Child & Family Development Services
Grantee of Head Start / Early Head Start / Head Start State Supplemental / Pre-K Counts / Infant-Toddler Contracted Slots Program
Delegate Agency of Migrant & Seasonal Head Start (East Coast Migrant Head Start Project)

Public Preschool Memorandum of Understanding and Protection of Personally, Identifiable Information

Provider's Name hereinafter referred to as "LEA": Lehighton Area School District

Address: 1000 Union Street, Lehighton, PA 18235

Telephone: 610-377-4490 **Contact Person**: Amanda Citro

Please Note: As a PathStone Child & Family Development Services consultant, or volunteer, and per Head Start Program Performance Standard **1302.90(c)(1)(v)** no child is left alone or unsupervised by a consultant, or volunteer while under their care. PathStone will ensure that an approved staff member will be present with the consultant, or volunteer at all times.

Both parties will maintain a respectful environment that is conducive to learning, as well as ensuring the safety of children, parents/guardians, visitors, volunteers, consultants and staff in all our programs and facilities.

This Memorandum of Understandings is valid for 12 months from the signature date.

Description of Services

Please indicate at least one of the following options below:

☒Services involve contact with or providing direct services to children and families
OR;
☐Services do not involve contact with or provide direct services to children and families

Purpose:

The purpose of this understanding is to ensure coordinated efforts to plan, provide, and support activities for the early childhood community in the **Carbon County** area. The Head Start programs and the State Preschool Programs referred to LEA's support the right of all preschool children to receive high quality educational experience.

As part of the Head Start Act as amended on December 12, 2007, the federal government required that those long-established collaborations become formalized through the enactment of Memorandums of Understanding (MOU) between our agency and your state preschool program. As detailed in the Head Start Act Section 642 A. Head Start transition and alignment with Pre-K-12 the MOU's purpose is to further strengthen and expand existing roles and responsibilities by:

(a)(3) establishing ongoing communications between the Head Start agency and local educational agency for developing continuity if developmentally appropriate curricula objectives (which for

the purpose of the Head Start program shall be aligned with the Head Start Child Outcomes Framework and, as appropriate, State Early Learning Standards) and for shared expectations for children's learning and development as the children transition to school; and,

(a)(6) conducting outreach to parents and elementary school (such as kindergarten) teachers to discuss the educational, developmental, and other needs of individual children.

Responsibilities:

PathStone agrees to:

1. Provide communication and parent outreach for smooth transitions to kindergarten.
2. Seek involvement of parents of participating children in activities designed to help parents become full partners in the education of their children.
3. Offer training, directly or through referral to local entities, in basic child development, including cognitive, social, and emotional development.
4. Share transition to kindergarten efforts with the LEA, as appropriate.
5. Provide training and meeting room space in local communities to hold professional development, staff and parent trainings, community meetings, coordinated child registration efforts, or other mutually agreed upon events.
6. Provide transportation services for children and/or families as appropriate and as finding permits.
7. Provide other program elements as they become known to the Head Start programs, the State of Pennsylvania/New Jersey or the Public Schools.
8. Enter into a provider agreement with the LEA to serve children in the service area, if applicable.
9. Ensure Head Start participation on all Public Pre-School coalition.

The State Preschool Program/LEA agrees to:

1. Post Head Start program training opportunities on the LEA's website, as appropriate.
2. Provide resources for extended day childcare services to meet the needs of working parents, as finding permits.
3. Enter into a provider agreement with the Head Start programs to serve children in the service area, if applicable.
4. In order to maintain an open, positive, courteous, respectful and secure environment, it is essential that all parents/guardians, visitors, volunteers and consultants adhere to the expected code of conduct outlined in **Appendix B**.
5. During circumstances where a former employee of PathStone is employed with the listed community service provider, the following guidelines must be followed:
    a. Former PathStone employees who are working for a community agency to provide services or volunteer for our program must have at least a 12-month waiting period between the end of their PathStone employment, unless the service provider isn't able to accommodate the waiting period without reducing the quality/quantity of services to our children. In this circumstance, the approval must be obtained by the Senior Director.

b. Former PathStone employees who violated PathStone's Code of Conduct and/or Standards of Conduct during their employment will not be permitted to provide services to PathStone. PathStone will communicate with the provider if a former employee falls under this category.

