

Child Assessment Process Procedure

Policy: Staff will use a variety of strategies to promote and support children's developmental progress based on the observations and the ongoing assessment of each child.

Performance Standard 1302.33 Child Screening and Assessments

Procedure:

- All children will be screened within **45 days** of the first day of enrollment.
- Children will be referred for further evaluation as soon as the need is evident. Referral must be submitted within **5 days** of the identified need.
- Parental input is sought in various ways as a vital part of the assessment process; the ESI Parent Questionnaire, Educational Goal Setting, Parent/Teacher Conferences and ongoing (documented) oral communication.
- The first few weeks of child attendance will be a period of intense observation when a referral is being considered. During observations, the teaching team makes on-going anecdotal notations concerning the child's strengths, interests, and areas of need.
- On-going assessment will be documented throughout the program year.
- Individual Learning Plans (ILP) will be developed for each child based on observation as well as parental input.
- Begin observations using the High Scope Key Developmental Indicators and the COR Advantage within the first week following enrollment. The CORs are scored and reported three times during the program year on all children; November, February, and May. Results are shared with parents during the mid-year conferences as well as during the end of year conference.
- Portfolios are maintained on all children and contain, at a minimum, the following:
 - ESI Screening
 - ESI Parent Questionnaire
 - Pre K PAL's Form
 - COR Parent Report
 - ILPS
 - Parent Educational Goal
 - Children's Work Samples

Referenced Procedures:
Screening Procedure
Referral Procedure
Portfolio Procedure

Referenced Forms:
ESI Screening/Parent Questionnaire
Individual Learning Plan
Parent Educational Goal