



# Establishing Partnerships: Connecting Head Start and Community Colleges





# Agenda

- 1 Introductory Remarks and Framing the Conversation
- 2 Lessons Learned
- 3 Kids on Campus User Guide
- 4 What's Next?

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# Why this work is important



Amber Angel  
Program Officer

**ECMC**  
Foundation



# Framing the Conversation

Kids on Campus Initiative



For parents nationwide, child care is a basic need, and often a critical barrier for those who seek to enroll in and complete postsecondary education.

ACCT and NHSA plan to recruit interested Head Starts and community colleges to explore on-campus partnerships with the goal of launching 75 co-location partnerships.

To simplify the partnership exploration and the contract process ACCT and NHSA created the Kids on Campus User Guide.



# Lessons Learned

## Benefits of Partnership

- Importance of providing child care to student parents
- Leadership buy-in
- Head Start is free for eligible individuals
- Partnership provides opportunities for students to engage in classroom observation and practicums
- Children get a high-quality early learning experience at Head Start
- Partnership can provide a direct pipeline for students earning degrees to go to work in the on-campus Head Start center



# Lessons Learned

## Barriers to Partnership

- ➔ Liability
- ➔ Logistics
- ➔ Student eligibility
- ➔ Understanding of Head Start requirements and guidelines
- ➔ Aligning timelines

“None of the barriers make me want to stop the process of learning how wonderful it could be for all of the stakeholders involved.”

- Community college leader

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# Kids on Campus User Guide



# Kids on Campus User Guide

Designed to support community colleges and Head Start programs connect, negotiate, and launch a successful partnership.

Although each partnership is unique, the partnership process for each on-campus Head Start and community college partnership follows the same primary steps.

- 1 Before You Begin
- 2 Partnership Profiles
- 3 Navigating Negotiations
- 4 Launching Your Partnership



# Before You Begin

Prior to initially reaching out to your counterpart, it is important to understand what this partnership entails, how your future partner's business operates, and what benefits you hope to create by working together.

This section of our guide provides an overview of what these partnerships could look like, as well as an overview of how both organizations are structured

-  Partnership Overview
-  Partnership Process
-  Overview of Head Start
-  Overview of Community College
-  Before You Reach Out...
-  Talking Points

# Before You Reach Out

## Before You Begin

### Before You Reach Out.... (for Head Start)

So, you're interested in partnering with your local community college. Before you reach out, here are the things we recommend you know and/or consider before starting the conversation:

#### Questions To Ask and Answer for Yourself:

- ✓ **What value do you see in partnering with your local community college to offer on-campus services?** *You'll want to be clear with the college and your internal stakeholders what your goals are from this partnership.*
- ✓ **How will this partnership align with your community assessment, mission statement, self assessment and/or program goals?**
- ✓ **How will this partnership plan?** *Consider looking at...*
- ✓ **What program options?** *many hours per day,*
- ✓ **What age group are you targeting?** *scope based on need*
- ✓ **How many existing services?**

## Before You Begin

### Before You Reach Out... (for Community Colleges)

So, you're interested in partnering with your local Head Start provider. Before you reach out, here are the things we recommend you know and/or consider before starting the conversation:

#### Questions To Ask and Answer for Yourself:

- ✓ **What value do you see in partnering with your Head Start provider to offer on-campus services?** *You will want to be clear with the Head Start provider what your goals are from this partnership.*
- ✓ **What does your institution bring to the partnership?** *Identify the space available on-campus and when it will be available for the Head Start provider to utilize. Be sure to include the square footage both indoor and outdoor as those are specific requirements in Head Start.*
- ✓ **What are the needs of current and potential students regarding on-campus child care?** *This starts with being able to answer the question: 'Who are your student parents on campus?' Consider connecting with departments on campus, such as student life, to identify how many students are parents and the number and ages of their children.*
- ✓ **Which students will be eligible?** *Consider what proportion of slots the college would like reserved for student-parents and which students will be eligible for those spots of those who meet the criteria below. Will it be any enrolled student? Does the student need to have a*

# Partnership Profiles

Every partnership is unique, and some may look and operate entirely differently from one just down the road.

These profiles are intended to serve as a filter—read through and see which may work and which won't work at all as a starting point to crafting your own ideal partnership.

**Partnership Profiles**  
**Frederick, Maryland**

While every partnership looks different, there are several existing models that can serve as a guide.

This profile focuses on Frederick Community College and People's Equal Action and Community Action Commission in Frederick, New Maryland. In this partnership, Head Start subcontractors to a community college to provide services on campus.

**Fast Facts**

**Head Start website:** <https://frederickcommunitycollege.edu/>

**College numbers:** 5.3 full-time and 3.930 part-time

**Child Development Center Capacity:** 15-20

**Partnership Overview**

Frederick Community College child development center serves ages eight months through to all, including community staff and faculty, in the county for student costs for FCC students.

The FCC children's center campus, is licensed by operates year round.

Through this partnership, within FCC's children's center.

**Partnership Profiles**  
**Manchester, New Hampshire**

While every partnership looks different, there are several existing models that can serve as a guide.