Both parties agree to:

1. Coordinate and promote high quality educational activities, curricular objectives, and instruction among all early childhood programs.
2. Ensure public information dissemination and access to early childhood program information for all families.
3. Act as a source of referrals to families for all program options available to children and their families.
4. Share specific selection priorities and eligibility guidelines for each funding source to ensure that enrollment of as many eligible children as possible.
5. Coordinate efforts to share information regarding mutual service areas for each funding source and agency, as appropriate. Including screening of children who may be suspects of Developmental Delay within the timeframe indicated by the State Regulations or sooner.
6. Provide staff training, including opportunities for joint staff training topics such as academic and developmental standards, instructional methods, curricula, social and emotional development.
7. Share training and resources, as appropriate.
8. Coordinate mass registration efforts in each community served, as appropriate.
9. Provide technical assistance through collaboration using available material and human resources.
10. Commit to maintaining a respectful environment that is conducive to learning, as well as ensuring the safety of children, parents/guardians, visitors, volunteers, consultants, and staff in all programs and facilities.

This MOU is made entered into this July 28th, 2026 between PathStone where applicable and the State Public Preschool Program/LEA's. This agreement will be revised periodically, and renewed annually, by the parties to such memorandum. This MOU is in effect until July 28th 2026.

PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION CONTAINED IN CHILD RECORDS

WHEREAS, Subpart C to 45 CFR Part 1303 sets forth privacy standards for child records maintained by Head Start Agencies; and

WHEREAS, PathStone Corporation is a Head Start Agency that must comply with the requirements of Subpart C to 45 CFR Part 1303; and

WHEREAS, PathStone has adopted a written Privacy Policy for Child Records that requires consultants, contractors, sub-recipients, or volunteers (jointly referred to as "Contractor") to execute a written agreement to protect the privacy of child records disclosed to the consultant, contractor, sub-recipient, or volunteer by PathStone; and

WHEREAS, PathStone and Contractor have entered into a written agreement pursuant to which the Contractor provides certain services to Head Start eligible children and families; (hereinafter the "Collaborative Agreement"); and

WHEREAS, PathStone and the Contractor jointly desire to amend the Collaborative Agreement to address the privacy standards for child records contains in Subpart C to 45 CFR Part 1303;

IT IS THEREFORE AGREED TO AS FOLLOWS:

1. PathStone may disclose personally identifiable information ("PII") from a child's records to Contractor. The purpose of such disclosure is to allow the Contractor to facilitate services and/or to provide services to the child in accordance with the Collaborative Agreement.
2. The Contractor agrees to protect PII from unauthorized disclosure. Any unauthorized disclosure of PII shall constitute a material breach of the Collaborative Agreement.
3. The Contractor must immediately report to PathStone any unauthorized disclosure of PII.
4. In the event of an unauthorized disclosure of PII, PathStone may avail itself of any remedy available to it under applicable law, including, but not limited to, the termination of the Collaborative Agreement.
5. The Contractor agrees to destroy all child records containing PII provided to Contractor by PathStone after those child records are no longer needed for the purpose for which they were disclosed.

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*******PROVIDER VERIFICATION IS TO BE COMPLETED ONLY WHEN SERVICES INVOLVE DIRECT CONTACT WITH CHILDREN AND FAMILIES AS INDICATED ABOVE IN DESCRIPTION OF SERVICES ON PAGE 1*******

Lehighton Area School District certify that the following statements are true and accurate.
(Provider Name)

☐ The provider will ensure that all background checks have been maintained on file for all individuals providing a direct service to PathStone enrolled children and families following the federal, state, and local requirements and do not exceed five years.

☐ The provider will ensure that all individuals providing a direct service to PathStone enrolled children and families are free from communicable diseases in accordance with state, tribal, or local laws.

☐ The provider will ensure that all individuals review and adhere to and PathStone's Code of Conduct (**Appendix B**).

SIGNATURES

This Memorandum of Understandings is valid for 12 months from the signature date.

This MOU will be revised periodically, and renewed **annually**, by the parties to such memorandum, in alignment with the beginning of the public-school year.

Effective Dates of Agreement: *7/28/2026 till 7/28/2027*
(Month/Day/Year) (Month/Day/Year)

I further certify that the above statements are true and correct.

Authorized Provider Name: Gretchen Laviolette
Director of Academic Programs & Technology

PathStone Representative: Selena Costello
Early Childhood Education and Disabilities Services Coordinator