# Artifact 2.8: Local Provider Sample MOU

**SAMPLE**

MEMORANDUM OF UNDERSTANDING

FOR COOPERATION AND INFORMATION SHARING

BETWEEN

FORT WORTH INDEPENDENT SCHOOL DISTRICT

AND

76119 CHILD CARE CENTERS WITH PRE-K PROGRAMS

Fort Worth Independent School District (FWISD) and Selected Child Care Centers (Specific Center) with Pre-K programs hereby make and enter into this Memorandum of Understanding to improve access to, and quality of, Pre-K programming available to families in the 76119 to improve Kindergarten readiness and better prepare students for success in academics and in life.

I.

PURPOSE

The Community Partnership Grant funded through Texas Education Agency has identified several areas of need in the 76119 area, specifically the **accessibility** of quality programming for Pre-K age children during the school day and during Out of School Time, both within FWISD’s Pre-K classes and in community child care settings. Primary barriers to accessibility include availability of classroom space, transportation, curriculum and material availability, and recruitment and training of highly qualified staff. This MOU seeks to ensure that all students in the 76119 zip code area have access to quality care, with student information and data sharing to ensure that all children are Kindergarten ready at the age of five.

II.

FWISD RESPONSIBILITIES

Based on ***availability of staff and funding***, FWISD agrees to provide to selected centers:

1. Develop an access portal for data sharing, with a unique ID for each centers.
2. Provide appropriate forms for release of student/parent information.
3. Provide curriculum material and manipulatives that align to the FWISD Pre-K program, with interactive elements that produce a love of learning.
4. Arrange for Professional Development programs for Center staff to ensure quality of instruction and understanding of appropriate Pre-K programming.
5. Provide Transportation assistance to assist families with transporting students to the campus for Pre-K program, and to the Child Care Centers for Out of School Time programs.
6. Allow for access to school buildings for after school and summer programs.
7. Share FWISD student assessment results for the FWISD and Center students (with parental consent) to ensure that Centers are able to concentrate on areas of greatest need for individual students to ensure kindergarten readiness, and so that FWISD is aware of levels of ability of students.
8. Assist with recruitment and training of new Center staff, especially bilingual staff.
9. Provide stipends for Center staff training days and to encourage retention of highly qualified staff.

III.

CENTER RESPONSIBILITIES

1. Provide regular student and staff assessments in the same form as used by FWISD for TEA reporting to determine if student progress is on track, and to allow for alignment of training and curriculum to reach each student.
2. Ensure that all students at the center have signed FWISD student/parent data release forms.
3. Report on student progress in the access portal on the agreed-upon schedule with:
	1. Students served as a result of the grant, reported by a number assigned by the District so that academic progress can be tracked;
	2. Parents assisted as a result of the grant linked when applicable to the student’s number;
	3. Students registered for Pre-K by the centers;
	4. Student assessment data.
	5. Other information required by the District to report outcomes.
4. Assist with ensuring regular attendance by Center staff at FWISD-sponsored training events.
5. Maintain Center certifications that indicate quality of services, such as Texas STR rating of 3 or 4, recognition through The National Accreditation Commission for Early Care and Education Programs (NAC), or other approved programs.
6. Conduct regular family meetings and trainings, with assistance of FWISD as needed, to ensure that families are actively engaged in their student’s learning. Assist FWISD with family engagement activities and preparation as needed.
7. Fulfill all licensing and safety requirements of the City of Fort Worth and the State of Texas.

IV.

HIPAA/FERPA REQUIREMENTS

TBD

V.

TERM OF AGREEMENT

This Agreement will commence upon confirmation of funding for the Community Partnership Implementation Phase I, and will terminate on July 31, 2020, unless terminated at an earlier date, as provided for below:

This Agreement may be terminated prior to the termination date provided above by either party with thirty (3) days prior written notice to the other party of by the mutual written agreement of both parties. If one party terminates, the notice is effective when the non-terminating party receives it.