

## 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:

- x high quality early childhood education and care;
- x communitywide benefits of the partnership;
- x how to implement comprehensive services;
- x differing policies and regulations that each partner operates under and how to coordinate these differences; and
- x how to manage, monitor and coordinate the partnership and associated services

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 aid 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 assessment.

Sections of the checklist are as follows:

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

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<sup>1</sup> <http://eclkc.ohs.acf.hhs.gov/hslc/ttsystem/ehsnrc/docs/ehstip-sheet-12-part-2.pdf>

<sup>2</sup> This tool is adapted from:

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CBO/Head Start/School District Partnerships Areas to Consider

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	right to approve such as hiring, purchasing, curriculum, materials, trips.				
	<b>B. DISCIPLINE/CHILD GUIDANCE</b>				

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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	

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**COMPREHENSIVE SERVICES DELEGATION OF RESPONSIBILITIES SHEET**

Comprehensive Service Delivery	COB/ Head Start Responsibilities	School/District Responsibilities
Classroom climate, curriculum choices, instructional support etc.		
Child and family health		
Mental health		
Disabilities		

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RESOURCES:

<a href="https://eclkc.ohs.acf.hhs.gov/hslc/ta-system/teaching/transition">National Center for Early Childhood Development, Teaching, and Learning</a>	<a href="https://eclkc.ohs.acf.hhs.gov/hslc/ta-system/teaching/transition">https://eclkc.ohs.acf.hhs.gov/hslc/ta-system/teaching/transition</a>
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