

**Inter-Agency Agreement
Between
North Kitsap School District
Early Childhood Special Education
And
KCR Head Start /Early Head Start/ECEA Program
September 1, 2017 through August 31, 2018**

This agreement is between Kitsap Community Resources (KCR) Head Start Program and North Kitsap School District (NKSD), Early Childhood Special Education.

It is the intent of this interagency agreement to:

1. Outline services to be provided by each agency to actively pursue and serve children with disabilities in the KCR Head Start program.
2. Ensure that KCR Head Start children with disabilities as defined by federal and state laws have a free and appropriate public education (FAPE) in the least restrictive environment (LRE) or setting.
3. Ensure that each agency cooperatively maintains communication and shares responsibilities to ensure that resources are utilized in an effective manner.
4. Ensure cooperative arrangements occur between KCR Head Start and the North Kitsap School District Early Childhood Special Education
5. Outline the process to provide screening and assessment to Head Start children with suspected or identified disabilities.
6. Children, ages 3 to 5 years old, having an IEP with the North Kitsap School District, will be encouraged to enroll in the KCR Head Start Program whenever available and appropriate.

This interagency agreement applies to KCR Head Start children with disabilities, ages 3-5 years of age, who are currently or potentially enrolled in KCR Head Start with the North Kitsap School District during the 2017-2018 school year.

This interagency agreement will be reviewed annually and can be terminated by either partner through a review meeting.

If neither party has changes to this agreement, the current Interagency Agreement will remain in effect, with current dates and signatures.

The primary contact person for each agency will be:

- KCR Head Start –Child Development Manager
- North Kitsap School District – Early Childhood Coordinator

I. CHILD FIND ACTIVITIES

KCR Head Start

1. Shall fully cooperate with the school districts established Child Find policies and procedures.
2. Shall use the established referral process including required forms and information to make referrals.
3. Shall ensure “mutual consent to release information” is signed prior to referral.
4. Shall complete all necessary KCR Head Start developmental screenings prior to referring to NKSD.

North Kitsap School District

1. Shall provide KCR Head Start Disabilities Coordinator and teacher with written or voice mail information on Child Find activities, including appointment times and findings for children in the KCR Head Start program.
2. Shall inform KCR Head Start Disabilities Coordinator and teacher of any changes in the referral procedures in a timely manner.
3. Shall inform the teacher and KCR Head Start Disabilities Coordinator of the screening results in written form, for children in the KCR Head Start Program who attend Child Find.

II. ASSESSMENT FOR SPECIAL SERVICES

KCR Head Start

1. Shall be responsible for referring children who have a suspected disability, based on KCR Head Start administered screenings and assessments, or by parent and staff request.
2. Shall be responsible for providing educationally relevant information that may assist the special services' team in determining the assessment plan. Parent permission is required to mutually share information and conduct assessments.
3. Shall complete screenings and/or assessments for health (medical, dental, mental health) nutrition, family needs, social/emotional and developmental areas as a part of the assessment plan.
4. Shall cooperate with the North Kitsap School District assessment plan.
5. Shall ensure "mutual consent to release information" is signed by KCR Head Start parent/guardian.
6. Shall participate in the NKSD special service team process.

North Kitsap School District

1. Shall maintain an open communication with KCR Head Start teacher and Disabilities Coordinator on all KCR Head Start children who have a signed mutual release of information.
2. Shall keep the teacher and the KCR Head Start Disabilities Coordinator up-to-date and informed of all activities and timelines in the assessment process.
3. Shall provide the KCR Head Start teacher with written results to be placed in the child's file.

III. INDIVIDUAL EDUCATION PLAN (IEP)

KCR Head Start

1. Shall be an active participant in the development of the IEP for all KCR Head Start children identified with a disability.
2. Shall participate in the initial and/or review IEP meetings for all KCR Head Start children identified with a disability.
3. Shall maintain active communication with NKSD regarding the KCR Head Start child's development and progress with IEP goals and objectives.
4. Shall provide information requested by NKSD in a timely manner.

