



## Gateway Community Action Partnership

RIVER'S EDGE COMMUNITY CAMPUS  
110 Cohansey Street, Bridgeton, NJ 08302  
(856) 451-6330 • (856) 455-7288 FAX • [www.gatewaycap.org](http://www.gatewaycap.org)

August 15, 2024

Dr Mark Silverstein  
Superintendent  
Glassboro School District  
560 Joseph Bowe Memorial Boulevard Glassboro, NJ 08028

Dear Dr Mark Silverstein:

Gateway Head Start is pleased to provide holistic early childhood services to 3 and 4 year old income eligible children living in your school district. We would like to work with you on strengthening the relationship between your district and ourselves for the benefit of the children and families.

As children transition from preschool to kindergarten we want to work to support that process through close communication, alignment of curriculums, and shared goals.

In the next few weeks we will be reaching out to you to discuss establishing a Memorandum of Understanding which I have enclosed. If you could please review it, we would like to have the opportunity to further discuss how Gateway Head Start and your school might work together in the future for benefit of the children and families.

Should you have any questions before then, please feel free to call me at (856) 740-6743 ext 1033. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Felicia Moore".

Felicia Moore  
Education Manager  
(856) 740-6743 ext 1033  
[fmoore@gatewaycap.org](mailto:fmoore@gatewaycap.org)

*Helping People • Changing Lives • Gateway to Success*

*"Our mission is to improve the quality of life and promote self-sufficiency."*



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August 13, 2024

Dr Mark Silverstein  
Superintendent  
Glassboro School District  
560 Joseph Bowe Memorial Boulevard Glassboro, NJ 08028

Dear Dr. Mark Silverstein,

Gateway Head Start has a long, successful history of providing educational services to young children, particularly to children with special needs. We serve children from more than 23 districts and have the mandate to be available to families from the 46 districts in our service area. Federal regulations support the Head Start philosophy, the heart of its program, and that is to serve those who truly need services, including ensuring that at least 10% of the population that we serve are children with disabilities. In fact, the New Jersey Department of Education and the New Jersey Head Start Association are working together to create a statewide Memorandum of Understanding in efforts to support local collaborations.

Enclosed is a generic Memorandum of Understanding that supports our federal mandate of serving children with disabilities and recognizes the role of the school district in its responsibilities to IDEA and Child Find. This Memorandum of Understanding was developed based on the guidance of the Office of Special Education Programs and the Department of Education. This Memorandum of Understanding can be tailored to fit the needs of your program and a successful collaboration. As we continue to serve children in the four county areas, we look forward to working with you to ensure smooth communications and transitions for children and their families.

I will be reaching out to you in the coming weeks to discuss how we might tailor the Memorandum of Understanding to meet the needs of both our programs and for any children we now currently serve or might serve in the coming year. Should you have any questions, please call me at (856) 295-1564 or e-mail me at [JJones@gatewaycap.org](mailto:JJones@gatewaycap.org).

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jameka Jones", written over a horizontal line.

Jameka Jones  
Mental Health/ Disability Manager

*Helping People • Changing Lives • Gateway to Success*

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## MEMORANDUM OF UNDERSTANDING

This agreement is made and entered into between Gateway Head Start, operating under the grantee Gateway Community Action Agency and Glassboro Board of Education

Gateway Head Start offers comprehensive child development services to infants, toddlers, preschool children, pregnant women and their families in Cumberland, Salem, Gloucester, and Mercer Counties.

Glassboro provides a preschool education program for 3 and 4 year old children.

All collaborative policies and procedures affecting this agreement will be reviewed annually and/or as the need arises, and are dependent on Federal and State legislation. This agreement may be amended at any time upon the mutual agreement of both parties.

The purpose of this agreement is to establish working procedures between Gateway Head Start and Glassboro BOE regarding children living within the district and need special educational services.

It is the intent of this agreement to:

1. Define services that will be provided by each entity
2. Ensure that each entity cooperatively maintains communication and shares responsibility in providing an appropriate experience to enrolled children and their families.

Gateway Head Start will be responsible for the following:

1. Initial, follow up and transition meetings will include the parent/guardian, Mental Health/Disability Manager of Head Start, Head Start Teacher, Head Start Family Worker, and Member of the Child Study Team.
2. Obtain a signed release of records form from the parent/guardian.
3. Request for evaluation will be written, signed by the parent/guardian with the name of the Head Start Mental Health/Disabilities Manager listed.
4. For children enrolled in Early Head Start or Head Start and are transitioning from Special Child Services to Child Study Team, a request for evaluation will be forwarded 120 days before the child's third birthday.