This profile focuses on Manchester, New Hampshire development center.

**Fast Facts**

**Head Start website:** <https://www.smhs.org/>

**College numbers:** 8 and 6,068 (part-time)

**Child Development Center Capacity:** flexibility for part time

**Head Start slots:** 14

**Partnership Overview**

Manchester Community College on-campus child development center provides outside private vendor or apply for tuition. The center is members, but prior to the MCC child development section of the main building school. MCC student psychology, physical center for student of

**Partnership Profiles**  
**Bellevue, Washington**

While every partnership looks different, there are several existing models that can serve as a guide.

This profile focuses on Bellevue, Washington provide services on campus.

**Fast Facts**

**Head Start website:** <http://www.bellevuecollege.edu/>

**College numbers:** 23 and 11,016 (part-time)

**Child Development Center Capacity:** 10

**Head Start slots:** 10

**Partnership Overview**

Bellevue College (BC) college subcontractor District (PSES) Head early learning service

Bellevue College hires subcontracting partner funding, program implementation, monitoring, and ensure program services and subcontractors 10 enrollee cost-per-child negotiate college braids Head Start state subsidy and eligible children and students can do their on-campus child care

**Partnership Profiles**  
**Bellevue, Washington**

While every partnership looks different, there are several existing models that can serve as a guide.

This profile focuses on Bellevue, Washington provide services on campus.

**Fast Facts**

**Head Start website:** <https://www.peace-caa.org/programs/head-start/>

**College numbers:** 15,374 total students (6,024 full-time and 9,350 part-time)

**Child Development Center capacity:** 82 slots

**Head Start slots:** 10 children and 10 Early Head Start slots

**Partnership Overview**

Onondaga Community College (OCC) operates a state-licensed child development center on their campus called the Children's Learning Center. Within this center, there are 20 funded slots from the People's Equal Action and Community Action Commission (PEACE) Head Start and Early Head Start program.

These Head Start slots are reserved for children of students enrolled on campus, and the college has funds dedicated to subsidizing the costs to parents if there are any financial concerns. Additional early learning slots at the on-campus center are available to faculty and staff.

OCC operates the Children's Learning Center all year round.

College students at OCC use the center for early

**Partnership Profiles**  
**Onondaga, New York**

While every partnership looks different, there are several existing models that can serve as a guide.

This profile focuses on Onondaga Community College and People's Equal Action and Community Action Commission in Onondaga, New York. In this partnership, Head Start subcontractors to a community college to provide services on campus.

**Fast Facts**

**Head Start website:** <https://www.peace-caa.org/programs/head-start/>

**College numbers:** 15,374 total students (6,024 full-time and 9,350 part-time)

**Child Development Center capacity:** 82 slots

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**Subcontracting Head Start services to the community college**

Some community colleges may choose to operate their on-campus early childhood education program themselves as a subcontractor of the Head Start program for a certain number of slots. The college may serve non-Head Start children as well by blending and braiding funding sources. In this model, the community college is responsible for running the program and the Head Start program enrolls the children which are provided service at the community college.





# Navigating Negotiations

Going through the negotiation process is the most detailed part of setting up these partnerships.

You'll need to build relationships, answer some difficult questions, and finalize the legal components of your partnership before you can officially get up and running.

-  **Negotiation Topics**
-  **Checklist for Your MOU or Contract**
-  **Sample Contracts**
-  **Guide to Retrofit Costs and Federal Interest Regulations**

# Negotiation Topics

Each partnership will have several critical questions to work through together. There are no right or wrong answers to these questions, just making the best decision for each partnership.

## Navigating Negotiations

### Important Negotiation Topics

Once you've agreed to partner together, there are many important details to work out. The following topics, while not the only items to discuss, are critical questions that should be part of the negotiation and decision-making in setting up your partnership. These decisions can also be written into your Memorandum of Understanding or contract when you're ready to put pen to paper.

#### How long should the initial lease and renewal terms be?

Going through this type of negotiation (and re-negotiation once the initial term is up) takes a lot of time and effort. The initial lease will need to strike a difficult balance: It needs to be long enough to make it worth signing in the first place, but it also shouldn't be so long that it makes it difficult to adopt changes once you know what works and what needs to be improved.

#### Who will cover the running costs of the physical space?

Maintaining a building takes effort and money to cover work such as janitorial services, electric and water bills, phone and internet, and security. You'll need to work out what these costs are, as well as whether Head Start should sign up for and manage these services individually, or if it is best to pay a nominal "rent" each month to the college to cover these services in their existing contracts.

#### Who will have access to the physical space?

What security policies are in place to control who has access to the child care center? Will fobs or key cards be used? How will drop off and pick up be managed for adults coming in and out of the center with children? What are the campus standards and how do they align with Head Start requirements?

#### How will you address families who are not eligible for Head Start? How about families from the nearby community not involved with the college directly?

There is no right answer when it comes to these questions, but they will be important to address.

