Raytown Consolidated School District No. 2

Purchase of Head Start (HS) Services for Children Agreement

November 1, 2017 to June 30, 2018 – 68 HS Slots

This Partner Agency Agreement for the Purchase of Head Start Services for Children (the "Agreement") is made and entered into as of November 1, 2017, by and between Mid America Regional Council 600 Broadway, Suite 200 Kansas City Missouri (hereinafter referred to as "MARC") and Raytown Consolidated School District No. 2 (hereinafter referred to as "District").

Whereas, MARC has received a Federal Head Start Grant Award for the purpose of providing Head Start services for children and families in Jackson, Clay and Platte Counties in Missouri; and

Whereas, the District seeks to assist MARC in providing services to and for qualified children and families; and

Whereas, MARC and the District have considered the goals and objectives of the Head Start program and how those goals and objectives may be achieved if MARC and the District work together; and

Whereas, MARC and the District have discussed the purposes of this Agreement, the conditions precedent to this Agreement, the Agreement documents, their respective roles, and the terms and conditions for this Agreement, and have reached understandings on each of these subjects; and

Whereas, MARC and the District enter into this Agreement to set out their understandings and agreements,

Now, therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, MARC and the District agree as follows:

1. **Scope of Services.** The District shall perform and accomplish in a manner satisfactory to MARC those tasks described in Exhibit A (the "Scope of Services"), which are incorporated herein by reference. The District shall exercise the same degree of care, skill and diligence in the performance of the services as is ordinarily possessed and exercised by a similar Head Start provider.

2. **Role of MARC.** MARC as the Grantee of the Head Start Award is the purchaser of Head Start services from the District, a Missouri Public School District and an independent contractor. As such, MARC provides reimbursement for certain District-provided services for children and families served by the District. MARC will monitor the performance of the District in providing Head Start services for children and families. MARC will not undertake to operate the District's early childhood and family services, but will provide staff support as outlined in the Scope of Services Exhibit A, monitor and assist with training to promote District's compliance with Head Start standards. MARC

will conduct periodic reviews of program performance, which include, but are not limited to, the following:

a. Environmental health and safety requirements
b. Curriculum implementation and child assessments
c. Enrollment and family assessments and support services and referrals.

4. **Role of the District**. The District is an independent contractor. The District shall provide high quality early childhood and family services, as outlined in the scope of services included in this contract, for sixty eight (68) Head Start children and their families. These services will be aligned with MARC's policies and procedures, as referenced in Exhibit A, to support MARC's compliance with Head Start performance standards for early childhood and family services. The failure of the District to implement the early childhood and family services as outlined in the Scope of Services Exhibit A shall be grounds for termination of this Agreement pursuant to the following procedures.

MARC will implement regular reviews and tests for compliance to determine that the Agreement is being followed as intended and will inform the District of any irregularities or deficiencies identified in these reviews and inform the District that it must correct any such deficiencies using one of the following processes selected by MARC:

a. Correct the deficiency immediately if MARC finds that the deficiency threatens the health or safety of staff or program participants or poses a threat to integrity of Federal funds;
b. Correct the deficiency not later than 90 days after the identification of the deficiency if MARC finds, in the discretion of MARC, that such a 90-day period is reasonable, in light of the nature and magnitude of the deficiency; or,
c. Correct the deficiency pursuant to a quality improvement plan submitted to MARC by the District and approved by MARC. Any such plan shall be fully implemented and the deficiencies shall be fully corrected within six (6) months of identification unless MARC, in its sole discretion, determines additional time is necessary to correct the deficiency. In no case shall a deficiency be allowed to exist for longer than one year from the date of its identification.

MARC shall conduct monthly monitoring reviews to the District when it is in the process of correcting a deficiency until all deficiencies are corrected or until MARC proceeds to terminate or deny refunding to the District. The District agrees to participate in an annual review of its early childhood and family services and other additional reviews as MARC or the federal Office of Head Start may determine to be necessary. The District agrees to track the costs expended on Head Start services and permit MARC to monitor its operations and inspect and examine its records and accounts as they relate to Head Start services outlined in the Scope of Services.

The District is an independent contractor in the performance of the Services under this Agreement. Accordingly, the District shall be responsible for the payment, as applicable, of all required business license fees, and all taxes including Federal, State and local taxes arising from the District's activities under the terms of this Agreement and no

withholdings of any taxes shall be made by MARC in connection with the payments provided for in this Agreement.

5. **Purchase of Services.** MARC shall reimburse the District in the following manner:

Head Start:

Half day, comprehensive early education for Head Start services from November 1, 2017 to June 30, 2018, for exactly sixty eight (68) preschool age children between the ages of three and five, for which the District will be paid an amount not to exceed $221,453.34 which is based upon an annual per child rate of $5,090.

The sum of $221,453.34 will be paid for Head Start Services in eight (8) monthly payments beginning November 1, 2017 by MARC to the District, providing that full enrollment, defined as having no contracted slots that are vacant longer than 30 days, is attained by November 1, 2017, and that any slot that becomes vacant after November 1, 2017 is filled with a child from the waiting list within 30 calendar days including weekends and holidays

Proper documentation must be received before MARC will remit payment including:

- ChildPlus Report 2001 that identifies actual enrollment
- ChildPlus Report 2210 that identifies slots vacant longer than 30 days
- ChildPlus Report 2301 that identifies average daily attendance
- USDA Report for food services

In the event that the District has one or more slots that remain vacant longer than 30 days, the obligation of MARC to pay the District will be reduced to a prorated payment equal to the percentage of enrollment reported for that month.

