

Head Start Agreement

August 1, 2025 - August 1, 2026

Prairie Five CAC-Head Start and Yellow Medicine East Schools



Agreement Goals

Yellow Medicine East Schools (YME) and Prairie Five Community Action Council-Head Start agree to the following goals:

1. To provide seamless early childhood education services for families in the YME School District.
2. To coordinate resources in order to provide a high quality educational experience for all participating families and children.

Purpose Statement

This Agreement establishes working procedures between the above stated programs for the provision of services to pre-school children eligible for Head Start services in compliance with Federal and State laws and regulations. It is the intent of this Agreement to:

1. Define which services will be provided by each Agency;
2. Ensure that arrangements between the above stated school district and Head Start are developed, implemented and preserved whereby each Agency cooperatively maintains communication and responsibilities so that available resources are utilized in the most effective manner.

Responsibilities

To ensure the integration of all Head Start Performance Standards and program requirements, respective responsibilities under this agreement include, but are not limited to the following:

Prairie Five Head Start will:

- Designate the Head Start Director as the point of contact between Head Start and the school district.
- Provide classroom staff with supervision by a Prairie Five Head Start Education Manager, to ensure Head Start's Performance Standards and MN Department of Children, Youth and Families licensing requirements are met and maintained.
- Provide a qualified substitute for Head Start staff if needed

Head Start Agreement

August 1, 2025 - August 1, 2026

Prairie Five CAC-Head Start and Yellow Medicine East Schools

- Provide supervision of all Head Start employees and consultants.
- Provide coaching to all Head Start employees as applicable.
- Provide programming for Head Start enrollees four days per week from 7:45 a.m.-3:15 p.m., for 128-136 days during school year.
- Ensure effective communication amongst all staff;
 - Invite school district staff to pertinent Head Start trainings
 - Inform school staff of recommendations from consultants and Head Start monitoring staff if applicable
 - Meet, at least annually, to review/update agreements
- Claim USDA reimbursement for all Head Start children's meals provided by the school district.
 - Reimburse school district for all Head Start child and adult meals, as billed.
- Provide liability insurance for Head Start enrolled children.

School District will:

- Designate the Superintendent as contact person between the school district and Head Start.
- Ensure effective communication amongst all staff;
 - Inform Head Start staff of school district policies and procedures
 - Review recommendations from consultants and Head Start monitoring staff
 - Invite Head Start staff to pertinent school district trainings
 - Meet, at least annually, to review/update agreements
- Provide CACFP and USDA approved meals as specified in MN Rules, part 9503.0145, subpart 3 (food and water) for each child.
 - School district will bill Head Start for child and adult meals served as required to by Head Start Performance Standards.
- School district will provide Head Start with In-Kind for classroom, playground, commons as well as technology supervisor, nurse, custodian, and psychologist.

- **Shared Responsibilities**

- Assist with recruitment of Head Start children
- Ensure that data privacy/confidentiality is maintained for the children, parents and staff
- Share schedules and calendars for the program year, e.g. start and end dates, class times etc.

Head Start Agreement

August 1, 2025 - August 1, 2026

Prairie Five CAC-Head Start and Yellow Medicine East Schools

Program Coordination and Quality Assurance

School district and Head Start agree to the importance of coordination and quality assurance.

Head Start Management Staff will conduct regular monitoring visits based on Head Start performance measures and MN Department of Children, Youth and Families licensing. Health and safety concerns will be addressed immediately by the most appropriate party. School district will be notified if concerns are related to school property and/or equipment. All parties will work cooperatively to address all manner of concerns.

Payment for Purchased Services

Head Start will reimburse school district in a timely manner for:

- Cost of meals for children, Teacher, Assistants, Head Start parents, MN Reading Corp, if applicable and other Head Start staff or consultants when classrooms are in session and children are present during mealtimes.
- Cost of field trips. Must be pre-approved.

Head Start Agreement

August 1, 2025 - August 1, 2026

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General Terms

This Collaborative Agreement shall be in effect from August 1, 2025 to August 1, 2026. This agreement may be terminated by either party at any time, with or without cause, upon sixty (60) days written notice. Partnership is immediately terminated if Head Start funds are no longer available to provide services.

My signature attests that I have: completely read the above agreement and agree to its terms.
Addendums will be made, if necessary.

Superintendent

Date

Prairie Five Executive Director

Date

Prairie Five Board Chairperson

Date



Head Start Director

7/30/25

Date

Policy Council Chairperson

Date