**Central Kentucky Community Action, Inc. Head Start**

**Contract with Hardin County Board of Education.**

**Blended Program**

**2016-17**

WHEREAS the parties to this Agreement recognize the value of an effective, efficient and quality early childhood program; AND WHEREAS the parties to this Agreement each hold a stake in an effective, efficient and quality early childhood program with the understanding that the Hardin Co. School System must adhere to the highly qualified requirements in accordance to The No Child Left Behind Act and to the Kentucky Educational Professional Standards Board and Central Kentucky Head Start must adhere to the Head Start Performance Standards and the Improving Head Start Act of 2007. The Hardin Co. School System and the Head Start program will comply with Kentucky Preschool Regulations and the Head Start Performance Standards. If there are any areas where the regulation or standards are in question, the Hardin Co. School System Preschool Director and/or designee, and the Head Start Management Team will meet to determine the process for addressing the regulation/standard in question.

In coordination with the Hardin Co. School System **75** three and four-year-oldchildren will receive Head Start services provided by the Hardin Co. Board of Education for a minimum of **128** instructional days at **2 or 3** locations within Hardin County - New Highland, North Park and**/or Howevalley.**

The Hardin Co. School System and Central Kentucky Head Start utilize the School Readiness definition for the State of Kentucky. In Kentucky, School Readiness means, “that a child enters school ready to engage in and benefit from early learning experiences that best promote the child’s success”. In order to prepare children for Kindergarten, the Hardin Co. Preschool Program and Central Kentucky Head Start have identified the following School Readiness goals for children within the preschool program.

Head Start Child Development and Early Learning Framework and School Readiness Goals 2016-17

# Physical Development and Health

Goal: 86% Achieve Widely Held Expectations

1. Children will demonstrate control of large muscles for movement, navigation, and balance.
2. Children will demonstrate control of small muscles for such purposes as using utensils, self-care, building, writing, and manipulation.
3. Children and families will practice healthy and safe habits.

# Social and Emotional Development

Goal: 91% Achieve Widely Held Expectations

1. Children will engage in and maintain positive adult-child relationships and interactions.
2. Children will engage in and maintain positive peer relationships and interactions.

# Children will display levels of attention, emotional regulation, and behavior in the classroom that are appropriate to the situation and the supports available.

# Children will learn and internalize (follow) classroom rules, routines, and directions.

# All children will develop and display a sense of self, confidence in their abilities, and a strong identity that is rooted in their family and culture.

# Approaches to Learning

Goal: 90% Achieve Widely Held Expectations

1. Children will show an interest in varied topics and activities, an eagerness to learn, creativity, and independence in their interactions with activities and materials.
2. Children will demonstrate persistence when working with materials, activities, and information.
3. Children will learn and use words and concepts that parallel the information available in activities and materials.

# Language and Literacy

# Goal: 81% Achieve Widely Held Expectations

1. Children will build, use, and comprehend increasingly complex and varied vocabulary.
2. Children will use and comprehend oral language for conversation and communication.
3. Children can identify and discriminate the sounds within words, as separate from the word itself.
4. Children will use and understand print as a system of visible marks that represent the sounds within words and words themselves.
5. Children will engage with literature in developmentally appropriate ways.
6. Children who are dual language learners (DLLs) will demonstrate increased competency in their home language while developing proficiency in English.

# Cognition and General Knowledge

Goal: 80% Achieve Widely Held Expectations

1. Children will use math regularly and in everyday routines to count, compare, relate, identify patterns, and problem solve.
2. Children will use observation and manipulation, ask questions, make predictions, and develop hypotheses to gain a better understanding of information and activities in their surroundings.
3. Children will use their skills in remembering information and in being aware of their own thinking.

The School District will provide:

A. Classroom space at North Park Elementary, New Highland and/or Howevalley Elementary located at 1080 S. Logsdon Parkway, Radcliff, 110 W.A. Jenkins Road, Elizabethtown and 8450 Hardinsburg Road, Cecilia.