The District will be responsible for the recruitment, selection, enrollment, and attendance of children in accordance with MARC's policies and procedures as described in Exhibit A. Selection of children will be made by offering any available slot to the child with the highest eligibility points that were determined at the time of application, so long as that child is within the age range needed to maintain appropriate classroom ratios for the vacant slot.

Attendance will be tracked, and entered into ChildPlus daily in accordance with MARC's policies and procedures. An attempt will be made each day to contact the family of any child who misses a day without notification to the program. If a child misses consecutive days without notification to the program, contact must be made with the family or emergency contacts. If no contact is made in this situation, a home visit on that day will be necessary.

Family Service staff caseloads will be within a range of no more than 35 to 45 families. Family Service staff will spend 75 percent of their time working on tasks directly related to family services.

The District agrees to perform services at the prices stated herein for the entire Agreement period. MARC agrees that it will advise the District immediately of any loss or change in funding that will materially affect MARC's ability to pay for services under this Agreement.

6. **Term of Agreement.** This Agreement shall become effective for services to be provided by the District beginning November1, 2017, and shall continue in force through June 30, 2018 unless altered by mutually accepted written amendment, or unless terminated as is provided by the terms and conditions of this Agreement.

7. **Programmatic Changes.** The District agrees to notify MARC in writing at least thirty (30) days in advance of any changes in the program that will affect the quality, extent, timeliness or frequency of services delivered under the terms of this Agreement, and the District further agrees that no such changes shall be implemented without prior written consent of MARC. MARC is not required to make payment for services rendered according to such changes unless the District has obtained the prior written consent of MARC to the changes.

8. **Recordkeeping and Retention.** The District agrees to keep and maintain adequate, legible, genuine, current, and complete records of services rendered to children and families under the terms of this Agreement and included in the Scope of Services, to make available all such records to MARC or its designated representatives, except to the extent that the disclosure of personally identifiable records is prohibited by law.

9. **Insurance.**
   a. The District shall maintain commercial general liability, automobile liability, worker's compensation and employer's liability insurance in full force and effect to protect the District from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the District and its employees, agents, and subcontractors in the performance of the Services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.
   b. The District's insurance coverage shall be for not less than the following limits of liability:
      i. Commercial General Liability: $500,000.00 per claim up to $2,000,000.00 per occurrence.
      ii. Automobile Liability: $100,000.00 per claim up to $2,000,000.00 per occurrence.
      iii. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: $1,000,000.00.
   c. The District shall provide MARC with a certificate of insurance evidencing such policies and confirming that they are all in full force and effect as required by this Agreement. All such policies shall name MARC as an additional insured.
   d. Any insurance policy required hereunder shall be written by a company which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue

such insurance in the State of Kansas or Missouri, depending upon the location of the District's operation.

e. As between District and MARC, the parties waive any and all rights against each other, including their rights of subrogation, for damages covered by property insurance during and after the completion of Services under this Agreement.
f. The District will provide evidence of adequate student liability insurance with such limits in force as are acceptable to MARC.

10. **Termination.** This Agreement will terminate upon the happening of any of the following events:

a. Immediately upon MARC's determination that the District cannot or will not comply with the services outlined in the Scope of Services Exhibit A;
b. Immediately upon the determination that funds are no longer available for the continuation of this Agreement;
c. Immediately upon the District's refusal to permit MARC to inspect and examine records and reports related to the Scope of Services Exhibit A;
d. Ten (10) days delivery of either party's written notice of the breach of any term or condition of this Agreement;
e. Without cause, after thirty (30) days prior written notice issued by either party that this Agreement will be terminated; or
f. At any other time upon the mutual agreement of MARC and the District.

11. **Commitment for Renewal.** It is MARC's intent to renew this contract on July 1, 2018 through October 31, 2018 (the end of MARC's current five-year federal Head Start grant). This is the final contract of a five year federal grant commitment. Contract renewal is subject to MARC's award of a new five year federal grant beginning July 1, 2018.

12. **Notices.** Any action by MARC under this Agreement may be taken by David A. Warm, Executive Director, or such other person as David A. Warm or MARC may designate for such purpose by written notice to the District. All compensation and written notices to the District shall be considered to be properly given if mailed, delivered in person, or transmitted by electronic mail or similar method to:

Kristie Collins, Raytown Board of Education President
8812 E. Gregory Blvd.
Raytown, MO 64133

All invoices, written reports and written notices given to MARC shall be considered to be sufficiently given if mailed, delivered in person, or transmitted by electronic mail or similar method to:

Elizabeth Smith
Mid-America Head Start Program Director
600 Broadway, Suite 200
Kansas City, Missouri 64105-1554
lsmith@marc.org

13. **Entire Agreement.** This Agreement and its Agreement documents set out the entire Agreement between MARC and the District.

14. **Agreement Amendments.** No amendments to this Agreement shall be effective unless and until it is reduced to writing and executed by MARC and the District.

15. **Governing law.** This Agreement shall be constructed and enforced in accordance with the laws of the State of Missouri.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the dates set forth below.

