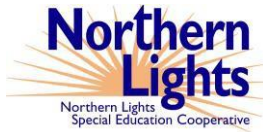


# Contracting with Community Preschool Programs for Prekindergarteners with early intervention plans 2016 - 2017



*Least Restrictive Environment (LRE) for all children is supported at the pre-kindergarten level. Minnesota Department of Education encourages local school districts to collaborate with local early childhood programs for children with IEPs.*

*School districts may contract with community early childhood programs designed for typically developing children. The following list the roles and responsibilities - of all the parties! - for developing and implementing contracts with community early childhood programs.*

## Roles & Responsibilities

### **IFSP/IIIP/IEP Manager:**

- Document the rationale for a preschool program experience.
- Talk with the community preschool program director about:
  - 1) Their openness to enrolling another student in their program/class, (Discuss specifics such as days, times and weeks).
  - 2) The district is purchasing education time/services ***not child care services.***
  - 3) The school calendar: The school district can **only pay for days when the school district is in session for students.**
  - 4) Student absences. The district will pay for days missed due to illness, if that is policy for all students. The district **will not** pay for days missed because the child has moved or the family has decided to not participate in the preschool.
- Discuss the logistics with your administrator i.e., program/class fees, transportation requirements, and para support.
- Obtain permission from your administrator to place the student in a specific community preschool

- Conduct team meeting to write the IFSP/IIIP/IEP in which the need for a community preschool program is written in detail. **Attach a copy of the school district's calendar to the student's IEP so that the entire team knows student contact days.**
- ***Know that the school district will not pay for more time than is indicated in the contract.***
- Complete the attached Program Grid which provides language for writing a contract between the school district and community preschool program/class. Work with the program director so information is correct. Send the grid to Mary Borden, at the Cooperative Office, for contract processing.
- **Inform the Cooperative Office when additions or deletions are needed.**  
Once the school-year contract is written between the school district and the community preschool program, students may be added or deleted to the contract.
- *At the beginning of the school year, complete the attached Program Grid to reflect "slots" for potential students requiring educational services at community preschool. Designate as "Slot 1", "Slot 2", etc. Mary will include these slots in the contract. If the slots are not filled during the entire contract year, the school district will not be refunded for these unfilled slots.*
- Notify Mary at the Cooperative Office, 218.879.1283, when a student exits or is added from/to a community preschool.
- Remember to include the preschool program hours as attendance and membership hours in your MARSS as part of end of year reporting.
- Remember to include your direct and indirect service hours (at the early childhood setting) as separate special education hours.

**School Business Manager:**

- Anticipate an invoice from each of the community preschool programs with whom a contract is written.
- Anticipate monthly attendance reports which are to be attached to the invoice.
- Send a copy of the monthly attendance report form along with the copy of the invoice to Lynn Pykkonen at the Cooperative.

- Pay the community preschool program for the costs of each child enrolled, as per the contract.

**Parent:**

- Understand that the school is paying for educational services documented on the IEP.
- Know that additional hours are the parent's responsibility.
- Understand that the school will pay for services offered on those student days when school is in session. If the school closes due to inclement weather, then the school does not pay for preschool services. (To clarify a copy of the school district's calendar should be attached to the student's IEP.)
- Know that the school district will not pay for more time than is indicated in the contract.

**Community Preschool Program Director:**

- Assist the IFSP/IIIP/IEP Manager to complete the Program Grid correctly so that a contract between the district and the preschool program can be written accurately. Attach a copy of the annual calendar to the Grid. Attach a copy of the payment or fee schedule to the Grid.
- Complete the monthly attendance form, per child, and send to the district business manager.
- Bill the school per the terms in the contract.
- Notify the school district's business manager and Mary Borden of rate changes while the contract is in effect. *Mary will modify the contract to reflect the changes which must be in place before payment.*

**Questions Please Contact**

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