B. Supplies for children in coordination with the Head Start Program.

C. Transportation for Head Start children enrolled in North Park, New Highland and/or Howevalley in accordance with applicable KAR transportation regulations and Head Start Performance Standards.

Monthly: August - May

* + - 1. Attendance
      2. Playground Checklists
      3. Record of Drills (Fire, Earthquake, Tornado, Lock Down, Bus)
      4. Enrollment
      5. Daily Pre and Post trip Inspection Sheet (bleeding of the brakes and bus check)
      6. Medication Administration, a list of Head Start children receiving medicine at school with medicine and dosage information, **per parent permission from the Lincoln Trail Health Department**
      7. Incident/Accident Reports

Quarterly: (August, November, February, May)

Home Visits (teacher) - September and March

The CLASS Observations Sept. 30 and March 10

Parent Conferences - December and May

TS Gold – September 16th, January 15th, and May 2nd

* + - 1. Bus Inspections
      2. Child Assessment Documentation

In-kind will be provided by Hardin County Board in the amounts listed below:

HARDIN COUNTY SCHOOLS/HEAD START IN-KIND FORM

2015-2016 SCHOOL YEAR

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Expenditures | Salaries | % Head Start | Total |
| Director | $77,272.00 | 15% | $11,590.80 |
| Teachers | $423,003.00 | 30% | $126,900.90 |
| Assistants | $121,966.00 | 30% | $36,589.80 |
| Special Ed Staff | $308,612.00 | 15% | $46,291.80 |
| Bus Drivers | $100,000.00 | 15% | $15,000.00 |
| Bus Monitors | $100,000.00 | 15% | $15,000.00 |
| Transportation | $115,000.00 | 15% | $17,250.00 |
| Classroom Space |  |  | $61,188.00 |
|  |  |  | **$329,811.30** |

Annually: Upon Submission to the Kentucky Department of Education

Preschool Performance Report

Preschool Program Approval Report

* + - 1. Bus Inspection Documentation
      2. Documentation of Bus Driver and Monitor Training
      3. Fixed Route and Secondary Route (Update as needed)
      4. A bus safety program for children within 1st two weeks within the classroom.

The Head Start Program will:

1. Reimburse the district for Transportation services for 75 children $46,875.00.
2. Reimburse the district 45% of the annual salary of the secretary at the Early Childhood office, HCS employee, $17,656,65.
3. Reimburse the district for 15% of the annual salary of the Director of Early Childhood, HCS employee, $14,488.50.
4. Reimburse the district for a one-time payment of $6,000.00 for the purchase of supplies to be utilized to provide preschool services to enrolled Head Start children. To be paid in August.
5. Reimburse the district $3000.00 in office expenses.
6. Will provide 7 instructional assistants for classrooms with Head Start children.
7. Will provide funding for 25% of a Center Coordinator employed by CKYHS.
8. Will provide 2 Family Advocates employed by CKYHS.
9. Will reimburse District for 50% cost of TSG ($10.45 per student) for 75 blended students

Reimbursement Schedule:

