

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Child Assessment Process

POLICY:

Staff will promote and support children’s developmental progress based upon observations and on-going assessments of each child.

. *This policy relates to [Head Start Performance Standards 45 CFR Part 1302.33, 1302.10](#)*

PROCEDURE:

1. All children will be screened in the areas of motor, language, cognitive, health , social & emotional development within the first 45 days of enrollment. *(See [Developmental Screening policy](#))*
2. Beginning in the first week of the child’s enrollment, teaching staff will begin a period of observation. During this time, classroom teaching staff will gather information about each child’s strengths, interests and individual needs by setting up assessment activities and making on-going observation notations (anecdotal notes).
3. The child assessment instrument, Teaching Strategies GOLD, is completed in accordance with the instructions to ensure consistency of scoring and validity of the results.
4. The Development and Learning Report on Teaching Strategies GOLD will be developed based on screening results, observations, assessments and parent information.
5. Parents will become aware of school readiness goals through the scheduling of all Education Home Visits and Parent Teacher Conferences. Teaching staff review information with parent(s) and obtain additional parent/family observations and input. Parents choose 2 (two) at home activities to work on with their child(ren) which enhance school readiness skills. Parent(s) and staff identify goals based on screening, observations and assessment data and discuss the “Development and Learning Report” as well as school readiness goals.
(See [Individual Child Report policy](#))

6. Children in need of further assessment will be referred as soon as the need is evident. (*See Referral policy*)
7. Staff will continue to assess children's developmental progress throughout the program year, utilizing staff and parent observations and portfolio/record entries to keep all individual assessment information current.
8. Each individual child assessment will be completed at three (3) specific times during the school year; (Fall, Winter, and Spring).
9. A final "Parent/Teacher Conference" report is completed to discuss school readiness goals and document the child's progress toward meeting his/her individual goals. Transitioning to the next level concerning education will be discussed as well. A copy of the report is reviewed with and given to the parent along with 2 (two) Summer activities for the parent to assist the child in continuance of becoming school ready.

Approved by the Policy Council: May 2017