

SOUTHWEST HRA HEAD START

Section: Early Childhood Development
Subject: Children's Progress Records
Revised: January 2003

REGULATION REFERENCE:

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.20(d), 1304.20(f)(1), 1304.21(c)(2)

POLICY:

Ongoing observations, recordings, and evaluations using Form 10 of the child's Health Record, LAP-D Screening and/or Assessment, and the Child Growth and Development Analysis Form will be maintained for the purpose of planning activities to meet individual needs. The teaching team will conduct and record on-going observations and assessment of each child periodically during the year. These will also provide integration of the educational aspects of other Head Start components into the daily education services program and will be used in planning for each child's growth and development. All this information will be utilized during Parent-Teacher Conferences and Home Visits to assist the teaching staff and parents' goal setting for each child.

PROCEDURES:

1. The teaching team will conduct and record on-going observations of each child twice per year using Form 10 of the child's health record. The record will indicate the child's progress in each of the following areas: General Condition, General Behavior, Behavior at Play, Performance, Perceptual Status, and Other Factors Noted. The first observation on each child will be completed by mid-September or within two weeks of enrollment (late enrollees); the second entry by April 1. **Dates of observations must be recorded.** Completed records will be reviewed by the Area Manager and a report on each classroom sent to the Assistant Director for ECD mid-October and April 15.
2. The teaching team will conduct LAP-D Screenings on each child within 45 days of enrollment using the appropriate age level screening instrument. Children whose scores fall below the "norms" will receive a full LAP-D Assessment.
3. The teaching team will conduct individual "Child Growth and Development Analysis" on each child three times during the program year: October, January, and April. This assessment of eight developmental domains requires a combination of routine observations and performance activities which will be incorporated into the daily lesson plans. Teachers will compile and document samples of children's work and abilities in each child's portfolio. Information from these forms will be compiled to generate reports that will document each child's progress, each classroom's total progress, and the program's accountability concerning our children's school readiness progress.

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4. The teaching team will use all the observation, analysis, screening, and assessment information:
 - a. to guide planning and/or modifying individual child activities.
 - b. to assess a child's developmental progress.
 - c. to discuss with parents at conference and/or home visits.
 - d. to promote program quality improvement.

CHILDREN'S PROGRESS RECORDS
FORM 10—HEALTH RECORDS
REPORT FORM

Center _____ Teacher _____

Observations dated: _____ October
_____ April

Number of Observations Completed _____

Number of Observations Incomplete _____

Reasons for incompletions: _____

Recorder's areas of strength _____

Recorder's area(s) of needed improvement: _____

Area Manager Signature

Date

Teacher Signature

Date

SOUTHWEST HRA HEAD START CHILD GROWTH AND DEVELOPMENT ANALYSIS

CHILD _____ BIRTHDATE _____ TEACHER _____
 *=Mandated Indicators **Bold print=on-going Portfolio items (even after mastered)** NMW=Needs More Work; MT=Mastered Task

Domains	Indicators	October		January		April	
		NMW	MT	NMW	MT	NMW	MT
LANGUAGE *	1. Understands conversations and stories. 2. Follows simple, multiple-step directions. * 3. Expresses own ideas using increased complex & varied spoken vocabulary. * 4. Speaks clearly and fluently * 5. For non-Eng. speaking children, progresses in <u>understanding</u> Eng. * 6. For non-Eng. speaking children, progresses in <u>speaking</u> Eng.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
		6. _____	_____	_____	_____	_____	_____
LITERACY	1. Handles books properly. 2. Listens with interest to stories read aloud. 3. Can retell stories or experiences. * 4. Can imitate beginning sounds of words. * 5. Realizes that written words say something. * 6. Can write own name. * 7. Identifies at least 10 letters of the alphabet (____,____,____) * 8. Distinguishes letters of the alphabet from other visual graphics.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
		6. _____	_____	_____	_____	_____	_____
		7. _____	_____	_____	_____	_____	_____
		8. _____	_____	_____	_____	_____	_____
MATH-MATICS	1. Can recite numerals to 10. (Recited to _____,_____,_____) 2. Counts up to 10 objects. (Counted _____,_____,_____ objects) 3. Recognizes four basic shapes – circle, square, triangle, and rectangle. (Underline identified shapes) 4. Demonstrates understanding of opposites: up/ down; over/ under, top/bottom; inside/ outside; in front/ behind. (Underline as child masters) 5. Can match objects according to size. 6. Can name 8 basic colors. 7. Can sort objects according to categories.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
		6. _____	_____	_____	_____	_____	_____
		7. _____	_____	_____	_____	_____	_____
SCIENCE	1. Can verbalize differences in sizes of objects. 2. Can verbalize differences in shapes of objects. 3. Can verbalize cause-effect relationships. 4. Demonstrates knowledge of common body parts. 5. Identifies 10 other body parts (chin, fingernails, heels, ankles, jaw, shoulders, elbows, hips, wrists, & waist—underline as mastered.)	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
CREATIVE ARTS	1. Participates/enjoys music activities. 2. Demonstrates rhythms through movement. 3. Uses various art media (ex: pencil, crayons, paint, playdough) 4. Pictures reflect Schematic Stage of drawing. 5. Role-plays Aimagination≅ situations.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
SOCIAL & EMOTIONAL DEVELOPMENT	1. Demonstrates independence in a range of activities, routines, and self-help skills. 2. Expresses pride in accomplishments. 3. Follows rules and routines. 4. Demonstrates increasing abilities to give and take in interactions (shares or takes turns). 5. Can verbalize personal characteristics: gender, age, birthdate, family composition. (Underline as mastered)	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
APPROACH TO LEARNING	1. Participates willingly in routine activities. 2. Initiates own activities. 3. Shows increased ability to stay on task.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
PHYSICAL HEALTH AND DEVELOPMENT	1. Uses scissors to cut diamond shape. 2. Puts 6-8 piece puzzles together. 3. Holds pencil appropriately for Awriting≅ activities. 4. Demonstrates balance in running. 5. Can march. 6. Can skip. 7. Shows growing independence in hygiene activities. 8. Responds appropriately to potentially harmful substances and activities.	1. _____	_____	_____	_____	_____	_____
		2. _____	_____	_____	_____	_____	_____
		3. _____	_____	_____	_____	_____	_____
		4. _____	_____	_____	_____	_____	_____
		5. _____	_____	_____	_____	_____	_____
		6. _____	_____	_____	_____	_____	_____
		7. _____	_____	_____	_____	_____	_____
		8. _____	_____	_____	_____	_____	_____