

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)

LETTER OF UNDERSTANDING

PathStone, Child & Family Development Services Family Development Services

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

Address: 1000 Union Street, Lehigh, PA 18235

Telephone: 610-377-4490

Contact Person: Amanda Citro

Purpose:

This letter of understanding is to request the assistance of the Public School in providing a smooth and secure transition to children and their families from PathStone, Child & Family Development Services into the Public School system.

During the transition process PathStone, Child & Family Development Services will:

- a. Provide training to preschool staff on transition to public schools and how they can help the transitioning children get ready for kindergarten.
- b. Provide training to parents on transition to public schools and how they can help their child get ready for kindergarten.
- c. Help parents prepare documentation and materials they will need to register and start their child in public school, including IEP documentation when appropriate.
- d. Coordinate a schedule for observation visits by PathStone, Child & Family Development Services center staff to the public school, and by public school kindergarten teachers to PathStone, Child & Family Development Services center.
- e. Coordinate the presentation of a public-school representative at a parent meeting to talk about transition to public schools.
- f. Accompany parents to register children at school if needed.

To support the transition process Lehigh Area School District will:

- a. Meet with PathStone, Child & family Development Services Center Administrator and/or Education Coordinator to review and discuss the overall transition plan.
- b. Allow observation visits by PathStone, Child & Family Development Services center staff to the public school and by public school kindergarten teachers to PathStone, Child & Family Development Services center.
- c. Designate a public-school representative to talk about transition to public schools during a parent meeting.
- d. Give permission to visit the kindergarten classroom by parents.
- e. Give permission to transitioning children to visit the public school a minimum of two times, arranging for them to participate in a different type of activity during each visit (e.g., a small group activity, lunch in the cafeteria or a special event)

PathStone builds family and individual self-sufficiency by strengthening farmworker, rural and urban communities.

PathStone promotes social justice through programs and advocacy.

PathStone, CFDS achieves excellence in education for children and families while providing a safe, healthy, fun, and inclusive learning environment. Our dedicated staff establish and preserve collaborations and partnerships throughout the community to strengthen the well-being of families.

f. 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**.

Both parties will remain committed 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 our programs and facilities. 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.

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.

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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.

*******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*******

Lehigh 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

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