

**Memorandum of Understanding (MOU)**  
**between Denton Independent School District**  
**and Tree House Academy**

**Program Description**

Denton Independent School District (DENTON ISD) and TREE HOUSE ACADEMY will collaborate to provide children and their families a comprehensive and cohesive early childhood program. Students in the collaborative classes will receive 180 minutes of Pre-K instruction from a certified DENTON ISD Pre-K teacher and up to 9 hours of wrap-around child care from TREE HOUSE ACADEMY teachers.

**Mission**

Our mission is to offer families and children the option of a DENTON ISD Pre-K class with full-day, high quality wraparound early care and education.

**Class Composition**

1. The maximum size for the combination 3 and 4 -year-old class is 22 students with (2) adults: child ratio of 1:11.
2. The collaborative 3 and 4-year-old class will provide 22 spaces with a minimum of 15 spaces and a maximum of 18 spaces for DENTON ISD Pre-K eligible children and a minimum of 1 space and a maximum of 4 spaces for “TREE HOUSE ACADEMY only.”.
3. Pre-K eligible as stated above is defined by the Texas Pre-K Enrollment Guidelines.
4. All 3-year-old students who are eligible for DENTON ISD Pre-K will be placed in the same 3 and 4-year-old class. All 4-year-old students who are eligible for DENTON ISD Pre-K will be placed in the same 3 and 4-year-old class.

**Teachers/Instruction**

1. DENTON ISD Pre-K teacher will provide 180 minutes of Pre-K instruction to one group of children and 180 minutes of Pre-K instruction to a second group of children following the DENTON ISD school calendar.
2. TREE HOUSE ACADEMY will provide teacher/s to provide/offer Child Care before and after DENTON ISD Pre-K in a collaborative classroom.
3. The DENTON ISD Pre-K teacher and the TREE HOUSE ACADEMY teachers will work together to coordinate classroom instruction.

4. When the DENTON ISD teacher is absent, they will contact the Executive Director of the TREE HOUSE ACADEMY and the DENTON ISD substitute scheduling system.
5. DENTON ISD will provide a substitute when the DENTON ISD teacher is absent.
6. When the TREE HOUSE ACADEMY teacher is absent, they will contact the Executive Director of the Center, following TREE HOUSE ACADEMY procedures.
7. TREE HOUSE ACADEMY will provide a substitute when the TREE HOUSE ACADEMY teacher is absent.
8. A DENTON ISD Principal will serve as the supervisor and evaluator for the DENTON ISD Pre-K teacher.
9. The TREE HOUSE ACADEMY Executive Director will serve as supervisor and evaluator for the TREE HOUSE ACADEMY teacher.
10. If an issue arises with the DENTON ISD teacher on site, the issue should be first discussed between the TREE HOUSE ACADEMY staff and the DENTON ISD teacher. If the issue is not resolved, then the DENTON ISD teacher should meet together with the TREE HOUSE ACADEMY Executive Director and the DENTON ISD Program Manager.
11. If an issue arises with the TREE HOUSE ACADEMY teacher in the collaborative classroom, the DENTON ISD teacher may discuss these issues with the TREE HOUSE ACADEMY teacher. If the issue is not resolved, the DENTON ISD teacher will discuss the issue with the TREE HOUSE ACADEMY Executive Director. If the issue is still not resolved, The TREE HOUSE ACADEMY Executive Director should contact the DENTON ISD Program Manager.
12. Any issues still unresolved after following the process listed above will be referred to the DENTON ISD Area Superintendent responsible for the Pre-K program and the TREE HOUSE ACADEMY Owner.
13. The TREE HOUSE ACADEMY Executive Director and the DENTON ISD Project Manager will communicate as needed regarding any supervisory issues.
14. The DENTON ISD teacher working in the collaborative class will abide by Child Care Licensing Minimum standards and all policies in the TREE HOUSE ACADEMY Employee Handbook excluding uniform dress code. The DENTON ISD teachers will conduct themselves in accordance with the DENTON ISD Employees Handbook, as well.

## **Schedule**

1. DENTON ISD will provide Pre-K instruction in accordance with the DENTON ISD school year calendar following this schedule:  
  
7:40-10:40            DENTON ISD Pre-K for 3 & 4 -year-olds (AM Session)  
  
10:40-11:25           DENTON ISD Employee Conference  
  
11:25-11:55           DENTON ISD Employee & PARA Lunch  
  
12:00-3:00            DENTON ISD Pre-K for 3 & 4-year-olds (PM Session)
2. TREE HOUSE ACADEMY will provide child care for students in the collaborative classes before and after Pre-Kindergarten in accordance with the TREE HOUSE ACADEMY calendar.
3. The DENTON ISD teacher will receive a 30-minute duty-free lunch and 45 minutes of planning time immediately following the morning Pre-K instructional time.
4. The DENTON ISD teacher will report daily attendance as instructed by DENTON ISD Program Manager and deliver absence notes once per week.
5. TREE HOUSE ACADEMY will provide an employee to relieve the DENTON ISD teacher for brief personal breaks as needed during DENTON ISD Pre-K time.

## **Curriculum**

1. The collaborative class will use DLM Express curriculum and the UbD units of study.
2. DENTON ISD will provide the curriculum that will stay in the collaborative classroom for the duration of the school year.

## **Professional Development**

1. All TREE HOUSE ACADEMY teachers and directors at the TREE HOUSE ACADEMY will be invited to professional development opportunities hosted by the Independent School District.
2. The DENTON ISD teacher will be invited to all training and professional development hosted by the TREE HOUSE ACADEMY.
3. The DENTON ISD teacher will attend participate in New Employee Orientation hosted by the TREE HOUSE ACADEMY.