Mid America Regional Council

By: _____
Name: David A. Warm
Title: Executive Director
Date: 1/17/16

Raytown Consolidated School District #2

By: _____
Name: Dr. Allan Markley
Title: Superintendent
Date: _____

Raytown Consolidated School District #2

By: _____
Name: Kristie Collins
Title: President, Raytown Board of Education
Date: _____

EXHIBIT A
Raytown School District
Contracted Head Start Tier 1 Direct Service Provider
Scope of Services

To support the RAYTOWN SCHOOL DISTRICT in its implementation of Head Start Services, Mid-America Head Start will provide:

Staff Support

1. ***Health Coordinator***- provide on-site support for health services, working closely with family service staff to ensure resources for families are in place including on-site services, and follow up with families to ensure necessary requirements and follow up treatment is completed. MARC will be responsible for ensuring health requirements are met. Family Service Staff and Center Directors will be included in planning for any necessary support to ensure clear communication with families.
2. ***Data Entry***- complete data entry for child health requirements and staff requirements for employment and training. Specific written procedures for transmission of data will be provided along with training to ensure clear communication.
3. ***Family Engagement and Program Governance***- provide group and individual training and technical assistance for family service staff.

Contractor Services

1. ***Intake system:*** MAHS will contract with an outside agency to manage one central system of initial intake. The design of this system will also include plans for specific metro wide recruitment initiatives that will support community awareness of the program and build relationships with community partners serving similar populations. Intake Specialists will implement a consistent method of eligibility determination and maintain a centralized waitlist that will allow families access to available openings at multiple locations. Intake Specialists will work in the field, meeting families where it is most convenient including at the early childhood center or at other locations in the community. Intake Specialists will work closely with early childhood direct service providers as well as individuals from other community agencies such as the Department of Social Services to help children and families make connections with the most appropriate services. Based on program size and need, Intake Specialists will develop individualized schedules for on-site appointments e.g. daily or weekly appointments.
2. ***Mental Health Services:*** Classroom observations, consultation, classroom strategies and interventions, training and support for staff and families, individual mental health / therapeutic services for children based on referral.
3. ***Disability Services:*** Referrals for services from the Local Education Agency or Early Intervention Agency for children with developmental concerns.
4. ***Family Engagement:*** Professional development, coaching and training for family advocates.
5. ***Nutrition Services:*** Menu review and nutrition consultation from a registered dietitian.
6. ***Professional Development/Training:*** On-going/annual training/HS orientation/New hire training, ongoing support for teacher qualifications including guidance for CDA process. . (Programs will be responsible for providing their new employees with an orientation that is specific to the policies and procedures of their particular organization.)
7. ***Environmental Health and Safety:*** Health and Safety observations, technical assistance and training.
8. ***Translation and Interpretation Services:*** Translation of documents for parent communication and interpretation services to support the full participation of non-English speaking families.

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Scope of Services

RAYTOWN SCHOOL DISTRICT will implement Head Start and Early Head Start services as follows:

SECTION A. PROGRAM DESIGN AND MANAGEMENT

1. **Geographic Area served**

   - The specific geographic areas for recruitment of children and families to participate in the program include families residing within the Raytown School District boundaries.
   - RAYTOWN SCHOOL DISTRICT will maintain collaborations or agreements with community agencies to support the needs of children and families. Current collaborations include Swope Dental, Harvesters, Beyond the Basics, and Parents as Teachers.

2. **Parents will be included in decision-making. Activities and services will meet the needs of children and families.**

   - Parent Committee will be established as early as possible in the program year. This committee will be comprised exclusively of parents of currently enrolled children.
   - Two members of the Parent Committee will be elected to serve on the MARC Head Start Policy Council. One will serve as a Representative and one will serve as an Alternate.
   - Parent Committee meetings will be held monthly. During meetings, parents will have the opportunity to advise staff in developing and implementing policies, activities and services to ensure they meet the needs of children and families.

HOURS OF SERVICE AND NUMBER OF CHILDREN ENROLLED

MAXIMUM GROUP SIZES: **Majority 3 year olds- 15** **Majority 4 year olds- 20** **Part Day majority 4 year olds- 17** **Early HS 0-3 max group size- 8** # of classrooms	HS Slots	EHS Slots	Non-HS/EHS Slots	HS/EHS Hours Per-day	HS/EHS Days Per-week	Wrap around services	Total HS Annual Hours
From Nov of 2017- June 2018 2 classrooms Three Trails Preschool 8812 Gregory Blvd.	68		187	3.5	4		448

3. **RAYTOWN SCHOOL DISTRICT will maintain its funded enrollment levels and fill any vacancy as soon as possible <u>within</u> 30 days. Will implement a system of recruitment to inform families with eligible children, within the geographic area identified, of the availability of program services.**
4. **In collaboration with the MARC contracted Intake Provider, will encourage and assist families in applying for admission.**
   - Family Service Staff will complete the Head Start "Orientation" with all eligible, families following MARC Policies and Procedures for this process.

- Principal/Social Worker will follow MARC Policies and Procedures for selection and placement of eligible children.