5. Mental Health/Disabilities Manager will notify appropriate Head Start Staff of meeting date.
6. Coordinate with the Child Study team for observations to take place in the Head Start classroom or the District classroom, as needed and contingent on the provision of a signed parental consent to share/release information.
7. Documentation to support request for evaluation will be forwarded with request. Documentation will include as appropriate health screenings, education screenings and teacher observations.
8. Release of records form will be forwarded with request.
9. Children placed full time in a self-contained classroom may continue to receive Head Start services through Child Care Partnerships Head Start Program depending on family request and district services.
10. In-service training information for Head Start will be shared with school district and a contact person listed for registration to attend training.
11. Interpreters for families will be provided by Head Start, if the school district is unable and Head Start has a person capable, with appropriate notification.
12. Parents will be kept informed of their child's continuing progress and developing needs during regularly scheduled parent-teacher conferences and home visits and as needed at the request of the teacher or parent.

District will be responsible for the following:

1. Child Study Team identification meeting will occur 20 days after written request from parent.
2. Parent will be provided with the Parent's Rights Handbook.
3. Notification of initial, follow up or transition meetings will be forwarded to Head Start Mental Health/Disabilities Manager, listed on the initial request letter, ten days prior to the meeting (copy of letter to parent) and directions to the meeting place. This is contingent on the provision of a signed parental consent to share/release information.
4. Coordinate with Head Start for observations to take place in the Head Start classroom or the District classroom, as needed and contingent on the provision of a signed parental consent to share/release information.
5. Services for Head Start children will be provided in the least restrictive environment, with consideration being given to the inclusive Head Start classroom.
6. Services to be provided to Head Start Children will include but not be limited to speech therapy, physical therapy, occupational therapy and special education support, per IEP.
7. Reviewing children's individual needs for placement, as based on the IEP. District will give consideration to schedule and placement for children who would benefit from both the Special Education classroom and Head Start classroom.
8. Information sharing, contingent on the provision of a signed parental consent to share/release information, will occur on a regular basis, both formally and informally.
9. Parents will be kept informed of their child's continuing progress and developing needs.

10. Conferences will be held with Head Start Staff and parents to discuss the findings of the Child Study Team, contingent on the provision of a signed parental consent to share/release information.
11. When a district child is being served by Head Start, in-service training calendar for the school district will be shared with Head Start and a contact person listed for registration to attend training.
12. Decision regarding findings of Child Study Team will be provided in writing to the parent/guardian and the Head Start Mental Health/Disability Manager contingent on the provision of a signed parental consent to share/release information.
13. Interpreter in parent's primary language will be provided.

Approval of Agreement

We, as representative of the cooperating service providers, agree to implement the various components of this agreement.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Mr. ALBERT KELLY	PRESIDENT, CEO GATEWAY COMMUNITY ACTION PARTNERSHIP
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Mr. EDWARD BETHEA	EXECUTIVE VICE PRESIDENT/ C.O.O GATEWAY COMMUNITY ACTION PARTNERSHIP
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> BONNIE EGGENBURG	VICE PRESIDENT EHS/ GATEWAY HEAD START
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	REPRESENTATIVE District Supervisor of Special Services
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	REPRESENTATIVE
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> DATE	

MEMORANDUM OF UNDERSTANDING  
Between  
Local Education Agency and Head Start  
(Public Law 110-134)

This agreement is made and entered into between Gateway Head Start, operating under the grantee Gateway Community Action Agency and Glassboro Board of Education

Gateway Head Start offers comprehensive child development services to infants, toddlers, preschool children, pregnant women and their families in Cumberland, Salem, Mercer, Gloucester, Atlantic, and Cape May Counties.

Glassboro provides a preschool education program for 3 and 4 year old children.

All collaborative policies and procedures affecting this agreement will be reviewed annually and/or as the need arises, and are dependent on Federal and State legislation. This agreement may be amended at any time upon the mutual agreement of both parties.

The purpose of this \_\_\_\_\_ District regarding children living within the district.

It is the intent of this agreement to:

1. Define services that will be provided by each entity
2. Ensure that each entity cooperatively maintains communication and shares responsibility in providing an appropriate experience to enrolled children and their families.

