



West Central Minnesota Communities Action, Inc.
411 Industrial Park Boulevard
Elbow Lake, MN 56531
Phone: 218-685-4486 or 800-492-4805
Fax: 218-685-6741 or 218-685-6742
E-mail: office@wcmca.org
www.wcmca.org

September 23, 2015

Dear Administrator,

As I am sure you know, West Central MN Communities Action, Head Start, is a federally funded pre-school program serving income eligible families and their children ages three to school age. This year our agency is serving 403 children in Douglas, Grant, Otter Tail, Pope, Stevens, and Wadena counties.

Over the past years your school district and Head Start have maintained a good working relationship. Head Start is mandated by Federal Regulations to have written collaborative agreements with all the Local Education Agencies and School Readiness Programs in their service areas.

Enclosed is a collaborative agreement between your school district/Special Education Cooperative and WCMCA Head Start. The policies and procedures set forth in the enclosed agreement, regarding children and their families, are based on Head Start performance standards on services for children with disabilities (45 CFR 1308) and the Individuals with Disabilities Education Act (IDEA) and the Head Start Act of Dec. 2007. Please look it over and if it meets with your approval, sign both copies – keep one copy for your files, and mail the other copy back to me in the enclosed envelope. If you have any questions, please feel free to give me a call at 218-685-4486.

Sincerely,

Valerie Arnquist
Head Start Director

Send 10-2-15



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**Collaborative Agreement Between
WCMCA Head Start and Alexandria School District
2015-2016**

A. WCMCA Head Start agrees to:

1. Refer all children with a suspected disability to the Local Education Agency (LEA) as soon as a need is identified (with prior written parental permission).
2. Include pertinent information regarding the child's performance with the referral (with parental permission).
3. Inform the LEA when a child with a disability is enrolled in Head Start (with parental permission).
4. Attend I.E.P./I.F.S.P./I.I.I.P. staffing for Head Start children receiving special education and/or speech services (with parental permission).
5. When a Head Start parent requests a transition meeting for their child, Head Start will coordinate and facilitate a meeting between the parent, Kindergarten Teacher and Family Education Specialists (F.E.S.)
6. Send a summary report of child's progress to the school for all children transitioning from Head Start to attend Kindergarten (with parental permission).
7. Notify local personnel of training being offered through Head Start which may be applicable to their position.
8. Head Start will provide any updated contact information derived from a district census.

B. The Local Education Agency (Alexandria School District) agrees to:

1. Refer children to Head Start when dual programming is possible or when it is felt that Head Start is the best placement (with parental permission).
2. Assess, diagnose and provide a program (as necessary) for children referred by Head Start.
3. Assist Head Start in working with a child with disabilities that is dually served (ie - phone conversations and/or meetings to provide Head Start with information to help ensure the child's successful transition into Head Start).
4. Invite Head Start staff to child's I.E.P./I.F.S.P./I.I.I.P. staffing, and provide the Head Start staff with a copy of child's plan including signature page of those attending I.E.P./I.F.S.P./I.I.I.P. meeting.
5. When a child referred to the LEA is determined not to meet the criteria to receive Special Education Services, documentation stating this will be provided to Head Start for the child's file when Head Start provides a release of information.
6. Provide transportation of dually enrolled children (when mutually agreed upon by both parties, the details will be negotiated before or upon enrollment of a child in Head Start.
7. Whenever possible and appropriate, the child's special education and /or speech services will be provided in the Head Start classroom.
8. Provide a district census including the names of preschool age-eligible children and contact information (parent name and phone number) to help identify low income children and families.

This agreement will be in effect for one year. It is not meant to be all-inclusive but outlines the major areas of collaboration.

Valerie Arnquist 9-23-15
Signature Date

Valerie Arnquist
WCMCA, Inc., Head Start

Sam Nuh 9-23-15
Signature Date

Title: *Assist. Director to Student Support Sves*

West Central MN Communities Action, Inc. School Readiness Goals

411 Industrial Park Blvd, Elbow Lake, MN 56531

PH: 218-685-4486

website: www.wcmca.org

WCMCA School Readiness goals align with the Head Start Child Development and Early Learning Framework and address the five domains of learning and development. They also align with the Minnesota Early Learning Guidelines which are called the Early Childhood Indicators of Progress and they meet the requirements and expectations of local school districts.

Five Domains of Learning and Development	WCMCA Head Start School Readiness Goals
Physical Development and Health	<ol style="list-style-type: none"> 1. Children will complete personal care tasks with increasing independence (ex: dressing, brushing teeth, toileting washing hands and eating). 2. Children will demonstrate control of large muscles for movement, navigation, and balance. 3. Children will demonstrate fine motor strength and coordination.
Social and Emotional Development	<ol style="list-style-type: none"> 4. Children will manage feelings, follow limits and expectations, and take care of own needs appropriately.
Approaches to Learning	<ol style="list-style-type: none"> 5. Children will demonstrate a positive approach to learning through persistence, attentiveness, engagement, and curiosity.
Cognitive and General Knowledge	<ol style="list-style-type: none"> 6. Children will use logic & reasoning in everyday routines to create patterns, make comparisons. 7. Children will be able to identify, discriminate numbers and shapes, demonstrate understanding of spatial/directional words and their meaning, and count objects. 8. Children will engage in exploring their environment through observation, manipulation, and making predictions and comparisons.
Language and Literacy	<ol style="list-style-type: none"> 9. Children will identify and name uppercase and lower case letters when presented in random order. 10. Children will identify and discriminate between separate syllables in words. 11. Children will write their names accurately. 12. Children will use and appreciate books. 13. Children will use an increasingly complex and varied vocabulary. 14. Children will comprehend language.

How are the Head Start School Readiness Goals measured? *We use Teaching Strategies GOLD Online Assessment System for Preschool Children and IGDIs (Individual Growth & Development Indicators) Early Literacy Assessment to conduct accurate, authentic ongoing assessment for our children.*

How do we support children's learning? *We help children succeed by linking Curriculum and Assessment using observation-based assessment information to individualize children's learning.*