

Portfolio/File Monitoring

Policy: In an effort to ensure that the individual needs of the children in the program are being met, classroom portfolios and student classroom files will be monitored on a regular basis.

Performance Standard 1302.102(b) Achieving Program Goals Monitoring Program Performance

Procedure:

- Portfolios/file will be monitored twice a year to ensure that the curriculum/activities are meeting the individual needs of the children.
- The comments will be noted on the monitoring summary sheet. The teacher and ECEC will receive a copy.
- Teacher will promptly ensure that missing information is placed in any necessary portfolios and files.
- An individual portfolio monitoring sheet can be found in each child's portfolio.
- An individual file monitoring sheet can be found in each child's file.
- A center portfolio tracking sheet can be found in the monitoring notebook.
- A center file tracking sheet can be found in the monitoring notebook.

Referenced Forms:

Monitoring Summary
Individual Portfolio Monitoring Sheet
Center Portfolio Tracking Sheet
Individual File Monitoring Sheet
Center File Tracking Sheet