Gateway Head Start will be responsible for the following:

1. Obtain permission of the parents of children enrolled in the Head Start program to regularly communicate with the schools in which the children will enroll following the program:
  - a. To share information about the children
  - b. To collaborate with the teachers in such schools regarding professional development and instructional strategies
  - c. To ensure a smooth transition to school for such children.
2. Reaching out to the district in which children participating in the Head Start program will enroll following the program:
  - a. To collaborate on the shared use of transportation and facilities, in appropriate cases
  - b. To collaborate to reduce the duplication and enhance the efficiency of services while increasing the program participation of underserved populations of eligible children
  - c. To exchange information on the provision of non-educational services to such children.
3. Review the following activities with the district for the purpose of coordinating services:

- a. Communicate about educational activities, curricular objectives, and instruction. Gateway Head Start currently utilizes Creative Curriculum as its basis for all educational activities.
- b. Provide flyers and other information concerning Gateway Head Start and other Gateway Community Action Partnership services.
- c. To share information regarding the selection priorities for Head Start eligible children to be served by Gateway and to collect information regarding the selection priorities of the District for the purposes of informing parents of District services.
- d. To share information regarding Gateway's service area as it pertains to children living within the district's service area.
- e. To provide information, on request, regarding staff training for the purposes of allowing Gateway Head Start to attend in-services when funding and topic supports training collaboration: topics such as academic content standards, instructional methods, curricula, and social and emotional development
- f. To provide technical assistance, funding and time allowing, when Gateway Head Start serves a child that will attend the district school when leaving the Head Start program.
- g. To work with the District in regards to assisting parents in accessing full day services to meet the needs of working parents, as applicable.
- h. To work with District staff to provide children with opportunities to visit the school they will be attending for kindergarten, to provide information on kindergarten registration and expectations, and to work with the District to ensure smooth transitions to kindergarten
- i. To request the use of facilities for the purposes of Gateway Head Start training or other activities related to children from the district.
- j. To coordinate with district when district is providing transportation to children attending both programs, and when the Head Start center is located in the district and the District is currently providing of transportation.

District will agree to meet with Gateway Head Start to discuss the above and be responsible for the following:

1. Share information regarding curriculum, goals, and objective used for educational purposes preschool and kindergarten classrooms for the purpose of ensuring a smooth transition when Head Start children leave the program.
2. Provide information to parents regarding Gateway Head Start services when such services are not in conflict with the district's services.
3. Become aware of selection priorities for Head Start eligible children to be served by Gateway and to share with Gateway Head Start the selection priorities of the District.
4. To communicate with Gateway when contacted regarding a child living within the district service area for the purpose of coordinating any potential services.

5. To provide information, on request, regarding staff training for the purposes of allowing Gateway Head Start to attend in-services when funding and topic supports training collaboration: topics such as academic content standards, instructional methods, curricula, and social and emotional development
6. To provide technical assistance, funding and time allowing, when Tri-County Head Start serves a child that will attend the district school when leaving the Head Start program.
7. To work with Gateway CAP Head Start in regards to assisting parents in accessing full day services to meet the needs of working parents, as applicable.
8. To work with Gateway CAP staff to provide children with opportunities to visit the school they will be attending for kindergarten, to provide information on kindergarten registration and expectations, and to work with Gateway CAP Head Start to ensure smooth transitions to kindergarten.
9. To provide information regarding the use of facilities to Gateway CAP Head Start for the purposes of training or other activities related to children from the district.
10. To provide transportation to children attending both programs when the Head Start center is located in the district and the District is currently a providing transportation.

Approval of Agreement

We, as representative of the cooperating service providers, agree to implement the various components of this agreement.

\_\_\_\_\_  
Mr. ALBERT KELLY

PRESIDENT, CEO  
GATEWAY COMMUNITY  
ACTION PARTNERSHIP

\_\_\_\_\_  
Mr. EDWARD BETHEA

EXECUTIVE VICE PRESIDENT/ C.O.O  
GATEWAY COMMUNITY  
ACTION PARTNERSHIP

\_\_\_\_\_  
BONNIE EGGENBURG

VICE PRESIDENT EHS/  
GATEWAY HEAD START

\_\_\_\_\_  
REPRESENTATIVE  
District

\_\_\_\_\_  
REPRESENTATIVE  
District (optional)

\_\_\_\_\_  
DATE