5. **Will promote and track daily attendance for each child following MARC Policies and Procedures**
   - Secretary and Teacher will be responsible for tracking and reporting daily attendance.
   - Teacher and Secretary will implement a process of follow up with parents for unexplained absence, in accordance with **MARC Policies and Procedures.**
   - Social Worker will review and regularly analyze all attendance data and develop strategies to improve individual attendance for identified children as needed per **MARC Policy and Procedures.**

6. **RAYTOWN SCHOOL DISTRICT will implement the MARC system for data collection, tracking and reporting and communication as follows, and in accordance with MARC Policies and Procedures:**

   - Will use ChildPlus® to track and report all data related to family assessment, child attendance and enrollment information, following **MARC Policies and Procedures.**
   - Will use the Learning Genie Software® to track and report child assessment / DRDP data.
   - New staff will participate in training provided by MARC and program staff in the use of ChildPlus® and Learning Genie® as needed.
   - Enrollment and attendance data will tracked per **MARC Policies and Procedures.** Data will be reviewed weekly by Social Worker. This information will be used to ensure children attend regularly and full enrollment is maintained.
   - Family assessment and support services will be documented by Family Service Staff in ChildPlus®.
   - Family Assessment data will be used to plan parent activities and develop community resources that support parents' specific interests and needs.
   - DRDP data will be used by teachers to inform curriculum development and individual goals for children.
   - DRDP data will also be used to determine domains where teachers may need additional support and to plan for professional development.
   - Staff training will be tracked in the Missouri Open Initiative or in ChildPlus® by Principal .
   - The Three Trails Head Start Resource team will meet weekly to review and analyze data.
   - Each Wednesday staff spends approximately 1.5 hours in a Data Review team meeting in which staff work together to set SMART goals and develop strategies to support accomplishment of these goals.
   - In collaboration with MARC, staff will develop program specific procedures, including roles and responsibilities for data collection and communication related to child health and nutrition, mental health and disabilities, education, family services, and personnel.

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Raytown School District
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Scope of Services

SECTION B. STAFFING AND PROFESSIONAL DEVELOPMENT

1. **RAYTOWN SCHOOL DISTRICT will provide regular and ongoing staff supervision of teaching staff and family service staff, and a system of individualized and ongoing professional development.**

   - For teaching staff
     - Walk through observations and document review will be completed two times a year by the Principal. Observations will include environments, daily routines, transitions, positive guidance, and teacher engagement with children, safe supervision practices, and health and nutrition practices, along with other program specific requirements.
     - Reflective discussion and feedback will take place with the teacher within 3 days (number of days) of observation.
     - Individual professional development planning will be done by the Principal, and plans will be revisited during ther year.
     - Formal, summative performance-based evaluations will be completed annually.

   - For family service staff
     - Observations will be completed by the Principal two .times per year. Observations will include review of the family assessment and goal setting process, parent meetings, sharing community resources and informal interactions such as greeting families and children.
     - The Principal will use the MARC Practice Profile as a basis for reflective supervision, to identify areas of strength and areas for growth and analyze progress. This will occur two times per year.
     - Individual professional development planning will be done with the Principal during Fall and spring, and plans will be revisited two times per year.
     - Formal, summative performance-based evaluations will be completed annually.

2. **Training Plan Development**

   - Data gathered from observations and ongoing monitoring as well as trends and goals will be used to develop an annual training plan.
   - Education staff- Plans will be developed for training based on assessment of the education staff's strengths and areas for growth. Trends will be identified from observations, document review, and reflective supervision and in collaboration with the Principal and the MARC Education Specialist.
   - Family service staff- Plans will be developed for training in coordination with the Principal and the MARC Family Engagement Coordinator, and based on assessment of strengths and areas for growth identified during observation and reflective supervision along with topics unique to the kinds of issues presented by families enrolled in the program.

3. **RAYTOWN SCHOOL DISTRICT will ensure all staff receive required training to include 15 clock hours of job specific professional development per year, and training required by the**

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Missouri childcare licensing regulations under the Department of Health and Senior Services (DHSS).

- All staff, including family service staff, will be required to participate in professional development in order to meet the requirements outlined in Missouri childcare licensing regulations-Public school building however is license exempt.
- The training plan will include scheduled professional development hours on Wednesdays with opportunities for all staff to participate.
- Staff will participate in district professional development scheduled 2-3 days per year.

4. **Child Development and Family Services staff will receive training on best practices**

- Education staff- professional development will include training in the identified curriculum, the domains of the Head Start Early Learning Outcomes Framework, Desired Results Developmental Profile early childhood assessment system, behavior guidance, and elements of the Classroom Assessment Scoring System along with integration of the project approach. Training will be provided through individual and group coaching as well as in seminars provided through MARC or other outside facilitators. Staff may also have the opportunity to attend local or national conferences.
- Family service staff -professional development will include training designed to improve their skills related to the Practice Profile domains. When appropriate, family service staff will follow the plan that is designed and required for completion of the Family Development Credential. Training will be provided through MARC or other outside facilitators. Staff may also have the opportunity to attend local or national conferences.

5. **RAYTOWN SCHOOL DISTRICT will ensure substitutes or other arrangements are made to allow teaching staff and family service staff are able to attend training.**

- Education staff- substitute teachers (or other arrangements) will be available for planned training that occurs during the classroom hours.
- Family Service staff- will be given flexibility to attend planned training that occurs during the workday.
- Staff will be compensated if planned training occurs outside of their normal workday.

6. **RAYTOWN SCHOOL DISTRICT will implement hiring practices in accordance with childcare safety guidelines and MARC specified staff qualification requirements. RAYTOWN SCHOOL DISTRICT will retain sufficient qualified staff inside and outside the classroom. RAYTOWN SCHOOL DISTRICT will endeavor to hire staff who are culturally representative of the community served whenever possible.**

- Hiring policies and procedures will follow childcare safety guidelines and **MARC Policies** and **Procedures** for specified qualification requirements. These procedures must be completed before official employment begins.

