

Memorandum of Understanding by and between Santa Monica Preschool Collaborative,  
comprised of the Santa Monica Malibu Unified School District and the Santa Monica  
Community College  
July 1, 2018 – June 30, 2019

1. This agreement is entered into between the Santa Monica Malibu Unified School District (SMMUSD) and Santa Monica Community College (SMC). The purpose of this agreement is the establishment and delineation of responsibilities for each party functioning as the Santa Monica Preschool Collaborative (Collaborative).

It is our hope and dream that this collaborative arrangement can pool resources to target the most needy children and families in our area and provide them the support they need to not only break the cycle of poverty, but to become our future leaders. We are investing in the children with safe, educationally oriented programming available all day if needed. We are investing in children's parents to continue their education, and we are investing in the community as we train interested candidates to become qualified providers for the critical shortage of childcare professionals.

2. The mission of the Santa Monica Preschool Collaborative is to provide childcare and child development services for up to 108 Santa Monica area children under the age of six.
3. SMMUSD will be the operational agent for the Collaborative. The responsibility of the operational agent will be the staffing, management and oversight of the identified centers.
4. Child care and child development services will be delivered at two sites through the Collaborative:

John Adams Child Development Center  
2320 17<sup>th</sup> Street  
Santa Monica, Ca. 90405

Washington West Preschool  
2802 4<sup>th</sup> St  
Santa Monica, CA 90405

Both facilities and any other future location deemed appropriate by the parties, will be made available throughout the year rent-free, and maintained at no cost to the Collaborative.

5. SMMUSD will operate the licenses at both centers.
6. Child development services to be provided through the Collaborative will include:
  - a. Full-day (7:30 a.m. to 6:00 p.m.), full year (year-round 245 days/year), care will be provided for children from low-income families, 64 full-time childcare slots are funded through a contract between the State Department of Education, Child Development

Division and SMMUSD and 40 children are funded by 6 Head Start, the State CDD and SMMUSD. Some of the Children are partly or fully funded by parent fees.

- b. Head Start services will be provided at Washington West; funded and staffed by SMMUSD.
  - c. Extended hours of childcare for Head Start families are funded by State CDD: The intent is to serve Head Start families that require full-day care at Washington West Preschool.
  - d. Childcare for up to 25 Children of SMC students, faculty and staff; funded through parent fees, CalWORKs and/or other sources. The intent is to make childcare available to the children of SMC students, faculty and staff from 7:30 a.m. to 6:00 p.m. every day that the program is operational.
  - e. The Collaborative will assure that the child care programs at Adams and Washington West are of high quality and include developmentally appropriate curriculum, consultation by social services professionals as resources are identified, parent support and education. Nutritious meals and snacks consistent with program hours will be supported by participation in the SMMUSD food program.
7. The Program Advisory Committee composed of representatives from SMMUSD and SMC will guide the Collaborative. The Committee will meet at least quarterly and will review the quality of the programs, coordination of curriculum and enrichment activities, staff development, parent education and similar activities. The ECE classroom staff will meet monthly with an SMC & SMMUSD Advisory Committee representative.
  8. With input from the Program Advisory Committee, SMMUSD will be ultimately responsible for recruiting, selecting, training and supervising the staff at Adams and Washington West.
  9. Daily custodial support, along with facility maintenance and repair will be provided by SMMUSD for sites, identified in paragraph Four.
  10. The responsibilities of SMMUSD are set forth below:
    - a. SMMUSD will offer priority enrollment to students, faculty and staff of SMC whenever there are vacancies in the program.
    - b. SMMUSD will maintain a waiting list of children eligible for the State subsidy. SMC will maintain a waiting list of children eligible for the reserved SMC spaces. When there is an opening in the program, the next child of the appropriate age on the relevant waiting list will be enrolled. The intent is to maintain full enrollment, with 108 Children funded through the State Department of Education, Head Start/Special Education students, or SMC/or other community children, recognizing that many are dually enrolled.
    - c. SMMUSD will work with SMC to establish the Collaborative preschools as work/study sites. The intent is to utilize work/study students to inspire SMC students to enter the field of child development through a positive work experience.

- d. SMMUSD and SMC will work together to offer an internship program wherein students can participate and learn within a regulatory setting of 1) a general child care setting, 2) State Department of Education preschool and/or infant toddler programs, 3) the federally supported Head Start program.
- e. SMMUSD will work with SMC on the implementation of the Mentor program, encouraging and supporting both mentors and protégées at the child development centers, encouraging both best practices and a career path within early childhood education.
- f. SMMUSD will assume responsibility for daily operations of the Adams and Washington West sites including all of the requirements as set forth by licensing.
- g. SMMUSD will be responsible for meeting all of the requirements as set forth in the preschool services contract with the Department of Education.
- h. SMMUSD will be responsible for encouraging opportunities for inclusion of children with special needs with typically developing children thereby encouraging best practices for all children.
- i. SMMUSD will coordinate therapeutic services for children with the intent that, whenever possible, children requiring special services will receive them on-site, during their regular hours of attendance.
- j. SMMUSD will be responsible for meeting all Head Start requirements.

11. SMC responsibilities are as follows:

- a. SMC will supervise practicum students from child development and early childhood education classes at all the sites.
- b. SMC will provide training on desired results, and other areas or topics around Early Childhood Education; as well as assist with professional development planning for teachers and assistants.
- c. SMC will coordinate recruitment and child-find efforts with other members of the collaborative.
- d. SMC will continue to assign one SMC employee to teach at one the sites. In the event that the SMC preschool teacher terminates employment with SMC, the Santa Monica Community College District will augment the Collaborative budget in the amount sufficient to cover the replacement expenses by SMMUSD.
- e. In addition, SMC will underwrite the Collaborative to assure that SMMUSD expenses are covered, to a limit of \$114,750 annually. SMMUSD will provide quarterly accounting to SMC detailing income and expenditures. If there is a deficit, SMC will reimburse SMMUSD within 60 days. In the event that income exceeds expenses, the

excess will be applied to the following quarter. The budget will be evaluated by the College, District and SMMUSD administration at mid-year, and at year-end, and adjusted as necessary. The intent of SMMUSD is to operate the Collaborative on a break-even basis.

12. If these goals cannot be met and/or if it is not in the best interest of any of the parties, this agreement can be terminated with written notice provided to all of the members of the Collaborative 45 days prior to any party separating from the collaborative.”

13. This agreement shall be in effect from July 1, 2018 - June 30, 2019.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_  
For the Santa Monica Malibu Unified School District

\_\_\_\_\_ Date: \_\_\_\_\_  
For Santa Monica Malibu Unified School District

\_\_\_\_\_ Date: \_\_\_\_\_  
For the Santa Monica Community College