

MEMORANDUM OF AGREEMENT

Between

**Snohomish County Early Childhood Education and Assistance Program/
North Snohomish County Early Head Start**

and

Edmonds Community College-Snohomish County Head Start/Early Head Start

Purpose and Scope

This purpose of this Memorandum of Agreement (MOA) is to establish policies and working procedures, and enhance collaboration between Snohomish County Early Childhood Education and Assistance Program (ECEAP)/North Snohomish County Early Head Start (Hereafter referred to as "Snohomish County") and Edmonds Community College-Snohomish County Head Start and Early Head Start (hereafter referred to as "EdCC "). Both programs recognize the importance of a strong working relationship and share the common goals of service to income eligible children and families in Snohomish County. This agreement shall be continuously in effect unless changes are recommended at the annual agreement review.

This MOA is not a contract. It confers no rights on the parties or third parties. It does not relieve the parties of any rights, obligations, or duties for their respective programs under local, state, or federal laws, rules, or regulations. This MOA is terminable upon notice by either party.

This MOA provides guidance in the following areas:

- I. Community Assessment needs and strengths of the population in Snohomish County
- II. Service Area Guidelines
- III. Process of referral of families between agencies
- IV. Staff and parent collaboration
- V. Health Advisory Committee
- VI. Commitment to communication and problem resolution

I. Community Assessment

Snohomish County and EdCC programs will strive to coordinate community assessments and updates for services within the geographic areas served by these programs.

II. Service Area Guidelines

Snohomish County and EdCC programs serve children and families in communities located in Snohomish County. In the communities where both Snohomish County and EdCC sites are located, families choose which location they would like to attend. While most geographic areas do not overlap, there are two school districts where both programs operate centers. These school districts are Everett and Mukilteo. It is further acknowledged that both programs recruit throughout all of Snohomish County and will work together to:

- Provide clarity of message and continuity of information: and
- Recruit families so that children receive early learning services.

Addendum A lists the planned locations for Snohomish County and EdCC program sites in overlapping service areas for 2017-18. Snohomish County and EdCC will provide one another notice, as may be

ADDENDUM A

**2017-18 Snohomish County Early Childhood Education and Assistance Program/
North Snohomish County Early Head Start
and
Edmonds Community College Head Start/Early Head Start
Overlapping School Districts/ Service Areas**

Edmonds Community College Snohomish County Head Start & Early Head Start Site Locations

South Everett
712 Center Road, Building AA
Everett, WA 98204
School districts: Everett and Mukilteo

8th Avenue Center
12811 8th Ave. W.
Everett, WA 98204
School districts: Everett and Mukilteo

CentrepoinTE Greens
8600 18th Avenue W.
Everett, WA 98204
School districts: Everett and Mukilteo

Monroe
200 East Fremont Street
Monroe, WA 98272
School districts: Monroe, Snohomish and Sultan

Tomorrow's Hope
Tomorrow's Hope Child Care Center
5910 Evergreen Way
Everett, WA 98203

Whispering Pines
Whispering Pines Apts. Bldg. 39
18133 52nd Ave W.
Lynnwood, WA 98037

Alderwood Early Childhood Center
Edmonds School District-Alderwood Early Childhood
2000 200th PI SW
Lynnwood, WA 98036

mutually agreed, by April 30th of each year of their planned site locations and slot allocations for the coming service year. The updated list will supplant the current Addendum A for the coming service year and will become a part of this MOA. When expansion opportunities occur, the program contemplating expansion will endeavor to inform the other as expeditiously as possible, thus allowing both programs to strategically plan for inclusion of additional services mitigating possible problems.

III. Process of Referral between Agencies

When Snohomish County is contacted by persons living within the EdCC service area, Snohomish County refers to EdCC. EdCC does the same, referring persons living in Snohomish County service areas to Snohomish County sites. In the communities where both Snohomish County and EdCC are available, families choose which location they would like to attend. When a site location reaches full enrollment, the staff refer families to sites with openings.

IV. Staff and Parent Collaboration

Snohomish County and EdCC will collaborate on staff training and parent training opportunities as appropriate; for example, the Building Foundations That Last language and literacy model is used in ECEAP and Head Start classrooms and BFTL training and technical assistance provided to staff for both agencies.

V. Health Advisory Committee (HAC)

Snohomish County and EdCC have jointly developed the Health Advisory Committee (HAC). The HAC is comprised of community members who represent the medical, dental, nutrition and mental health services. The HAC has been successful in facilitating strategies to address the needs of low income families and specifically for families to access medical and dental healthcare and strengthen nutritional services. The HAC also addresses service delivery implementation issues, concerns and procedures and provides a forum for parent empowerment and leadership skill development. The HAC sends recommendations for new policy or policy changes to the Snohomish County ECEAP and EHS Policy Councils and the EdCC HS/EHS Leadership Council for discussion and approval. Snohomish County and EdCC assign staff who shares leadership in planning and supporting HAC meetings and activities.

VI. Communication and Problem Resolution

Both Snohomish County and EdCC provide services to eligible families and each agency agrees to provide support and assistance for the other where appropriate.

The Snohomish County Early Learning Division Manager and the Edmonds Community College Head Start/Early Head Start Executive Director will communicate regularly to promote positive community relations.

Snohomish County



Mary Jane Brell Vujović
Director, Human Services

5/18/17
Date

Edmonds Community College Head Start/Early Head Start



Dana Connolly
Executive Director

5/9/17
Date

Center for Families
Center for Families-Edmonds Community College
20000 68th Ave W
Lynnwood, WA 98036

Chase Lake
Chase Lake Elementary School
21603 84th Ave W
Edmonds, WA 98026

Snohomish County ECEAP Site Locations
North Snohomish County EHS sites as noted

Arlington SD (and NSC EHS service area)
1216 E. 5th St.
Arlington, WA 98223

Everett Community College ELC
2000 Tower St.
Everett, WA 98201

Everett SD-Garfield
2215 Pine St.
Everett, WA 98201

Everett SD-Hawthorne
1110 Poplar St.
Everett, WA 98201

Everett SD-Lowell
5010 View Dr.
Everett, WA 98203

Everett SD-Madison
616 Pecks Dr.
Everett, WA 98203

Everett SD-Silver Lake
12815 Bothell-Everett Highway
Everett, WA 98208

Granite Falls SD (and NSC EHS service area)
1201 100th St. NE
Granite Falls, WA 98252

Josephine Sunset Home
9901 272nd Pl NW
Stanwood, WA 98292

Mukilteo SD
1625 Madison Way
Lynnwood, WA 98087

Snohomish SD
221 Union Ave
Snohomish, WA 98290

Tulalip Tribes
7730 36th Ave. NW
Tulalip, WA 98271

Upper Skagit Tribe
25782 Coyote Dr.
Sedro Woolley, WA 98284

Volunteers of America-Sky Valley (and NSC EHS service area)
701 1st St
Sultan, WA 98294

Volunteers of America-Gold Bar
419 Lewis Ave
Gold Bar, WA 98251

Volunteers of America-Trailside
1300 100th Pl. SE
Everett, WA 98204

North Counties Family Services-Kids Place
1063 Fir St.
Darrington, WA 98241

Lake Stevens SD
9317 4th St. SE
Lake Stevens, WA 98258

Darrington School District
1075 Fir St.
Darrington, WA 98241

Lakewood SD
17110 16th Dr. NE
N. Lakewood, WA 98259

Marysville ECEAP (and NSC EHS service area)
4317 76th St NE
Marysville, WA 98270