- Criminal background screenings will include state child abuse and neglect, sex offender, and fingerprinting from both state and FBI databases.
- **RAYTOWN SCHOOL DISTRICT** will use National Sex Offender Registry, Federal Bureau of Investigation's criminal history files, Missouri Highway Patrol's history database and sexual offender registry, Family Care Safety Registry, central registry of child abuse and neglect of the Children's Division of the Department of Social Services to provide the required background screening results for State and FBI fingerprints, sex offender registry, and child abuse and neglect.
- Will implement an internal system of communication, to include written affirmation that all requirements are met, with clearance dates for each screening, in order to ensure no staff begins employment prior to their completion.
- Every five years, all employees will undergo follow-up background checks.

7. **All staff will have an initial health examination and initial TB test or screening, with periodic re-examination or screening as recommended by their health care provider.**

   - Within 30 days of hire, all staff will be required to provide **RAYTOWN SCHOOL DISTRICT** with a recent (previous 12 months) health examination and TB screening, signed by their physician. This information will be maintained in each staff members' Human Resource file.

8. **RAYTOWN SCHOOL DISTRICT will provide new staff orientation as follows:**

   - All staff will receive orientation within the first week of hire that includes at a minimum, an introduction to the **RAYTOWN SCHOOL DISTRICT** Mission and Vision, Employee Handbook, Code of Conduct, and program policies and procedures, **(including applicable MARC Policies and Procedures)**, with a specific focus on: safe sleep, child abuse and neglect, child guidance, child supervision and safety/emergency policies and procedures.
   - Staff will sign off to indicate this information has been provided to them, signed documents will be retained in staff files.
   - During the first 90 days of employment, in depth training will include the code of conduct, safe sleep (EHS staff)-NA, child abuse and neglect, child guidance, child supervision (C.A.S.E) and safety/emergency policies and procedures.
   - Education staff will receive job specific orientation through the Principal in collaboration with the MARC Education Coordinator /Coach.
   - Family service staff will receive job specific orientation through the Principal in collaboration with MARC Family Engagement and ERSEA Coordinators.

9. **RAYTOWN SCHOOL DISTRICT will implement a specific policy for standards of conduct in alignment with MARC Policies that ensures all staff, consultants, contractors and volunteers implement positive strategies to support children's well-being and address challenging behavior and do not maltreat or endanger the health or safety of children.**

- All staff, consultants and regular volunteers will be required to sign an annual statement of commitment to adhere to the **RAYTOWN SCHOOL DISTRICT** Code of Conduct to be retained in Human Resource files.
- The **RAYTOWN SCHOOL DISTRICT** Code of Conduct will be in alignment with **MARC Policies** and ensure staff, contractors, consultants and volunteers only implement positive strategies that do not include maltreatment or endanger health or safety of children.
- Penalties for staff, consultants and volunteers who violate the program's standards of conduct are determined by the Principal and Assistant Superintendent of Human Resources with progressive consequences up to termination of employment.

10. Staff will be familiar with the ethnic backgrounds and heritage of families and the program will be responsive to their particular needs.

- Prior to enrollment, family service staff will gather information regarding the ethnic background and heritage of each family and communicate any particular needs or important information to other staff; requesting assistance or accessing resources as appropriate in order to ensure the program is prepared to meet the needs of the child and the family.
- **RAYTOWN SCHOOL DISTRICT** will follow **MARC Procedures** for requesting translation or interpretive services for families whose first language is not English.
- Home visits/teacher conferences will be conducted in the family's home language to the extent possible.
- Information and communications from school to home will be provided in the family's home language to the extent possible.
- Staff will use home visits as an opportunity to build relationships and get to know the family's individual culture and traditions.

RAYTOWN SCHOOL DISTRICT Staff qualifications- based on MARC requirements
(see MARC Policies 8400 and 8700)

Positions	Number of qualified staff	Number of unqualified staff	Number of vacant positions
Head Start Teachers	2		
Head Start Teacher Assistants	2		

11. RAYTOWN SCHOOL DISTRICT will be responsible for recruiting, hiring and retaining qualified teaching and family service staff. Former parents will be considered or recruited as staff when appropriate.

- Strategies for staff recruitment include "Recruit and Hire" program to electronically post job openings and search for applicants that meet requirements.
- Benefits for employees include health care and paid time off.
- Salary schedules for all positions will include steps that allow for increase in pay.
- Former parents will be encouraged to apply for positions as appropriate for their qualifications and interests.

- When a teaching staff position becomes vacant, **RAYTOWN SCHOOL DISTRICT** will employ substitutes or (list other strategies) to ensure adequate teacher-child ratios are in place until the position is filled.
- When a family service staff position becomes vacant, the responsibilities for this role will be completed by classroom teacher until the position is filled.

12. RAYTOWN SCHOOL DISTRICT will support teaching staff and family service workers who have qualifications below the minimum requirements.

- Staff who do not meet the minimum requirements for their position will have an individualized plan, with a timeline for completion of requirements based on their specific circumstances.
- Individual plans will include financial resources as needed. MARC training funds will be used for this purpose.
- Individual progress will be reviewed by (supervisor title) quarterly to ensure progress is made and staff are successful in meeting requirements and timelines.

Key RAYTOWN SCHOOL DISTRICT leadership staff and their qualifications.

