

## Tip Sheet: Community-Based Organization/Head Start/ School District Prekindergarten Collaborations

This is an exciting time in early childhood in New York State. New partnerships are forming and growing between Head Start programs, Community-Based Organizations (CBOs) and school districts to provide prekindergarten programs. To be successful, these partnerships require stakeholders to have a clear and shared understanding of:

- high quality early childhood education and care;
- community-wide benefits of the partnership;
- how to implement comprehensive services;
- differing policies and regulations that each partner operates under and how to coordinate these differences ; and
- how to manage, monitor and coordinate the partnership and associated services<sup>1</sup>.

**Below is an outline of the areas that partners should consider before creating a formal partnership agreement. This document is intended to serve as a guide to aide in partnership formation and delegation of roles – it is for internal use and does not need to be turned in to the New York State Education Department. It can also be used for an annual self-assessment.**

Sections of the checklist are as follows:<sup>2</sup>

- I. General Information and Administrative Elements
- II. Partnership Services
- III. Fiscal/Resources
- IV. Systems
  - a. Planning and Decision-making
  - b. Communications
  - c. Oversight
  - d. Recordkeeping and Documentation
- V. Discipline/ Child Guidance
- VI. Transition to Kindergarten
- VII. Contact Us



<sup>1</sup> <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/ehsnrc/docs/ehs-tip-sheet-12-part-2.pdf>

<sup>2</sup> This tool is adapted from: <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/docs/quilt-checklist-developing-partnership-agreement-contract.pdf>

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

**CBO/Head Start/School District Partnership Areas to Consider**  
Y=Yes I/P= In Progress N=No

<b>I. GENERAL INFORMATION AND ADMINISTRATIVE ELEMENTS</b>					<b>COMMENTS</b>
1.	General statement of purpose for the partnership	Y	I/P	N	
2.	Partners' affiliation and legal status	Y	I/P	N	
3.	Contractual period	Y	I/P	N	
4.	Contract amendments, renewal, and termination procedures	Y	I/P	N	
5.	Role of each partner in contract development and approval	Y	I/P	N	
6.	Compliance with local, state, and federal regulations	Y	I/P	N	
7.	Conflict of interest statements and prohibited activities	Y	I/P	N	
8.	Procedures in place to jointly seek out other funding opportunities	Y	I/P	N	
9.	Staff organizational charts developed and shared	Y	I/P	N	
10.	Designated contact person for each organization	Y	I/P	N	
11.	Travel policies	Y	I/P	N	
12.	Liability and insurance	Y	I/P	N	
13.	Licensed space	Y	I/P	N	
14.	Fire inspections are complete	Y	I/P	N	
15.	Policies and training around building safety drills	Y	I/P	N	
16.	Use of partners' names (how partners will publicize the services sponsored by the partnership)	Y	I/P	N	
17.	Participation in QUALITYstarsNY	Y	I/P	N	
18.	Drop-off and pick-up routines/policies	Y	I/P	N	
19.	Policies around mixing groups of children	Y	I/P	N	
20.	Site specific: parking spaces, identification badges, rules for parents' visiting	Y	I/P	N	

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

**CBO/Head Start/School District Partnership Areas to Consider**

<b>II. PARTNERSHIP SERVICES</b>					<b>COMMENTS</b>
<b>1.</b>	Number of children served, hours of operation, school calendar	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>2.</b>	Location of services/comprehensive services	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>3.</b>	Each partner's role in service delivery: education (classroom climate, curriculum choices, instructional support), child and family health, mental health, disabilities, nutrition, family services, interpretation/translation services, parent involvement, home visits or conferences, meetings, recordkeeping, transportation, supervision, oversight. <b>SEE ATTACHED WORKSHEET ON PAGE 7 for more detail</b>	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>4.</b>	Which entity or partner employs and supervises which staff within the partnership	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>5.</b>	Responsibilities of each partner's staff	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>6.</b>	Staff schedules	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>7.</b>	Supervision procedures	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>8.</b>	Staff qualification requirements	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>9.</b>	Professional development responsibilities	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>10.</b>	Personnel employment strategies	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>11.</b>	Annual performance appraisal procedures	<b>Y</b>	<b>I/P</b>	<b>N</b>	
<b>12.</b>	Provisions for qualified substitutes	<b>Y</b>	<b>I/P</b>	<b>N</b>	