## **Assessment and Ongoing Progress Monitoring**

1. The DENTON ISD teacher will complete DENTON ISD report cards for all DENTON ISD students.
2. The DENTON ISD teacher and the TREE HOUSE ACADEMY teachers will complete the School Ready Collaborative assessments.
3. The DENTON ISD teacher will share all assessments with the TREE HOUSE ACADEMY teacher and Executive Director.

## **Coordination of Student Support and Supplementary Services**

1. TREE HOUSE ACADEMY will provide breakfast, lunch and snack for children in the collaborative classroom.
2. Families of students in the collaborative classroom will be responsible for transportation to and from TREE HOUSE ACADEMY.
3. The DENTON ISD Elementary school nurse will provide visual and hearing screenings to DENTON ISD students in the collaborative classes.
4. Proof of vision and hearing screenings will be provided to TREE HOUSE ACADEMY for Child Care Licensing documentation.
5. TREE HOUSE ACADEMY and DENTON ISD will report any child abuse allegations within 24 hours, per Child Care Licensing Minimum Standards.
6. DENTON ISD and TREE HOUSE ACADEMY teachers will refer children who may need special education services to the DENTON ISD Elementary Diagnostician Counselor and complete the TREE HOUSE ACADEMY Special Needs Policy packet.
7. DENTON ISD has a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable law and regulations, specifically the Family Educational Rights and Privacy Act (FERPA). TREE HOUSE ACADEMY and its authorized representatives may only receive student information upon obtaining written authorization from the student's parents in compliance with the requirements and exceptions outlined in FERPA. TREE HOUSE ACADEMY shall provide DENTON ISD with a copy of the parent's written authorization. TREE HOUSE ACADEMY and its authorized representatives acknowledge that they must comply with said law and regulations and safeguard student information. TREE HOUSE ACADEMY and its authorized representatives may not re-disclose the information to a third party without prior written consent from the DENTON ISD, the parent or eligible student. TREE HOUSE ACADEMY and its authorized representatives must destroy any student information received from the DENTON ISD when no longer needed for the purposes listed in this Agreement. TREE HOUSE ACADEMY and its authorized

representatives must maintain the confidentiality of the student records according to commercially reasonable administrative, physical and technical standards that are no less rigorous than the standards by which TREE HOUSE ACADEMY protects its own confidential information

### **Physical Environment**

1. The DENTON ISD teacher will have access to the collaborative classroom after work hours to set up the classroom and prepare activities/lessons as needed.
2. TREE HOUSE ACADEMY will be provided classroom furniture and learning materials for the collaborative classroom.
3. The DENTON ISD teacher will collaborate with DENTON ISD Project Manager on ordering supplies. DENTON ISD will also provide consumable materials for the collaborative classroom.
4. The DENTON ISD teacher will have access to the Teacher Resource room at DENTON ISD Elementary.
5. The DENTON ISD teacher will have access to the TREE HOUSE ACADEMY office equipment (copier, fax, etc.) for educational services.
6. DENTON ISD will provide a laptop computer to be used by the DENTON ISD collaborative classroom.
7. TREE HOUSE ACADEMY will provide wireless internet access for the DENTON ISD teacher.
8. TREE HOUSE ACADEMY will provide the DENTON ISD teacher with personal storage space.
9. TREE HOUSE ACADEMY will provide classroom repairs when the DENTON ISD teacher informs the TREE HOUSE ACADEMY Executive Director this will not include DENTON ISD furniture or technology.
10. TREE HOUSE ACADEMY will provide custodial supplies and services.
11. TREE HOUSE ACADEMY will pay rent and building utilities.

### **Communication with Parents and Parent Involvement**

#### ENROLLMENT

1. Onsite registration will be offered at TREE HOUSE ACADEMY before school begins and throughout the year.
2. DENTON ISD and TREE HOUSE ACADEMY will both maintain copies of student records.

3. All parents of children in the collaborative class must comply with Child Care Licensing minimum standards for enrollment, TREE HOUSE ACADEMY policies, and DENTON ISD polices & regulations.

ONGOING COMMUNICATION

4. Parents of students in the collaborative class will provide written permission for TREE HOUSE ACADEMY to communicate with DENTON ISD and vice versa.
5. If a parent expresses a concern or complaint, the TREE HOUSE ACADEMY owner, the TREE HOUSE ACADEMY Executive Director, the TREE HOUSE ACADEMY teachers, the DENTON ISD Area Superintendent for Pre-K Program, the DENTON ISD Project Manager, and/or the DENTON ISD Pre-K teacher will share the information with other collaborative partners.
6. Last minute communications from DENTON ISD to the families of students in the collaborative class will be emailed or faxed to TREE HOUSE ACADEMY. TREE HOUSE ACADEMY will print the notices and send them home on the day requested.

**Management of the Collaboration**

1. DENTON ISD and the TREE HOUSE ACADEMY will work together to meet the target attendance level of at least 90% for the collaborative classes.
2. TREE HOUSE ACADEMY assumes responsibility for complying with all Child Care Licensing regulations.
3. The DENTON ISD Area Superintendent for Pre-K Program, the DENTON ISD Project Manager, the TREE HOUSE ACADEMY Owner, and the TREE HOUSE ACADEMY Executive Director will meet twice during the year to monitor the collaboration and make changes as needed.

The DENTON INDEPENDENT SCHOOL DISTRICT and the TREE HOUSE ACADEMY shall each retain the right to terminate or amend this agreement upon giving a thirty (30) day written notice to the other party.

This agreement is in effect from August 1, 2017 – June 1, 2018.

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Dr. Jamie Wilson, Superintendent

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Date

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Mia Price, Board President

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Date

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Paige Hedges Tree House Academy Executive Director

\_\_\_\_\_  
Date