Position	Brief biography, qualifications, degrees and certifications
Center Director	Administration Degree in Education
Family Service Worker (s)	Credential or Certification in Social Work, Human Services, Family Services, Counseling or Related Field
Social Worker	Masters in Social Work

13. RAYTOWN SCHOOL DISTRICT will work collaboratively with the MARC Education Specialist to support the system to implement a research based, coordinated coaching strategy for education staff that aligns with MARC Policy 4030.

- The Principal will work in collaboration with the MARC Education Specialist to develop the system to be implemented in the fall of 2018. This will include establishing a system for ongoing communication with the MARC Education Coordinator/Coach, and other relevant staff and establishing scheduled times to discuss goals, education classroom activities, and assessment.

SECTION C. CHILD HEALTH AND DEVELOPMENT

1. RAYTOWN SCHOOL DISTRICT will provide high quality early education and child development services including services for children with disabilities that promote children's cognitive, social, physical and emotional growth for later success in school using the following practices.

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- **RAYTOWN SCHOOL DISTRICT** will ensure responsive and effective teacher-child interactions following the guidance from Creative Curriculum and Conscious Discipline.
- In preschool classrooms, the types of teacher-child interactions described in Classroom Assessment Scoring System will occur.
- IEP or IFSP goals will be included in individualized planning for curriculum.

2. **RAYTOWN SCHOOL DISTRICT will support dual language learners using the language model from the Planned Language Approach in alignment with recommendations from Creative Curriculum.**

3. **Teachers will implement well-organized indoor and outdoor learning environments with developmentally appropriate schedules that provide adequate opportunities for choice, play, exploration, and experimentation among a variety of learning, sensory and motor experiences.**

   - Will follow the recommendations from Creative Curriculum to ensure that materials and indoor and outdoor spaces for learning support implementation of the curriculum.

4. **For preschoolers, teacher-directed and child-initiated activities, active and quiet learning activities, and opportunities for individual, small group and large group learning activities will occur.**

   - Will follow the recommendations from Creative Curriculum and Conscious Discipline for providing various learning activities during the daily routines in preschool classroom.

5. **RAYTOWN SCHOOL DISTRICT will ensure materials and space for learning support implementation of the curriculum with adequate space, age appropriate materials and equipment, both indoor and outdoor environments and that the space is accessible to children with disabilities. The program will ensure materials are changed or enhanced to support children's changing interests, development and learning.**

   - Will ensure that materials and space for learning support the implementation of the curriculum by following the recommendations from Creative Curriculum.
   - Will provide time for teachers to visit the Success by Six toy lending library.
   - Environments and facilities will be accessible to all children and adults and meet ADA requirements.

6. **RAYTOWN SCHOOL DISTRICT will promote learning and development through age-appropriate approaches to rest, meals, routines and physical activity.**

   - The recommendations of Creative Curriculum and Conscious Discipline will be used to create daily schedules that include opportunities for rest, meals and snacks, caregiving routines, and physical activity.
   - During program hours, will provide family style meals for preschool children and snacks as described in **MARC Policy 4050**.

- During program hours, will provide diapers, wipes, and other hygiene products as necessary for daily caregiving routines.

7. **RAYTOWN SCHOOL DISTRICT will implement research based curriculum, screening, and assessment procedures that align with MARC's policies and procedures and supports individualization and growth in the areas of development described in the Head Start Early Learning Outcomes Framework: Ages Birth to Five and support family engagement in children's learning and development.**

   - As described in **MARC Policy 4000,** Creative Curriculum will be implemented with fidelity in Head Start.
   - Education staff will be made available for training and coaching on Creative Curriculum.

8. **RAYTOWN SCHOOL DISTRICT will incorporate the Classroom Assessment Scoring System (CLASS) as part of continuous program improvement for center-based; and this process will be connected to the system for training and professional development.**

   - The types of teacher-child interactions described in CLASS will occur in preschool classrooms.
   - Education staff will be made available for training and coaching on CLASS.

9. **RAYTOWN SCHOOL DISTRICT will engage parents in their child's education and development including holding parent conferences and making home visits.**

   - Teaching teams will provide two parent conferences and two home visits with families during the program year.

10. **All newly enrolled children will receive developmental and social-emotional screenings within 45 calendar days of the child's first day of attendance or first home visit. Will obtain written consent from parents prior to completing these screenings and will have a written procedure for sharing screening results.**

    - Developmental screening will be completed by Parents as Teachers staff
    - Social emotional screening will be completed by staff with parents

    These screening instruments will be used:
    - Head Start Developmental – Developmental Indicators for Assessment of Learning (DIAL)
    - Head Start Social Emotional – Devereux Early Childhood Assessment (DECA)

11. **The program will address any developmental or behavioral concerns identified through screening or ongoing assessment and will include parents in this process. Policies will be in alignment with MARC Policy and Procedure 2000 on Responding to Chronically Aggressive Behaviors.**

    - Will have a written procedure for addressing developmental or behavioral concerns identified through screening, ongoing assessment, or observations from staff or parents. This procedure

will include steps for communication, observations and consultations with parents as well as with MARC Mental Health Consultant.

- Support and services for children with chronically aggressive behaviors will be provided in alignment with the requirements of **MARC Policy 2000.**
- Will provide relevant information from screening, assessment, and observations for children being referred to the school district's Early Childhood Special Education department.
- Will provide staff training on positive behavior guidance.
- Will use the principles of Conscious Discipline to guide teacher practice.

