

A Memorandum of Understanding Between

Tiffin City Schools

And

**Great Lakes Community Action Partnership
Head Start Program**

I. Parties to the Agreement

- A. **Tiffin City Schools**, hereinafter referred to as **Tiffin City Schools** and
- B. **Great Lakes Community Action Partnership**, hereinafter referred to as **“GLCAP.”**

II. Purpose of Agreement

- A. To improve availability and the quality of services for Northwest Ohio counties’ children, age three through age five, and their families.
- B. To support children’s optimal development and readiness for school entry and success.
- C. To address the unique strengths and needs of the local population, such as homeless, migrant, or non-English speaking families.
- D. To promote collaboration regarding shared use of transportation, facilities, and other resources, as appropriate.
- E. To promote further collaboration to reduce duplication and enhance efficiency of services.
- F. To define the roles and responsibilities of the named parties toward coordination and greater collaboration; enhance linkages and relationships; and exchange information on the provision of educational and non-educational services.
- G. Coordinate a comprehensive system of activities, policies, and procedures among the named parties which guide and support delivery of services to children and their families.

III. Program Descriptions

- A. Head Start is a nationwide Federal grant program funded by the U.S. Department of Health and Human Services. It is a comprehensive child development program for families with young children in the areas of education, social services, health, and family involvement. Head Start preschool programs are for children from 3 to 5 years of age and their families.

Head Start is mandated to assume a leadership role in the development of partnerships with community agencies and service providers. Each Head Start, Migrant and Seasonal, and American Indian/Alaska Native Head Start program must have a written agreement with the local Public School system or Local Education Agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

- B. GLCAP provides Head Start program services to over 700 eligible preschoolers in the Northwest Ohio counties.

IV. Authority

- A. Head Start's responsibility for coordination and collaboration with the appropriate local entity responsible for managing publicly funded preschool programs in the service area of the Head Start grantee is mandated in the Head Start Act: Public Law 110-134 "Improving Head Start for School Readiness Act of 2007."
- B. Authorized in the Ohio Revised Code, the school district or school, through its board of education, superintendent and staff, shall work with key stakeholders including but not limited to social services and organizations that impact educational programs for students.

V. Guiding Principles

- Create and maintain a meaningful partnership to promote school readiness so that children from low-income families in Head Start programs, or who are preschool age, may receive comprehensive services to prepare them for elementary school and to address any potential "achievement gap."
- Plan and implement strategies based on practice and research that have proven to support children's school success.
- Respect the uniqueness of each locality's needs and resources.
- Promote the involvement of members of the early care and education communities.
- Shared commitment, cooperation, and collaboration for a coordinated service delivery system.

VI. Joint Roles in System Review, Coordination, Collaboration, Alignment, and Implementation

The Tiffin City Schools and the GLCAP Head Start program will review and develop plans for the coordination, collaboration, alignment, and implementation of each of the following 10 activities, as mandated by the Act.

A. Educational activities, curricular objectives, and instruction

1. 642(f) GLCAP implements Creative Curriculum which is a research based curriculum aligned with the Head Start Child Outcomes Framework and the Early Learning Content Standards.
2. 642A(3) GLCAP will establish ongoing communications with Tiffin City Schools to develop continuity of developmentally appropriate curricular objectives from preschool to kindergarten. GLCAP will share children's outcomes with school districts a minimum of once a year at agreed upon times.

B. Public information dissemination and access to programs for families contacting the Head Start program or any of the preschool programs

1. 642(e)(1) GLCAP will complete a community needs assessment and share the results in order to generate support and leverage resources in order to improve school readiness.
2. 642A(2) GLCAP will establish ongoing communication with Tiffin City Schools to facilitate coordination of programming for children/families that fall under the McKinney-Vento Homeless Assistance Act.

C. Selection priorities for eligible children to be served by programs

1. 1642A (13) GLCAP conducts on-going recruitment throughout the year in order to increase participation of underserved populations of eligible children. GLCAP utilizes a point system to ensure children most in need are served as a priority.
2. 642(f)(10) GLCAP has procedures for identifying children who are limited English proficient. Parents are provided with information about the instructional services used to help children make progress towards acquiring the knowledge and skills described in section 641A(a)(1)(B) and acquisition of the English language.
3. 641A(E) GLCAP has partnerships with 6 school districts to operate the state funded public preschool program to 199 children annually.
4. 641(H) GLCAP coordinates and collaborates with other public or private entities providing early childhood education and development programs and services for young children in the community involved, including—

- (i) Other preschool programs under title I of that Act (20 U.S.C. 6301 et seq.)
- (ii) Programs under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.)
- (iii) State pre-kindergarten programs
- (iv) Child care programs
- (v) The educational programs that the children in the Head Start program involved will enter at the age of compulsory school attendance
- (vi) Local entities, such as a public or school library for—Conducting reading readiness program
 - a. Developing innovative programs to excite children about the world of books, including providing fresh books in the Head Start classroom
 - b. Assisting in literacy training for Head Start teachers
 - c. Supporting parents and other caregivers in literacy efforts

D. Definition of service areas

- 1. Tiffin City Schools provides services to students in Tiffin, Ohio serving children from multiple counties. GLCAP, provides services in Northwest Ohio counties.