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

CBO/Head Start/School District Partnership Areas to Consider					
III. FISCAL RESOURCES					COMMENTS
1.	Funding/resources are accessed and a commitment is made by each partner	Y	I/P	N	
2.	Payment/billing/invoicing per child, per year (or lump sum) by partners and payment procedures	Y	I/P	N	
3.	Alternative plans for circumstances beyond partners' control	Y	I/P	N	
4.	Funds targeted or designated for specific improvements (renovations, salary enhancements, quality improvement)	Y	I/P	N	
5.	Designated responsibilities for: facilities or space, maintenance, repairs, food service (CACFP or USDA?), and supplies and equipment (who retains ownership of equipment when agreement ends).	Y	I/P	N	
6.	Non-federal share or in-kind services	Y	I/P	N	
7.	Provisions for collection or policies for non-payment of parent fees for out of school care (not state or federally-funded portions of the day)	Y	I/P	N	
8.	Well-defined fiscal policies and cost allocation plan	Y	I/P	N	
IV. SYSTEMS					COMMENTS
A. PLANNING AND DECISION MAKING					
1.	Role of each entity's decision-making bodies in planning and decision-making.	Y	I/P	N	
2.	Policy Council representation and elections in Head Start or other parent advisory boards	Y	I/P	N	
3.	Community assessment process	Y	I/P	N	
4.	Collaborative, inclusive strategies involving partners' staff and parents in the community	Y	I/P	N	
5.	Items needing prior approval (items a partner reserves the	Y	I/P	N	

NOTE: Some items may not be applicable for all partnerships

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

	right to approve such as hiring, purchasing, curriculum, materials, trips).				
<b>B. DISCIPLINE/CHILD GUIDANCE</b>					<b>COMMENTS</b>
1.	Agreed-upon policies regarding discipline/child guidance	Y	I/P	N	
2.	Oversight of discipline/child guidance	Y	I/P	N	
3.	Mechanism to inform/involve parents	Y	I/P	N	
<b>C. TRANSITION TO KINDERGARTEN</b>					<b>COMMENTS</b>
	Transition team in place comprised of Head Start/pre-k and kindergarten teachers and administrators	Y	I/P	N	
	Pre-K to kindergarten transition plan in place for all children and families, agreed on by all partners	Y	I/P	N	
	Regular meetings of transition team to adjust plan as needed	Y	I/P	N	
<b>D. COMMUNICATION</b>					<b>COMMENTS</b>
1.	Type, frequency of meetings; meeting participants	Y	I/P	N	
2.	Type and frequency of reports	Y	I/P	N	
3.	Procedures for information sharing and exchange (training calendars, personnel policies, position openings, etc.; state/local licensing reports)	Y	I/P	N	
4.	Work with agencies on appropriate referrals as needed	Y	I/P	N	
5.	Use of technology (ex. shared databases for tracking, email communication, etc.)	Y	I/P	N	
6.	Parent communication	Y	I/P	N	
7.	Dispute resolution process	Y	I/P	N	
<b>E. OVERSIGHT</b>					<b>COMMENTS</b>
1.	Notification, planning, and follow-up procedures on local, state and federal monitoring/assessments and audits	Y	I/P	N	
2.	Ongoing observation of operations, classroom visits, review of records, written feedback, follow-up, etc.	Y	I/P	N	
3.	Annual program self-assessments and other reviews	Y	I/P	N	
4.	Continuous improvement plans/action plans	Y	I/P	N	
<b>F. RECORD KEEPING AND DOCUMENTATION</b>					<b>COMMENTS</b>
1.	Recruitment, enrollment applications, and intake	Y	I/P	N	
2.	Parent permission procedures	Y	I/P	N	

NOTE: Some items may not be applicable for all partnerships

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

3.	Child screenings (including health, developmental, social-emotional, home language screening, housing questionnaire), assessment, outcomes	Y	I/P	N	
4.	Data collection and aggregation	Y	I/P	N	
5.	Curriculum planning and individualized child plans	Y	I/P	N	
6.	Parent contacts, home visits, parent-teacher conferences, procedures for recording and tracking of services & follow-up	Y	I/P	N	
7.	Disabilities, medical, dental services, nutrition, mental health, and family social services	Y	I/P	N	
8.	Storage of records, access, record retention	Y	I/P	N	
9.	Parent partnership plans	Y	I/P	N	
10.	Transfer of child information, confidentiality	Y	I/P	N	
<b>V. WHO TO CONTACT WITH QUESTIONS</b>					
<ul style="list-style-type: none"> <li>New York State Head Start Collaboration Office <a href="mailto:Patricia.persell@ccf.ny.gov">Patricia.persell@ccf.ny.gov</a></li> <li>Region II Coordinator, OHS Regional Training and Technical Assistance Network <a href="mailto:jorge.saenzdeviteri@acf.hhs.gov">jorge.saenzdeviteri@acf.hhs.gov</a></li> </ul>		<p><b>For Questions Related to:</b></p> <ul style="list-style-type: none"> <li>Head Start, transitions to kindergarten, comprehensive services, blending and braiding funding.</li> <li>Training and Technical Assistance for Head Start partners.</li> </ul>			
<ul style="list-style-type: none"> <li>NYS Education Department, Office of Early Learning <a href="mailto:OEL@NYSED.gov">OEL@NYSED.gov</a></li> <li>NYS Education Department, Office of Special Education <a href="mailto:speced@nysed.gov">speced@nysed.gov</a></li> <li>NYS Education Department, Office of Bilingual and New World Languages <a href="mailto:obefls@nysed.gov">obefls@nysed.gov</a></li> <li>NYS Education Department, Office of Accountability <a href="http://www.p12.nysed.gov/accountability/homeless/">http://www.p12.nysed.gov/accountability/homeless/</a></li> </ul>		<p><b>For Questions Related to:</b></p> <ul style="list-style-type: none"> <li>Pre-Kindergarten regulations, funding,</li> <li>Special education services</li> <li>English language learners</li> <li>Children who are experiencing homelessness</li> </ul>			

