

**COOPERATIVE AGREEMENT
SONOMA COUNTY SELPA/ NORTH COUNTY CONSORTIUM
AND E CENTER'S HEAD START PROGRAMS**

This agreement is made between the **Sonoma County SELPA/North County Consortium** for Special Education (NCC) and **E Center Head Start Programs**. It is the intent of both parties to cooperate in a common effort to serve preschool children with disabilities in the least restrictive educational environment. It is the intent of both agencies to meet program and funding requirements while providing children and their families with comprehensive, developmentally, and educationally appropriate services in compliance with federal and state laws and regulations which govern each agency.

E Center Head Start agrees to the following:

1. To refer to the **North County Consortium** for Special Education Services (NCC) children ages 3-5 who are suspected to be in need of special education and related services and are residents of **Sonoma County SELPA, Area 6** for screening, assessment and provision of services.
2. To assist the NCC in collecting data, information, and screening results on children referred for assessment as requested.
3. To provide medical, dental, nutritional, hearing, and vision screening results on all children being evaluated for special education eligibility.
4. To have a teacher and/or other staff attend all IEP meetings for E Center Head Start enrolled children.
5. To coordinate with the NCC to obtain materials and educationally relevant equipment as specified on the IEPs of children enrolled in Head Start. Staff will assist and encourage parents to access outside resources pertinent to their child's disability.
6. To invite NCC special education preschool staff to participate in relevant trainings.
7. To coordinate with NCC to ensure that needed documents are translated and that interpretation services are available for parents during the assessment and IEP processes or as needed to support the child and family.

North County Consortium for Special Education Services (NCC) agrees to the following:

1. To include E Center in the local child find system. Head Start will be informed of the appropriate referral procedures and the information to be provided.
2. To be responsible for a timely assessment of all children referred by Head Start who are suspected to be in need of special education services. Relevant information from Head Start staff and parents will be included in the assessment process. Results of the assessment will be shared with Head Start staff and parents.
3. To develop and implement IEP's for each child for whom special education services will be provided by NCC. Head Start shall be included in the development of the IEP. An annual IEP review will be held and will include Head Start personnel.

4. To coordinate with E Center to ensure that needed documents are translated and that interpretation services are available for parents during the assessment and IEP processes or as needed to support the child and family.
5. To implement all procedural safeguards including confidentiality of records, prior notice, and placement in the least restrictive environment for all children with exceptional needs who are provided special education by the NCC and are enrolled in the E Center Head Start Program.
6. To provide inservice training to Head Start personnel as appropriate regarding preschool special education issues, referral procedures and resources.

MISCELLANEOUS PROVISIONS

1. As policy changes or program concerns arise, representatives of both E Center and the NCC will meet to address the issues.
2. This agreement will be reviewed every 3 years no later than June 30, and any revisions may be made upon written agreement by both parties. This agreement will be reviewed and revised more frequently if requested by either party.

Contacts for E Center Head Start:	Contacts for North County Consortium (NCC)
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This agreement is entered into this 5TH day of MAY 2008 by and between the undersigned agencies.

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