North Kitsap School District

1. Shall consult with KCR Head Start teacher and Disabilities Coordinator when scheduling IEP meetings.
2. Shall develop IEP's for each KCR Head Start child that is determined eligible under the WAC.
3. Shall specify in the IEP which services, if any, will be provided by KCR Head Start and which, if any, will be provided by NKSD.
4. Shall monitor implementation of the IEP and be responsible for record keeping in compliance with WAC regulations.
5. Shall conduct a review of the IEP at least annually and include the KCR Head Start teacher and Disabilities Coordinator in the meeting.
6. Shall provide KCR Head Start teacher with a copy of the current IEP for child's file.

IV. DIRECT SPECIAL SERVICES

KCR Head Start

1. Shall cooperate with NKSD special services staff, as they implement the IEP within the KCR Head Start Program.
2. KCR Head Start staff shall monitor child's progress on the IEP.
3. Shall follow NKSD's procedures to request a clarification or review of the IEP.
4. Shall notify NKSD staff of conferences for identified children with disabilities.
5. Shall meet on a regular basis with NKSD special services staff and will obtain a report on progress, concerns, and modifications of special services.
6. Shall provide a list of KCR Head Start children in the NKSD geographical area transitioning into kindergarten to the Early Childhood Coordinator, in May.

North Kitsap School District

1. Shall implement required special services as specified in the KCR Head Start child's IEP.
2. Shall work cooperatively with the KCR Head Start staff to implement special services needed and specified in the IEP.
3. Shall meet on a regular basis with KCR Head Start teacher and the Disabilities Coordinator providing information on progress, concerns, and modifications of special services.
4. Shall monitor the special services provided within the KCR Head Start environment.
5. Shall provide information to KCR Head Start teacher and Disabilities Coordinator when a child is transitioning from Infant-Toddler program into 3 to 5 preschool services.

V. CLASSROOM PROCEDURES

KCR Head Start

1. Shall provide KCR Head Start families an intake and orientation to familiarize them with the KCR-Head Start Program, and invite NKSD special services staff to attend.
2. Shall provide NKSD special services staff with KCR Head Start policies and procedures as requested.
3. Shall inform NKSD special services staff in a timely manner, of changes or modifications to KCR-Head Start classroom procedures or practices.
4. Shall ensure NKSD special services staff sign the necessary form (CD-4) each time services are provided to an identified KCR Head Start child.

North Kitsap School District

1. Shall provide KCR Head Start families' with information to familiarize them with the North Kitsap School District special services program.
2. Shall provide KCR-Head Start teacher and the Disabilities Coordinator with NKSD policies and procedures.
3. Shall inform KCR Head Start teacher and the Disabilities Coordinator in a timely manner, of changes or modifications relating to classroom procedures for special services to children.
4. NKSD special services staff shall sign the necessary form (CD-4) each time they come into the class to provide services for an identified KCR-Head Start child.

VI. PROCEDURAL SAFEGUARDS

KCR Head Start

- 1 Shall implement all procedural safeguards, including confidentiality of records requirements and placement in the least restrictive environment, for children with disabilities according to KCR Head Start Program policies, procedures, federal and state performance standards.
- 2 Shall cooperate with Washington Administrative Code (WAC) procedural safeguards.
- 3 Shall ensure NKSD special services staff sign the KCR Head Start sign-in log prior to accessing the child's file.

North Kitsap School District

1. Shall implement procedural safeguards, including confidentiality of record requirements and placement in the least restrictive environment, for children with disabilities placed in KCR Head Start program according to Washington Administrative Code (WAC).
2. Shall cooperate with KCR Head Start program policies, procedures and federal and state performance standards.

VII. TRAINING AND TECHNICAL ASSISTANCE

KCR Head Start

1. Shall make available to North Kitsap School District personnel any KCR Head Start training and technical assistance that has direct implication on services provided to children.
2. Shall participate in NKSD training whenever possible.
3. Shall plan and participate with NKSD in planning meetings prior to and during the school year.

North Kitsap School District

1. Shall make available to KCR Head Start teacher and the Disabilities Coordinator any training and technical assistance that has direct implication on services provided to children
2. Shall participate in KCR Head Start training(s) as appropriate.
3. Shall plan and participate with KCR Head Start teacher and the Disabilities Coordinator in planning meetings prior to and during the school year.

