Establishing Partnerships: Connecting Head Start and Community Colleges





NATIONAL HEAD START ASSOCIATION

Agenda



Introductory Remarks and Framing the Conversation



Lessons Learned



Kids on Campus User Guide







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.

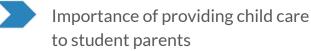
To simplify the partnership exploration and the contract process ACCT and NHSA created the Kids on Campus User Guide.



Lessons Learned

Benefits of Partnership







Leadership buy-in



Head Start is free for eligible individuals



Partnership provides opportunities for students to engage in classroom observation and practicums

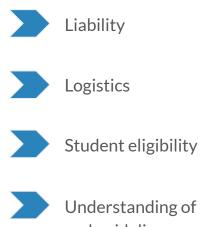


- Children get a high-quality early learning experience at Head Start
- Partnership can provide a direct pipeline for students earning degrees to go to work in the on-campus Head Start center

Lessons Learned

Barriers to Partnership





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

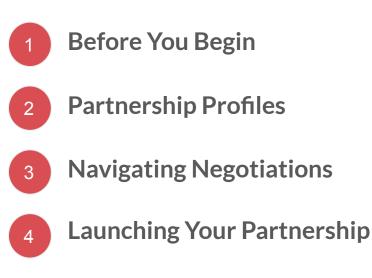
Kids on Campus User Guide



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.





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





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 partner
 plan? Consider looking
- What program optio many hours per day,
- What age group are scope based on need
- How many existing s

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:

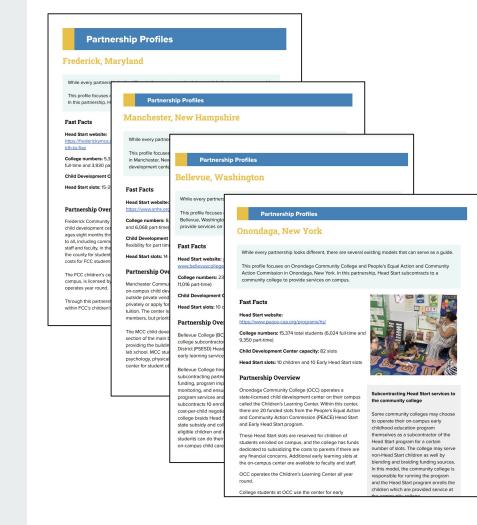
- What value do you see in partnering with your Head Start provider to offer on-campus services? You will want to be clear with the Head Start provider what your goals are from this partnership.
- What does your institution bring to the partnership? Identify the space available on-campus and when it 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.





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



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.

Negotiation Topics

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?

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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



- 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 encompass 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. Belowy 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 Progr

The relationship between early childhe institutions have an associate of applie degree prepares you to work with you alone and family child care centers, ele consists of child development, early ch complete a field experience which car

Many schools also have early childhoo non-credit programs and prepare stud care providers, or work as teacher's air

Colleges will typically have an establis degree programs which allow someon transfer agreement to a four year instit

Nursing Programs

Practical learning is an important part of A partnership between Head Start and have nursing students conduct health a nursing students to get hands-on expe meet an important need of the Head St students could also help provide a vari information to families.

Allied Health Programs

Many non-nursing healthcare progra medical assistant certifications could 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 apply and 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 quidance 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:



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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