is absent.
<i>Program Capacity:</i> This project is starting with three classrooms which have, as a maximum capacity, room for no more than 20 children per classroom (a total of 60 children). Classroom space is available at the Montello Early Learning Center that can accommodate an additional classroom of 13-15 children if expansion of services becomes necessary. Should this occur, school district and Head Start administrators would meet to develop a plan to address an expansion of services that would maintain an integrated teaching approach	No more than 45 children will be enrolled in Head Start, with a maximum of 20 being dual-enrolled in the full-day classroom. An additional 25 children will be served in the part day classrooms. Should pre-kindergarten and EC enrollment require the adding of another classroom, Head Start would work with the school district in developing a plan that would continue the integrated teaching approach established in the initial classrooms.	No more than 20 pre-kindergarten children will be enrolled in the full-day classroom. Children in this classroom must also be Head Start eligible. An additional 15-part day pre-kindergarten and EC children can be enrolled in the two part day classrooms. If enrollment demands require additional classroom space, the school district would add additional staff to address this need.

---

**Nancy A. Hipskind, Ph.D., District Administrator for Montello Schools**

---

**Catherine A. Arentsen, Director of Pre-School Services, CAP Services, Inc.**