The Hardin Co. Board of Education will submit quarterly invoices with supporting reports listed above to the Head Start Executive Assistant in the months of September, December, March, and June. The Board will be paid directly by Head Start by check in one payment of $6000.00 in August 2016**.** The Executive Assistant may contact the Pre-school Coordinator to secure additional information prior to processing if needed. Hardin County School System will receive payment by the 15th of October, January, April, and July.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. The Hardin County School System recognizes Central Kentucky Head Start as a partner which includes Central Kentucky CAC Head Start (3-5yrs.) programming. Agreements entered into by and with Central Kentucky CAC Head Start are done so with the understanding that this information is provided to Head Start.
2. The Hardin Co. School System acknowledges that Central Kentucky CAC Head Start must be fully enrolled, serving 75 children ages 3-4 years old upon the first day of school. Central Kentucky Head Start will ensure that sufficient staff are working to identify, assist and qualify families for Head Start throughout the summer, Professional Learning Days, and during the school year. The Head Start Director and HCS Preschool Director will coordinate the days in the summer and professional learning days that Head Start Staff may work. The Hardin County School System acknowledges and will ensure that through the implementation of this agreement and financial reimbursement Central Kentucky Community Action CAC Head Start will maintain full funded enrollment in accordance with Head Start Performance Standards.
3. The Hardin County Preschool Director will constantly work towards having no more than 17 children in each classroom session based on Head Start Performance Standards.
4. The Hardin County School System Preschool Director or designee will inform the Head Start Director of pertinent information or reports from the Hardin Co. Board of Education as it pertains to the preschool program. The appropriate Head Start coordinator will inform the Preschool Director or designee of pertinent information or reports shared with or by the local Area Policy Council and Board of Directors especially those items applying to the preschool program in Hardin County.
5. Communications between the Hardin Co. School System preschool program and the Head Start program will be conveyed through the appropriate coordinator/manager. Upon request a copy of written information being provided to parents will also be sent to the Preschool Coordinator and the Head Start Parent Engagement Coordinator.
6. The Hardin Co. Preschool Coordinator will ensure that all Hardin Co. School system staff providing services to Head Start preschool children, has a current TB Skin assessment/screener and completed Child Abuse Neglect (CAN)/Criminal Records check or FBI check prior to start of work when employee will come in contact with Head Start children. Central Kentucky Head Start will be responsible for the costs of the required tests/checks for Head Start staff only.
7. The Hardin Co. School System and Central Kentucky CAC Head Start agree to provide collaborative early childhood services adhering to the following:
8. The Family Engagement Manager/Center Coordinator will directly supervise all family services staff employed by Head Start in Hardin Co.
9. Curriculum decisions will be made jointly by the Hardin Co. Preschool Director and the Head Start Education Manager to align the preschool curriculum.
10. All preschool children served are residents of the district, unless there is a reciprocal agreement with a neighboring district. 704 KAR3:410, Section 2A
11. At-risk children are 3 or 4 years old by August 1 704 KAR3:410, Section 2A
12. Eligibility may be determined up to four months prior to start of school year. 704 KAR3:410, Section 2A
13. There are no fees or charges to Head Start enrolled children or families.
14. The Child Find Process ensures delivery of appropriate, relevant, research-based instruction and intervention services (KSI) prior to or as part of the special education referral process. 707 KAR 3:10
15. The district has an effective transition process in place for helping children transition from First Steps into the preschool program. 707 KAR 3:10
16. Child Plus and Infinite Campus are used to document enrollment of children, and the information is kept up to date on all children. 707 KAR 3:10
17. Children with disabilities are guaranteed a full continuum of services based on their needs. 707 KAR 3:10
18. The preschool program follows a part-day, double session four days a week. Howevalley will become a pilot "full day" four days a week session. 704 KAR 3:410, Section 6 (3)
19. Adequate break times are provided for staff. Head Start 1306.32, Section 3, page 157/ 704 KAR 3:410, Section 6 (3)
20. The preschool classes meet a minimum of 3 hours per day instruction with a 25 to 30 minute meal period. 704 KAR 3:410, Section 6 (3)
21. The program provides direct services for children or parents for the minimum number of teaching days set by the local school district for the school year. 704 KAR 3:410, Section 6 (3)
