

# **Memorandum of Understanding Between**

*Hidalgo County Head Start Program*

*And*

*Valley View Independent School District*

This agreement is made and entered into by Valley View Independent School District (Valley View ISD) and Hidalgo County Head Start Program (HCHSP).

The purpose of this Agreement is to establish a working and cooperative relationship between the parties in order to plan service appropriate for each Agency's or Program's clients. It is the objective of Valley View Independent School District to collaborate with partners in our communities, in order to provide the highest level of services, and to advocate for a community that shares responsibilities for the healthy development of children and families of all cultures.

The terms and conditions set forth in the following document shall constitute the entire agreement between the HCHSP and Valley View ISD may not be amended except by a written document signed by HCHSP and Valley View ISD.

## **Valley View Independent School District School agrees to:**

- A. Assist the HCHSP in the identification of eligible 3-4 year old children at the beginning of each school year in an annual round-up.
- B. Participate in joint training for staff and parents.
- C. Address transition for those children exiting Head Start and enrolling with Local Education Agency (LEA).
- D. Participate in resource sharing (i.e. equipment, materials, staff, etc.)
- E. Provide in-service training for staff and parents in order to provide the continuity of services as deemed necessary for both parties.
- F. Provide on-site services when deemed appropriate.
- G. Address transition of Individual Education Plan (IEP) for those children exiting of Head Start and enrolling with LEA.
- H. Provide supplemental materials and supplies needed to accommodate Pre-Kindergarten eligible children identified under the School Readiness Integration Model.
- I. Maintain the children's, families' and programmatic records in a manner that will assure the protection of the rights and privacy of parents, families and staff. All program records, data or information related to individual children, families and staff will be treated as confidential. Release of information will take place only with clients' prior written consent and approval.
- J. Service Valley View Independent School District eligible Pre-Kindergarten and Kindergarten students that reside within the district boundaries.

**Hidalgo County Head Start Program "HCHSP" agrees to:**

- A. Provide in- service training for staff and parents in order to provide the continuity of services as deemed necessary by both parties.
- B. Address transition of IEP for those children exiting Head Start and enrolling with LEA.
- C. Provide on-site training (Head Start Center) as deemed appropriate.
- D. Provide facilities for the delivery of services.
- E. Maintain the children's, families', and programmatic records in a manner that will assure the protection of the rights and privacy of parents, families, and staff. All HCHSP records, data, or information related to individual children, families, and staff will be treated as confidential. Release of information will take place only with clients' prior written consent and approval.

**Collaboration Efforts between Valley View Independent School District and HCHSP:**

- Both parties agree to refer clients as appropriate to each other. Services to the client will be based upon the needs of said client and the receiving agency's or program's ability to provide services. In the event that the receiving agency or program is unable to provide services to the client, it is agreed that alternate referrals will be provided as possible resources.
- Both parties agree that they will exchange reports describing services rendered between each other and programs on a regular basis. When possible, to participate and collaborate in shared forums, networking meetings, and training sessions.

**Termination:**

Either party may terminate the Agreement, with or without cause, by giving thirty (30) days written notice to the other.

**Term:**

This agreement is in effect for the 2014-2015 school year, unless earlier terminated as provided herein.

**Governing Law:**

This Memorandum of Understanding will be construed in accordance with the Laws of the State of Texas and is performable in Hidalgo County, Texas.

**Consideration:**

This Agreement is being made in consideration of the following: Valley View Independent School District and Hidalgo County Head Start Program agree that there will be no financial exchange of monies or other compensation.

