

**AGREEMENT FOR STATEWIDE VOLUNTARY PRESCHOOL PROGRAM BETWEEN  
THE LINN-MAR COMMUNITY SCHOOL DISTRICT AND  
HAND IN HAND EARLY CARE AND EDUCATION CENTER**

This Contract is entered into between the Linn-Mar Community School District, 3556 Winslow Road, Marion, Iowa 52302, hereinafter referred to as District, and Hand In Hand Early Care and Education Center, located at 905 Barrington Parkway, Marion, Iowa 52302, hereinafter referred to as Center.

**Program**

The Linn-Mar Community School District and Hand In Hand Early Care and Education Center are entering into this Contract for the purpose providing space for an educational four-year-old program. Programs will be held at both the Barrington Parkway location and 3524 35<sup>th</sup> Avenue. The Program shall consist of a half-day class providing services to students in a morning session from 8:15 a.m. to 11:15 a.m., Monday through Friday, and an afternoon session from 12:30 to 3:30 p.m., Monday thru Friday, per the agreed upon preschool calendar.

**Term**

The term of this Contract shall be from August 24, 2026, to June 11, 2027. The parties may renew this contract for subsequent school years upon the written agreement of the parties. Either party may terminate the contract with or without cause upon sixty (60) days written notice to the other. Notice shall be deemed to have been given if delivered or mailed to a representative of the party at the address set forth below.

**Center Responsibilities**

The Center is an approved and licensed child development center by the Department of Health and Human Services (HHS). The Center agrees that during the term of this contract and any subsequent renewal it shall maintain such approval and licensing and will abide by all licensing requirements of HHS. If at any time Center shall no longer be HHS approved or licensed, District may terminate this Contract.

The Center agrees to provide a full-time appropriately licensed teacher and associate with program qualifications to teach in the Program. The Center shall be responsible for all costs, including salary and benefits, for the teacher. Any employee of the Center assigned to teach at the facility will remain an employee of the Center and shall not be considered an employee of the District for any purpose. The District shall be entitled to supervise and observe any assigned teacher during the hours of operation of the program. The District will support the Center classroom through collaboration and weekly visits to the Center classroom and staff.

The Center will provide the District audit-quality documentation of expenditures allocated to Statewide Voluntary Preschool Programming. At a minimum, such documentation will be provided to the District on a quarterly basis. However, the District reserves the right to request such documentation at any time during the term of this agreement.

At the end of the agreement term (June 11, 2027), the Center will return any unused SWVPP funds to the District.

**District Responsibilities**

The District shall provide an approved curriculum for such class and shall provide any necessary supporting materials for the curriculum. The District's coordinator assigned to the Program shall be responsible for ensuring that the approved curriculum is taught and for overseeing the implementation of the curriculum.

The District shall be responsible for determining special education and related services categorization and placement in accordance with state and federal law and shall be responsible for any special costs or programming involved for students enrolling with an individual education plan (IEP).

The District shall not be responsible for providing transportation for any students enrolled in the program. Transportation for field trips planned by the Center will be provided by the Center.

**Students**

Students shall be required to complete the District enrollment process in order to be enrolled in the Program and shall be subject to all of District policies, practices, and procedures. The District shall be responsible for monitoring attendance requirements.

**Calendar**

The Program shall conduct classes according to District's school calendar for each day that classes are in session with a starting date of September 01, 2026.

**School Records**

The District and the Center shall cooperate regarding student records for students enrolled in the Program, and District shall maintain all educational records as required by law. Each party and its employees shall be responsible for maintaining the confidentiality of any education records as required by law. The parties shall furnish each other with any educational records as required by law. The parties will furnish each other with any necessary documentation needed to comply with each party’s federal and state standards, regulations, and requirements, including, but not limited to, free and reduced lunch applications, enrollment reports, and attendance reports.

**Financial Arrangements**

The Center agrees not to charge tuition or fees for the District instructional portion of the day for any four-year-old who is receiving childcare services.

Equipment and materials purchased with the Statewide Voluntary Preschool Program Funds are the property of the district. The District will provide subscriptions to Teaching Strategies GOLD for use by the Center.

Hand In Hand Early Care and Education Center will invoice Linn-Mar Community School District on a monthly basis, stating a per pupil cost. Hand In Hand can be reimbursed for up to 78 children, (based on the October 1, 2025, enrollment data) but not to exceed 20 students per session per IQPPS Guidelines. Linn-Mar Community School District will make payments within 30 days after receipt of Hand in Hand Early Care and Education Center invoice. This is based on the nine months from September to May.

The monthly per pupil cost at which Linn-Mar Community Schools will pay Hand In Hand Early Care and Education Center is \$426.83. For this agreement, the total annual distribution to Hand in Hand will not exceed \$299,634.66.

**Representatives**

The contact person for each party shall be as follows:

District: Anne Faber, Executive Director of Student Services

Center: Kathy Kolthoff, Director, Hand in Hand Early Care and Education Center

**Amendment of Contract**

This contract may not be modified, changed, or varied, except by a written instrument signed by the parties. This Contract shall not be assigned by either party unless the other party agrees to assignment in writing.

The foregoing terms are agreed to, and accepted by, Linn-Mar Community School District and Hand in Hand Early Care and Education Center.

**Hand in Hand Early Care and Education Center**

**Linn-Mar Community School District**

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\_\_\_\_\_  
\_\_\_\_\_  
Kathy Kolthoff \_\_\_\_\_ Date  
Director

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\_\_\_\_\_  
\_\_\_\_\_  
Anne Faber \_\_\_\_\_ Date  
Executive Director of Student Services

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\_\_\_\_\_  
\_\_\_\_\_  
Nathan Wear \_\_\_\_\_ Date  
Superintendent

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\_\_\_\_\_  
\_\_\_\_\_  
Katie Lowe Lancaster \_\_\_\_\_ Date  
Board President