**Eligibility:** Head Start has strict eligibility guidelines, and not all families involved with the community college (including students, faculty, and staff members) will be eligible. Is it important and/or possible to blend and braid other funding streams, including private pay, to serve these families? Further, which categories of students does the college want to prioritize and how many seats would it like to hold for each group of priority students?

**Prioritization:** Head Start programs set prioritization (or "selection") criteria for when there is more demand for slots than the program has available. Is it important to hold space for or prioritize families being served by the campus? What about community members not involved with the college? Will any families at existing centers be asked to relocate along with the program?

what, if any, access Head Start staff, family members, and/or children can have to them.

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# Checklist for Your MOU or Contract

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- MOU or contract term (with start and end dates specified)
  - Options for early cancellation, if desired
  - Loss of funding clause or any Uniform Guidance considerations
- Renewal terms
- Coverage of costs of running physical space
- Program staffing responsibilities
- Timeframes of operation (daily and annually)
  - Consider academic calendar vs. the Head Start program calendar
- Space usage: classroom(s), restrooms, office, playground, storage, parking, drop off and pick up
- Number and ages of children served
- Access to campus and security
  - Key fobs
  - Areas that are accessible: gym, student center, library, etc.
- Custodial services
- Groundskeeping services
- Playground upkeep: mulch, fencing, play structure, etc.
- Associated fees (if applicable; usually applicable only to contracts)
- Addressing eligibility and prioritization of families
- Awareness efforts on campus to promote Head Start program
- Potential collaboration on additional grant funding opportunities for program
- Insurance coverage requirements
- Internet and phone service

# Launching Your Partnership

The final section of the user guide encompasses resources around marketing materials that can support recruitment of children and families, as well as potential staff.

Additionally, we have outlined opportunities on how college departments could engage with Head Start to support the program and students.

## Launching Your Partnership

### Enhancing Work With College Departments

The partnership between a community college and Head Start program opens doors for coordination far beyond the obvious early childhood connection. Below you'll find a list of additional on-campus departments or training programs that could benefit students with hands-on learning opportunities under the supervision of their instructors while providing valuable services to the children, families, and staff in the on-campus child development center.

#### Early Childhood Education Programs

The relationship between early childhood institutions have an associate of applied degree prepares you to work with young children alone and family child care centers, early childhood education, and child development, early childhood education, or work as teacher's aide.

Many schools also have early childhood non-credit programs and prepare student care providers, or work as teacher's aide.

Colleges will typically have an established degree programs which allow someone transfer agreement to a four year institution.

#### Nursing Programs

Practical learning is an important part of a partnership between Head Start and nursing students conduct health assessments, nursing students to get hands-on experience meet an important need of the Head Start students could also help provide a variety of information to families.

#### Allied Health Programs

Many non-nursing healthcare programs medical assistant certifications could be creating a real life work environment.

## Launching Your Partnership

### Marketing Material Templates

Head Start recruitment is a systematic, year-round process. It requires constantly reaching out to families with eligible children, informing them about program services, and helping them provide all the required eligibility documentation. A good recruitment plan uses multiple channels to engage families, connect with the community, and build relationships with potential partners.

For your partnership, you should consider specific marketing and recruitment efforts aimed at on-campus families. These materials likely need specific language detailing what is available at the center.

#### Where to place marketing materials:

- Campus bulletin boards
- Office of the registrar and student services
- In the hands of advisors and guidance counselors
- Student services center
- Campus library
- Take a walking field trip on campus with parents

Be sure to also include information on your college's website, tied to any page that student-parents may use.

*Below is just one sample of an on-campus flyer:*

The flyer is titled "Leaders in Early Childhood Education" and "Somos Líderes en Educación Temprana". It features a QR code, a photo of two children, and a QR code. The flyer lists "Early Head Start" and "Education Temprana" with their respective benefits and requirements. It also includes a "NOW ENROLLING" section with contact information and a note about income requirements.

**Early Head Start**

- Available for ages 3-5
- 15 hours of care
- Includes nutrition, health, dental, and the Head Start home visit

**Preschool**

- Center Based Program, Part Day/Full Day
- Available to Children 3-5 Years of Age
- Morning, Afternoon, and Full Day
- Full Day

**Education Temprana**

- Available to children 3-5 years of age
- Includes nutrition, health, dental, and the Head Start home visit

**Prescolar**

- Program benefits to all eligible children / children
- Available to children 3-5 years of age
- Morning, Afternoon, and Full Day
- Full Day

**NOW ENROLLING** **¡Ahora se aceptan matrículas!**

Matriculas Abiertas

Call/Llame al (717) 541-1795  
KHS.org/what-we-do/head-start-services

**FREE to you, but must meet income guidelines**

Sin cargo para usted, pero debe cumplir con los tabla de ingresos de Head Start o Pre-K Counts

A program of Executive Order Services | Un programa de Executive Order Services

# What's Next?

- Surveying ACCT and NHSA members for interest in establishing partnership
- Explore Community College and Head Start pairings with the goal of launching 75 co-location partnerships
- Formal Launch Date Goal: February 2024



# Learn More about the Kids on Campus Initiative

<https://www.acct.org/kids-on-campus>



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