12. Oral health hygiene practices will be promoted as part of the center's and family's daily routine.

- All children with teeth will be assisted by staff or trained volunteer, in brushing their teeth with toothpaste containing fluoride once daily, and staff will promote the use of these practices at home.
- All children with teeth will be provided a toothbrush for use while at the center.
- Toothbrushes will be replaced every three months.
- Staff will receive training from MARC Health Coordinator on procedures for assisting with oral health hygiene and proper cleaning and storage of toothbrushes.

13. Nutrition practices will be culturally and developmentally appropriate and designed to accommodate the feeding requirements of each child including those with special dietary needs and children with disabilities in accordance with MARC Policy 4050.

- Will offer family style meals and snacks following the guidelines in **MARC Policy 4050**
- All food, including formula for infants and toddlers, <u>will be provided by the program through the use of USDA or CACFP funds.</u> Head Start funds will be used only for allowable costs not covered by USDA /CACFP.
- Make safe drinking water available during the program day.
- Will implement a written procedure to ensure all staff are aware of children within the program that have a food allergy or dietary restriction.
- Will implement a written procedure for the use of Individualized Health Care Plans (IHCP) when needed. These will be followed when planning meals and snacks for children with food restrictions due to medical / dietary needs and/or religious preferences. This procedure will include steps to obtain parental consent to provide interventions, should medication (i.e., EPIPEN, cream) be required.
- Staff will be provided training by the MARC Health Coordinator when needed to support any interventions or special accommodations necessary to implement the IHCP.

14. The program will implement the Desired Results Developmental Profile (DRDP) to conduct ongoing assessment as described in MARC Policy 4010.

- Will implement the Desired Results Developmental Profile (DRDP) early childhood assessment system following the guidelines in **MARC Policy 4010.**

- Teaching staff will be made available for training and coaching on DRDP.
- Staff will work with the Principal, who will review portfolios and child outcomes reports to inform teacher training and coaching.

15. RAYTOWN SCHOOL DISTRICT will implement systems to promote continuity of care for individual and groups of children to minimize teacher changes throughout a child's enrollment and in alignment with MARC Policy 4040.

- Head Start children will be served in multi-age, 3- to 5-year-old preschool classrooms.
- Families transitioning to out of the district will be supported in connecting with Head Start or other early childhood services available to support continuity for the child and family.

16. RAYTOWN SCHOOL DISTRICT will implement a system that supports the inclusion of children eligible for services under IDEA allowing these children to receive appropriate education and services in the least restrictive environment.

- **RAYTOWN SCHOOL DISTRICT** will work in collaboration with MARC to recruit and enroll children eligible for services under IDEA. The program's goal for enrollment of children eligible for services under IDEA is 10 percent of the total funded enrollment.
- With support from MARC, **RAYTOWN SCHOOL DISTRICT** will work in collaboration with the state early intervention agency and local education agencies to ensure that the individualized needs of children with disabilities are met to the maximum extent possible.
- To the greatest extent possible **RAYTOWN SCHOOL DISTRICT** will collaborate with these agencies to support provision of these services in the child's regular Head Start classroom.

17. Transition planning for children with an IFSP who are transitioning out of Early Head Start and for children with an IEP transitioning out of Head Start, will be implemented as follows:

- **RAYTOWN SCHOOL DISTRICT** will work in collaboration with New Trails, the district's Early Childhood Special Education (ECSE) program to support transition planning and services for children with an IEP. This includes attending transition-planning meetings with parents and service providers and providing support and resources as needed. The district will follow federal guidelines in coordinating, planning and involving parents in this process.

18. Parents of children eligible for services under IDEA will be supported and included in the program.

- Will support parents in advocating for services that meet their children's needs and by providing information and skills to help parents understand how to best support their child's development.
- In collaboration with MARC staff and the district's ECSE program, will assist parents in accessing services and resources for their family and child as needed and practicable.

19. **RAYTOWN SCHOOL DISTRICT will implement a system of health and safety practices that ensures children are kept safe at all times, meets Missouri Department of Health and Senior Services licensing regulations, meets MARC Policies and Procedures and is aligned with best practices as defined in the Caring for our Children Basics published by the department of Health and Human Services.**
https://www.acf.hhs.gov/sites/default/files/ecd/caring_for_our_children_basics.pdf

- This system will include ongoing training, oversight, correction and continuous improvement that includes policies, and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety.
- The program will have a written system for monitoring the implementation of these practices with steps for reporting and tracking concerns and correction needed until completed. This system will include the specific activities, staff responsible and schedule for observation or review of documentation for:
    - Indoor and outdoor facilities, equipment, materials, and all spaces occupied by children at any time, including those in which home-visiting program socializations occur.
    - Implementation of safety and hygiene practices.
    - Completion of background checks and safety training.
- The Director will be responsible for ensuring that all program policies, procedures and practices are in alignment with **MARC Policies and Procedures and with Caring for our Children Basics.**

20. **RAYTOWN SCHOOL DISTRICT will ensure that no child will be left alone or unsupervised while under the care of the program by using the following strategies:**

- **RAYTOWN SCHOOL DISTRICT** will implement **MARC Procedure 9000** regarding appropriate supervision and meet requirements of CASE.
- Staff-child ratios and supervision by sight and sound will be maintained per *Caring for Our Children Basics* Standard 2.2.0.1
- Director will observe and provide feedback to staff to communicate the importance of appropriate supervision.