E. Staff training, including opportunities for joint staff training on topics such as academic content standards, instructional methods, curricula, and social and emotional development.

- 1. 642A (4) GLCAP and Tiffin City Schools will share information about staff and parent trainings. Joint trainings will be arranged when possible, particularly transition-related trainings.

F. Program technical assistance

- 1. 642 (10) GLCAP uses the Creative Curriculum which is aligned with the State Early Learning Content Standards as well as an ongoing assessment tool. GLCAP will share children's outcomes related to language, literacy, and numeracy with school name at agreed upon times.
- 2. 648(i) (e)(3) GLCAP will work with Tiffin City Schools, the Ohio Department of Education and other related state agencies to secure additional resources to expand training and technical assistance activities to other providers of early childhood education and development programs in the service area.

G. Provision of services to meet the needs of working parents, as applicable

1. 642(e) GLCAP provides full-day, part-year and full-day and full-year services to working families when possible.
2. 642(e)(3) GLCAP coordinates and collaborates with programs under the Child Care and Development Block Grant Act of 1990.

H. Communication and parent outreach for smooth transitions to kindergarten

1. 642A (1) Transition plans are utilized for children leaving the GLCAP Early Childhood program to enter kindergarten. In February of each school year, parental consent is obtained in order to release program records for each participating child to the school in which such child will enroll.
2. 642 (5) GLCAP has transition policies and procedures that support children transitioning to school. Transition activities are developed in coordination with local school districts.
3. 642 (6) GLCAP will conduct outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children
4. 642 (7) GLCAP will assist families with limited English proficient children understand—
 - (i) The instructional and other services provided by the school in which such child will enroll after participation in Head Start; and
 - (ii) As appropriate, the information provided to parents of limited English proficient children under section 3302 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7012)
5. 642 (8) GLCAP and Tiffin City Schools will develop and implement a family outreach and support program, in cooperation with entities carrying out parental involvement efforts under title I of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6301 et seq.), and family outreach and support efforts under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), taking into consideration the language needs of parents of limited English proficient children
6. 642 (9) GLCAP and Tiffin City Schools will assist families, administrators, and teachers in enhancing educational and developmental continuity and continuity of parental involvement in activities between Head Start services and elementary school classes.

7. 642 (11) GLCAP will help parents (including grandparents and kinship caregivers, as appropriate) to understand the importance of parental involvement in a child's academic success while teaching them strategies for maintaining parental involvement as their child moves from Head Start to elementary school.
 8. 642 (12) GLCAP and Tiffin City Schools will help parents understand the instructional and other services provided by the school in which their child will enroll after participation in the Head Start program
- I. Provision and use of facilities, transportation, and other program elements
 1. 642(e)(4) (A) GLCAP and Tiffin City Schools will collaborate when possible on the shared use of transportation and facilities.
 2. 642(e)(4) (B) GLCAP and Tiffin City Schools will collaborate when possible to reduce duplication and enhance services for underserved populations of children.
 3. 642(e)(4) (C) With parent permission GLCAP will share pertinent information on the provision of non-educational services to children.
 - J. Other Elements mutually agreed to by the parties.

VII. Confidentiality

All acknowledge confidentiality requirements that each GLCAP and Tiffin City Schools must follow regarding the sharing and release, with the consent of families, of personally identifiable information regarding children and families. GLCAP and Tiffin City Schools will protect the rights of young children with respect to records and reports created, maintained, and used by the public agencies. It is the intent of this agreement to ensure that parents have rights of access and rights of privacy with respect to such reports and records, and that applicable State and Federal laws for exercise of these rights be strictly followed. Family Educational Rights and Privacy Act (FERPA) will be followed. (See 34CFR 303.460.)

VIII. Dispute Resolution

Parties will first attempt to resolve the dispute between or among themselves. GLCAP and Tiffin City Schools will ensure that a system is in place to resolve disputes and solve problems. The system should include:

- Timelines for regular meetings to review local agreements, plan collaborative activities, and resolve issues; and
- The identification of a liaison from each grantee and agency.

IX. Review of Agreement

The agreement will be jointly reviewed by all parties annually and more frequently if laws and regulations are amended that will significantly impact this agreement, or when a party requests a formal change.


X. Term of Agreement

The agreement will become effective immediately after being signed and dated by all parties. By signing the agreement, GLCAP and Tiffin City Schools agree to the terms.

The signed agreement will be binding on all successors of parties to the agreement.

XI. SIGNATURES

For Tiffin City Schools



Greg Williamson, Interim Superintendent

4.27.26

Date

For Great Lakes Community Action Partnership

Ruthann House

Ruthann House, President/CEO

2026-03-09

Date