



MEMORANDUM OF UNDERSTANDING FOR TRANSITIONS
BETWEEN WYOMING CHILD AND FAMILY DEVELOPMENT, Inc. AND
CAMPBELL COUNTY SCHOOL DISTRICT #1

PURPOSE

This agreement is entered into this 2nd day of April, 2024, between Campbell County School District #1 (CCSD #1) and Wyoming Child and Family Development, Inc. (WCFD) for the purpose of effective transition of preschool children into the public-school program in a method that allows for coordination and collaboration while working with the system to facilitate the knowledge, referral, and provision of services to all transitioning children and their families.

The intent is to provide CCSD #1 and WCFD with a means of assisting school and agency staff to identify needs, coordinate services, coordinate efforts to facilitate optimum services, without duplication, and to support children and families as they transition to a new setting.

DURATION

This MOU will become effective upon the signature of all approving parties and will be distributed to those involved for review and resources. The terms of this MOU will remain in effect for one (1) year or until terminated by: 1) mutual agreement, or 2) 90 days written notice.

MODIFICATION

This MOU will be reviewed no less than yearly and no more than biannually. It may be reconsidered when required by the parties involved in this agreement.

COOPERATIVE AREAS

August - May: As new children enroll in WCFD programs, WCFD staff will obtain appropriate written parental consent to share personally identifying information and appropriate records with CCSD #1. To facilitate continuity of learning and development, communication between WCFD staff and their counterparts within the district will include sharing information on children, educational philosophies, programming issues, school readiness goals, assessment information, and parent involvement.

September-December: District will provide WCFD information regarding kindergarten entry expectations and information from District kindergarten readiness guidelines to support alignment of WCFD school readiness efforts with entry expectations of the district.

September-May: WCFD staff will provide transitioning families with information on kindergarten registration requirements and timelines.

September- May: Staff from both agencies may visit each other's sites.

January - May: CCSD #1 may extend an invitation to parents and staff of WCFD students to visit the kindergarten options available within the CCSD #1. WCFD staff will encourage parents to complete the kindergarten registration process.

January - May: At the school's option and discretion, transitioning children and their families may be invited to visit the school and classroom which will be attended by the child the following year. Families with children transitioning to kindergarten will be encouraged to participate in family engagement events and contact their school of choice to arrange a visit. Parents of WCFD students may make individual visit appointments to the kindergarten and elementary classrooms.

January - May: WCFD staff will implement strategies and activities that familiarize children with the transition to kindergarten and foster confidence about the transition.

February – March: With prior approval from parents, WCFD will provide all necessary student information for WISER ID assignment. The district will share WISER IDs with WCFD in accordance with the MOU between the Wyoming Department of Education and the Wyoming Head Start Association.

February - May: Interagency staffing's may be held between the CCSD #1 and WCFD on transitioning children as appropriate or needed. WCFD teachers will present educational information to elementary education staff, including school readiness goals and assessment information. Child records will be transferred as necessary and appropriate by WCFD staff.

February - May: WCFD staff will begin conversations with CCSD #1 staff about possible summer programming options for all children who are age eligible to transition to kindergarten and assist parents with enrollment in these programs.

March - May: Parents and students from WCFD will be encouraged to participate in kindergarten orientation, if available.

April - May: Transition meetings may be held between WCFD and CCSD #1 personnel to discuss recommendations for all transitioning students. WCFD staff and CCSD #1 staff may meet to evaluate the transition process and review the Memorandum of Understanding.

In-service and Staff Development

WCFD and CCSD #1 agree to share information regarding upcoming training and to coordinate In-service presentations whenever possible.

Record Transfer

With written parental consent, WCFD staff members will ensure that appropriate child records are transferred to CCSD #1.

CCSD #1 will share aggregated child outcome information with WCFD to optimize school readiness efforts by WCFD.

SIGNATURES

For Wyoming Child and Family Development, Inc.

Name

Title

Date

Jessica Baker

Center Director

4-2-24

For Campbell County School District #1

Name

Title

Date