21. **RAYTOWN SCHOOL DISTRICT will ensure that all indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in care of enrolled children, and as applicable, other equipment and materials, meets standards set by the Consumer Product Safety Commission (CPSD) or the American Society for testing and Materials**

- All new equipment purchased will be required to meet all safety standards.
- Cribs, cots, feeding chairs, strollers and other equipment will be phased out and replaced as they age- NA
- Staff will keep abreast of any safety recalls.

- Equipment will be monitored for wear and tear following the written system for monitoring.

22. **RAYTOWN SCHOOL DISTRICT** will follow MARC Transportation Policy 9510 and all related MARC Procedures.

SECTION D. WORKING WITH FAMILIES

2. **RAYTOWN SCHOOL DISTRICT will implement strategies to engage parents in their children's learning and development, support parent-child relationships and specific strategies for father engagement.**

   - The Parents as Teachers parent curriculum will be provided to support parent's understanding of their children's development and to support parent child relationships.
   - Group parent activities, events and experiences will be planned with input from parents, based on their interests and needs, and will occur monthly and at additional times during the program year.
   - Specific activities will be planned to engage fathers. These will be developed with input from fathers and based on their interests and needs.
   - Teachers will conduct two parent-teacher conferences and two home visits during the year in which they will discuss child progress, elicit parent input and develop strategies for parent-child experiences at home to support continued progress.
   - Family service staff or social worker will also conduct home visits as needed to build relationships and support parents.

3. **RAYTOWN SCHOOL DISTRICT will support trust and respectful two-way communication between staff and parents to create welcoming programs and environments that incorporate unique cultural, ethnic, and linguistic backgrounds of families and the community.**

   - Prior to the first day of enrollment, family service staff will gather information about the unique cultures and ethnic and linguistic backgrounds of families and identify any specific needs. This information will be shared as appropriate with teachers and other staff to ensure the program is prepared to meet the family's needs upon enrollment.
   - Within the first two weeks of school teachers will be required to have one positive communication with parents either through a phone call or email.
   - Family service staff will participate in home visits at the start of the year to build relationships and get to know the needs and unique culture of each family.
   - Parents will be encouraged to visit and spend time in their child's classroom, and will be welcome at any time.
   - A parent information board will be displayed for easy access to information.
   - Space will be made available to meet with parents privately.
   - Communication will be made in parents' home language to the extent possible through the use of translation and interpretive service.

4. **Teaching and family support staff will share information with each other as appropriate to ensure coordinated services and strategies between classroom and home.**

   - Teaching and family support staff will meet weekly to share information and discuss strategies for coordinated services between classroom and home.

5. **RAYTOWN SCHOOL DISTRICT will implement a research-based parenting curriculum that builds on parent's knowledge and offers parents the opportunity to practice parenting skills to promote children's learning and development.**

   - Will provide parenting curriculum following the guidelines of MARC Policy 7050.
   - The parenting curricula offered to parents include - Parents as Teacher.
   - Parents as Teachers staff will provide parent education/training opportunities including group education and family activities.

6. **In addition to parenting curricula offered, RAYTOWN SCHOOL DISTRICT will provide ongoing educational opportunities for parents/ families as follows:**

   - In collaboration with parents will plan educational opportunities for parents based on their interests and needs. A range of educational topics related to family health, safety, nutrition, mental health, financial well-being, and employment will be made available.

7. **RAYTOWN SCHOOL DISTRICT will implement the MARC family partnership process as outlined in the MARC policies and procedures for family engagement, which includes completion of individualized family partnership services for families of enrolled children.**

   - Family service staff will have caseloads of no more than 45 families.
   - Within 90 days of enrollment will provide each family an opportunity to engage in the family partnership process.
   - This process will follow the guidelines of the **MARC Policy 7000** including use of the required forms and will refer to clarifications for guidance.
   - Family service staff will spend no less than 75% of their time (30 hours per week) on activities directly related to working with, or supporting families.

8. **RAYTOWN SCHOOL DISTRICT will have systems for coordinating practices that support successful transitions for children and families transitioning out of Early Head Start, into Head Start and out of Head Start to Kindergarten.**

   - Will provide individualized transition plans for children following the guidelines of MARC Policy 7040.
   - Will ensure parents know and understand the upcoming enrollment process for transition to Kindergarten.
   - Parents will be encouraged to enroll their children in summer school.
   - Connections with the receiving elementary school will be made and information will be shared.

Exhibit A-1

Contracted Agency Name

Raytown School District

The following information includes the detailed description of services to be provided as referenced in **Addendum A-Scope of Work:**

Enrollment

A. Number of Head Start / Early Head Start eligible children required to be in the program from the first day of operation (funded enrollment)

HS: 68 EHS: 0

B. Minimum number of children with disabilities (10%) required to be enrolled in the program by mid-year

HS: 7 EHS: 0

Program Scope of Services

A. Service areas included in this contract (counties or school district boundaries)
Raytown School District Boundaries

B. Program Options

Total full day enrollment: HS: 0 EHS: 0

- List of approved full day HS sites

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.

- List of approved full day EHS sites

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.

[illegible]

Total part day HS enrollment: 68

- List of approved part day HS sites

1. Raytown Early Learning (Name TBD)	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.

Total home based enrollment: HS: 0 EHS: 0

Transportation services to be provided: YES: ☑ NO: ☐

Sites included in transportation services:

1. Raytown Early Learning (Name TBD)	2.
3.	4.
5.	6.
7.	8.
9.	10.
11.	12.
13.	14.
15.	16.