22. The lead teacher in blended classrooms holds an IECE certificate or statement of eligibility, or has been exempted by the Kentucky Educational Professional Standards Board from additional certification and/or meets Head Start requirements. 704 KAR 3:410, Section 7
23. A lead teacher organizes the classroom, provides a developmentally appropriate curriculum and supervises and assigns the activities of teaching assistants, student helpers and other non-certified staff. 704 KAR 3:410, Section 7
24. Daily attendance records are kept for all the children. 704 KAR 3:410, Section 5
25. Families are contacted if enrolled child attendance is irregular or if the child has been absent for three consecutive program days. 704 KAR 3:410, Section 5
26. Lead teacher(s) participate in required number of professional development days as required by Hardin County. For Head Start requirements, Instructional Assistants will attend Head Start professional days when required and notification of days will be given to the director and staff in a timely manner. 704 KAR 3:410, Section 7
27. Teaching assistants participate annually in minimum of 24 hours of professional development. 704 KAR 3:410, Section 7
28. Professional development activities are related to nature and needs of young children of families including those with special needs. 704 KAR 3:410, Section 7
29. Records are kept by Hardin County Schools for all personnel documenting participation in professional development training. 704 KAR 3:410, Section 7
30. At all times, a staff person trained in emergency first aid and cardiopulmonary resuscitation (CPR) is on the premises. 704 KAR 3:410, Section 7
31. At least annually, parents, staff and other professionals are involved in evaluating the local preschool programs effectiveness. 704 KAR 3:410, Section 9
32. The evaluation includes the rate of participation by eligible children. 704 KAR 3:410, Section 9
33. The evaluation includes parental satisfaction with services. 704 KAR 3:410, Section 9
34. The evaluation includes success of participating children as they complete the preschool program and progress through primary school. 704 KAR 3:410, Section 9
35. The program collaborates with medical, health, mental health and social service agencies to meet comprehensive needs of children. 704 KAR 3:410, Section 5
36. The school district shall assure that all children participating in the program receive child development and health screening through coordination with existing medical and social services. 704 KAR 3:410, Section 5
37. Health screening includes growth assessment, vision and hearing screening. Also, for Head Start requirements it will include a current immunization certificate, and to notify parents of results. 704 KAR 3:410, Section 5
38. Screening results are not used for determining placement or planning the curriculum. 704 KAR 3:410, Section 5
39. Child development and health screening is completed within 30 school days of enrollment by personnel trained in the procedures used. 704 KAR 3:410, Section 5
40. Parents or legal guardians are provided screening results. Parents are notified if results indicate a need for further assessment by a specialist, follow-up or referral for special education and related services or other appropriate resources. 704 KAR 3:410, Section 5
41. A school shall assist the parent or legal guardian as needed through cooperation with existing medical and social services to obtain the physical examination required of all children upon school enrollment. 704 KAR 3:410, Section 5
42. Transportation services conform to administrative regulations. 702 KAR, Chapter 5
43. All buses transporting preschool age children are up to date and meet state and federal regulations.
44. The schools make provision for safe arrival and departure of all children. 704 KAR 3:410, Section 8 For Head Start requirements, a telephone call will be made by Head Start staff to the parents every day for a Head Start child who is absent to verify reason.
45. Procedures are in place for ensuring that preschool children are released to the parent or person authorized by the parent on the child agreement form. This includes children released from the bus. 704 KAR 3:410, Section 8
46. Head Start children will be released hand-to-hand to parent/guardian when boarding or getting off bus.
47. Enrollment of child is at the discretion of the parent/legal guardian. 704 KAR 3:410, Section 5
48. An active recruitment process is established and maintained. 704 KAR 3:410, Section 5
49. An outline of the written plan for recruitment process, including notification of the right to participate, is presented in parent’s primary language or natural mode of communication. 704 KAR 3:410, Section 5
50. An outline of the written plan for recruitment process, including identification of all eligible children regardless of race, sex, color, national origin or handicapping condition, is developed. 704 KAR 3:410, Section 5
51. Educational records are kept confidential and are in a secure place. 704 KAR 3:410, Section 5