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

**COMPREHENSIVE SERVICES DELEGATION OF RESPONSIBILITIES WORKSHEET**

Comprehensive Service Delivery	COB/ Head Start Responsibilities	School/District Responsibilities
Classroom climate, curriculum choices, instructional support etc.		
Child and family health		
Mental health		
Disabilities services		
Nutrition		
Family involvement and referrals for family support services		
Interpretation/translation services		
Home visits/conferences/meetings		
Recordkeeping		
Transportation		
Supervision/oversight of service delivery		

**Tip Sheet:  
Community-Based Organization/Head Start/ School District Prekindergarten Collaborations**

**RESOURCES:**

<a href="https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/transition">National Center for Early Childhood Development, Teaching, and Learning</a>	<a href="https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/transition">https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/teaching/transition</a>
<a href="http://center.serve.org/nche/ibt/sc_eligibility.php">National Center for Homeless Education</a>	<a href="http://center.serve.org/nche/ibt/sc_eligibility.php">http://center.serve.org/nche/ibt/sc_eligibility.php</a>
<a href="http://ccf.ny.gov/files/4913/8625/0095/Core_Body_of_Knowledge.pdf">New York State Core Body of Knowledge</a>	<a href="http://ccf.ny.gov/files/4913/8625/0095/Core_Body_of_Knowledge.pdf">http://ccf.ny.gov/files/4913/8625/0095/Core_Body_of_Knowledge.pdf</a>
<a href="https://www.health.ny.gov/health_care/child_health_plus/">New York State Department of Health - Child Health Plus</a>	<a href="https://www.health.ny.gov/health_care/child_health_plus/">https://www.health.ny.gov/health_care/child_health_plus/</a>
<a href="https://www.health.ny.gov/community/infants_children/maternal_infant_early_child_home_visit/">New York State Department of Health - Maternal, Infant and Early Childhood Home Visiting Initiative</a>	<a href="https://www.health.ny.gov/community/infants_children/maternal_infant_early_child_home_visit/">https://www.health.ny.gov/community/infants_children/maternal_infant_early_child_home_visit/</a>
<a href="http://ccf.ny.gov/files/7813/8177/1285/ELG.pdf">New York State Early Learning Guidelines</a>	<a href="http://ccf.ny.gov/files/7813/8177/1285/ELG.pdf">http://ccf.ny.gov/files/7813/8177/1285/ELG.pdf</a>
<a href="http://ocfs.ny.gov/main/childcare/looking.asp">New York State Office of Children and Family Services, Division of Child Care Services</a>	<a href="http://ocfs.ny.gov/main/childcare/looking.asp">http://ocfs.ny.gov/main/childcare/looking.asp</a>
<a href="http://www.p12.nysed.gov/ciai/common_core_standards/pdfs/nyslsprek.pdf">New York State Prekindergarten Foundation for the Common Core</a>	<a href="http://www.p12.nysed.gov/ciai/common_core_standards/pdfs/nyslsprek.pdf">http://www.p12.nysed.gov/ciai/common_core_standards/pdfs/nyslsprek.pdf</a>
<a href="http://www.nysecac.org/news-and-events/pyramid-model/">Pyramid Model Resources</a>	<a href="http://www.nysecac.org/news-and-events/pyramid-model/">http://www.nysecac.org/news-and-events/pyramid-model/</a>
<a href="http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education">United States Department of Agriculture (USDA) - Child and Adult Care Food Program (CACFP)</a>	<a href="http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education">http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education</a>
<a href="http://www.acf.hhs.gov/programs/ohs">United States Department of Health and Human Services, Office of Head Start</a>	<a href="http://www.acf.hhs.gov/programs/ohs">http://www.acf.hhs.gov/programs/ohs</a>

