



**AGREEMENT BETWEEN  
HARRISBURG SCHOOL DISTRICT (HSD) AND  
KEYSTONE HUMAN SERVICES, INC. DBA  
CAPITAL AREA HEAD START (CAHS)  
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is for the purpose of coordinating mutually beneficial activities of the Harrisburg School District (HSD) and Keystone Human Services, Inc. DBA Capital Area Head Start (CAHS) (collectively referred to as the “parties”) to provide effective services for children and families served.

This agreement shall be in effect from October 1, 2026 through September 1, 2027 and will be reviewed annually for necessary updates. Any renewal or changes must be agreed upon in writing by the parties. Either party may terminate this MOU upon thirty (30) days’ written notice to the other party.

**PURPOSE**

The purpose of this agreement is to describe the responsibilities of each agency and to provide guidance for coordination and cooperation between local education agencies and Head Start. In order to meet new requirements of the Elementary and Secondary Education Act (ESEA), as amended by Every Student Succeeds Act (ESSA), requiring local educational agencies (LEAs) receiving Title 1 funds to:

1. Establish channels of communication between school staff and Head Start staff;
2. Receive and transfer children's records, enrollment, parent communication;
3. Conduct parent meetings with Head Start teachers and kindergarten or elementary school teachers;
4. Organize and participate in joint transition-related training of Head Start staff, school staff, and early childhood education staff, as appropriate; and
5. Link LEA educational services with Head Start agency services.

**Activity 1:** Establish channels of communication between school staff and their counterparts.

Communications will occur between HSD Superintendent or Designee and CAHS Director of Education or Designee on a regular basis.

HSD will schedule quarterly meetings with HSD representatives and appropriate CAHS staff to ensure appropriate transition and inclusion opportunities between Head Start and the School District. CAHS Site Directors will meet with building leadership as scheduled by HSD on a monthly basis to ensure that the needs of the program are being met.

**Activity 2:** Develop and implement a systematic procedure for receiving records regarding children who will attend the schools of the LEA.

CAHS will ensure the Head Start programs compile records of children transitioning into HSD and seek parental consent, to the extent required by law, to transfer these records. The parties agree to fully comply with the Family Educational Rights and Privacy Act (FERPA) and/or any other applicable privacy law or regulation in the transfer of student records. Contact information for students transferring into kindergarten will be shared by CAHS with HSD by the 1st day of June. Records will be shared with HSD no later than the 30<sup>th</sup> day of June. HSD will receive, file, and utilize the files shared with them. Prior to the first student day of the school year, HSD will ensure the kindergarten teacher who will be responsible for a transferring child has access and utilizes the information shared with them from CAHS. In the event CAHS fails to provide records by the deadlines set forth herein, CAHS shall promptly notify HSD of the delay and provide a revised timeline for delivery.

**Activity 3:** Conduct and attend transition meetings involving parents, CAHS, and HSD for individual students.

HSD will coordinate with CAHS Site Directors to plan specific days in the Spring to hold Head Start Transition meetings, at each elementary building, for children who will be entering Kindergarten the following year. HSD will include an administrator, Kindergarten teacher, School Counselor and other district personnel as needed.

**Activity 4:** Compliance with applicable law.

Both parties shall comply with all applicable federal, state, and local laws and regulations, including but not limited to the Head Start Act, ESSA, FERPA, the Pennsylvania Public School Code, and any applicable law or regulation. Each party shall be solely responsible for the acts and omissions of its own employees and agents.

**Activity 5:** Joint transition-related training will occur between HSD and CAHS on a biannual basis.

The HSD Kindergarten Team and CAHS Teaching Team will meet minimally two times per year to discuss the developmental and academic needs of children entering Kindergarten.

**Activity 6:** HSD will link the educational services provided by the district with the services provided by the local Head Start agencies.

HSD and Head Start agency will coordinate efforts to ensure that families have the necessary information to access high-quality early childhood care and education. All HSD PreK families, whose income meets the Head Start threshold, will be notified about the process to access Head Start services. CAHS will collaborate and coordinate with public and private entities to improve the availability of quality services to Head Start children and their families. In addition, the HSD will offer school spaces for Head Start family events, access for children to participate in transition events (i.e. Step Up Days, Kindergarten Registration activities, etc...), and access to community partnerships that support early childhood within the school district (i.e. Ready Rosie, Ready for School Activities [United Way], etc.)

**Signatures indicating agreement:**

School District (Center) Representative(s):

Date:

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County Head Start (Program) Representative(s):

Date:

Shawnee Hooper

9/2/26