VIII. TRANSITION ACTIVITIES

KCR Head Start

1. Shall conduct ongoing assessment of skill development and provide parents with information on progression of skill development for child transitioning to Kindergarten children that can be shared, via parent, with NKSD.
2. KCR Head Start teachers shall contact corresponding elementary school(s) to establish awareness of Head Start and open dialogue between staff
3. Shall arrange for KCR Head Start children to visit kindergarten classrooms and become familiar with an elementary school.
4. KCR Head Start teacher and Family Development Specialist (FDS) will discuss transitional issues with parents at home and/or site visit and provide information regarding kindergarten transition to parents and staff.
5. Shall inform KCR Head Start parents of enrollment times and procedures to enroll their children in North Kitsap schools, via parent meetings, and newsletter.

North Kitsap School District

1. Shall be willing to pursue options for classroom visitation between KCR Head Start class and the kindergarten class in the child's elementary school boundary area when appropriate
2. Prepare kindergarten registration information and make this available to KCR Head Start families.
3. Provide information regarding transition to kindergarten procedures, which may include enrollment procedures, opportunities for parent involvement and other information to assist families as they transition into the public schools.
4. Shall provide KCR Head Start parents with procedures and timelines for enrolling their children in North Kitsap schools, via parent meetings and newsletters.

IX. PLACEMENT DECISION

KCR Head Start

1. KCR Head Start teacher and Family Development Specialist (FDS) shall assist in providing any requested recruitment and enrollment materials for use during North Kitsap School District's Child Find activities.
2. KCR Head Start teacher and the Disabilities Coordinator will attend and assist (as requested by North Kitsap School District) with Child Find appointments, evaluations or meetings for a child enrolled or in the process of being enrolled into KCR Head Start Program.
3. KCR Head Start teacher and the Disabilities Coordinator shall be active participants in the screening, evaluation, eligibility and IEP meeting process at all times for children enrolled in KCR Head Start.

North Kitsap School District

1. NKSD Early Childhood Coordinator and KCR Head Start teacher and the Disabilities Coordinator shall work closely to offer choices of pre-school placements to children who reside in the NKSD catchment area.
2. NKSD shall provide information to parents of age eligible children with an IEP the opportunities offered by enrolling in KCR Head Start Program.
3. Joint placement of children may include one of the following:
 - Joint placement in NKSD developmental preschool and KCR Head Start classroom, either full or part time.
 - Full placement in KCR Head Start classroom with itinerant services in the classroom provided by NKSD special services staff
 - Full placement in NKSD developmental preschool and partial placement in KCR Head Start.
 - Placement in KCR Head Start classroom with parent providing transportation (if necessary) to their local pre-school school for special services, outside of KCR Head Start class hours.

X. SERVICE PROVISION

1. Certified special education teacher will be provided by North Kitsap School District to write, implement and monitor all IEP'S.
2. Related services, when appropriate, will be provided by properly licensed/certificated staff.
3. In addition, the following services will be provided:

WHAT	BY WHOM
Special Education	School District
Transportation	School District
Occupational Therapy	School District
Physical Therapy	School District
Speech/Language Therapy	School District
Daily Meal Service	School District
Social Services	KCR Head Start
Parent Involvement	KCR Head Start
Health/Nutrition	KCR Head Start
Child Development Education	KCR Head Start
Literacy Training	KCR Head Start
Disability/Mental Health Coordination	KCR Head Start

This 2017-2018 Interagency Agreement has been reviewed and determined to be accurate and correct.



 KCR Executive Director

9/11/17

 Date



 KCR-Early Learning & Family Services Director

8-28-17

 Date

 North Kitsap School District Superintendent

 Date

 NKSD -Early Childhood /Special Education
 Coordinator

 Date

**CONTINUATION OF SERVICES WITHOUT CHANGES
PROVISION**

North Kitsap School District and KCR Head Start have agreed to continue with this agreement as being accurate and correct for continuing school year unless one or both parties require changes.

Yes *✓* No

- If there are no changes to the previous year's agreement both primary contact parties mutually agree to initial and date the existing agreement thus maintaining continuous service.

Mutually agree to initial and date:

[Handwritten Signature]

Primary Contact Signature
North Kitsap School District

9/20/17

Date

[Handwritten Signature]

Primary Contact Signature
KCR Early Learning & Family Services

9/16/17

Date