1. The Instructional Assistants for North Park, New Highland and/or Howevalley programs (when operating blended programs) will participate in the responsibility for the tracking and data entry of: weekly classroom attendance, weekly IEP progress data, monthly attendance analysis, home visits, Parent/Teacher conferences and In-kind (volunteer) documentation.
2. The teachers for the programs will submit weekly classroom lesson plans to both the Hardin County Preschool Director and the Central Kentucky CAC Head Start Education Manager.
3. The teachers for the programs will be responsible for entering the Present Level of Performance, suggested goals, and progress towards identified goals prior to each ARC meeting. Note: The teacher is not responsible for the data entry of speech/language, occupational, or physical therapy goals.
4. The instructional assistants/teacher aides providing services to Head Start children will be highly encouraged to hold a Child Development Associates or higher certification or currently be enrolled in a C.D.A. program and will complete the program within 2 years of the start of the program. CKYHS will be responsible for the associated costs of obtaining the CDA.
5. Head Start staff may not work over 35 hours per week. Work hours over the hours listed on the staff work schedule must be approved by the Head Start Director.
6. The Hardin County BOE will ensure that all buses transporting preschool age children meet all applicable state and federal Head Start regulations.
7. The Hardin Co. BOE will provide a copy of general liability and transportation/fleet insurance to Central Kentucky Head Start by August 18, 2016.
8. The Hardin Co. Preschool Program and Head Start both agree to follow the guidelines set forth for the implementation of Response to Intervention as outlined by the Hardin Co. Board of Education.
9. The Hardin Co. School System agrees to provide ICAMPUS reports listing due process timelines: referral, Initial ARC meeting, permission to evaluate, date of evaluation, date of placement ARC, date of parental consent upon request from CKYHS. Central Kentucky CAC Head Start agrees to provide ChildPlus reports including status of health events, screening results, and child outcomes to aid in the transition process.
10. The Hardin Co. School System agrees to organize regularly scheduled times for an on-site consultation by a qualified mental health professional in coordination with the Head Start Disability Manager, to both the Head Start/Preschool classrooms and Parents/Families. On-site consultation will be available at North Park, New Highland and/or Howevalley**.** The Head Start program may also provide mental health services in Hardin Co. by contracting with qualified mental health professionals (Brighter Futures). CKYHS identifies the need, coordinates the consultation and is financially responsible for the cost of the mental health consultation.
11. The Hardin Co. School System agrees to conduct joint screening and recruitment activities (Child Find) with Central KY CAC Head Start. Enrollment documentation will be provided to the Head Start Family Engagement Manager for placement upon income verification. (See Screening Recruitment Guidelines).
12. Parent and Family activities for all families regardless of funding source will be implemented by classroom staff with participation by Family Resource staff when needed in coordination with Head Start Family Advocates when applicable.
13. Parents of children enrolled in either Head Start or Hardin Co. Preschool may participate in Local Parent Committee meetings held at elementary schools housing preschool classrooms. The Head Start Family Engagement Manager will help facilitate Head Start/Preschool Parent Committee meetings within county.
14. The District Food Services Coordinator ensures compliance with the policies and regulations set forth within the National School Lunch Program (Health & Nutrition Policy) and coordinates with the Head Start Health Services Coordinator regarding Head Start regulations.
15. The Hardin Co. and Head Start Health Manger will assist the Head Start Family Advocates in obtaining initial health requirements (Physical, Immunization, Blood Pressure, Hearing and Vision Screenings) as defined by EPSDT and in accordance with the Kentucky Preschool Regulations and Head Start Performance Standards and Kentucky State Law.
16. The Preschool Director and/or Principal and appropriate H.S. Manager will monitor the progress towards program goals and maintain compliance in part through the review of scheduled management reports.
17. Specific documentation is required for all children designated as Head Start. This documentation includes but is not limited to: Home Visits, Parent Conferences, Daily Attendance, and communications to parents. The use of Child Plus.Net will be utilized to document these actions and is required for all Head Start children.

The Head Start Managers for Health Services, Education, Disability Services, and Family Engagement, will be responsible for working with the Hardin Co. Preschool Director and the Hardin Co. School System Staff to ensure compliance with the Head Start regulations and meeting the requirements of the KY State Funded Preschool Program.

Central Kentucky CAC Head Start staff in coordination with the Hardin Co. BOE will continually monitor program services and systems to ensure compliance. Through the course of monitoring areas determined to be non-compliant or a healthy/safety concern will be communicated to the Hardin Co. Preschool Director to address/resolve any identified concerns.

As the programs are implemented utilizing federal Head Start funds, access is permitted to files, classrooms, and facilities by Federal staff conducting on-sight reviews and audits of the program. By signing the document both parties hereby agree to enter the 2016-2017 school year under the conditions outlined within the Full Utilization Agreement and this Service Contract.

**Central Kentucky CAC Head Start Hardin Co. Public Schools**

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Head Start Director Date Preschool Director Date

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Executive Director Date Superintendent Date