

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development

**Subject:** Individual Plan

Field Test - 97-98 PY

**Approved:** July, 2000

**Revised:** May 2003; February 2010

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## **REGULATION REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.20(f)(1), 1304.21(a)(2)(ii-iii), 1304.40 (a)(1)(4)(5), 1304.40(d)(1), 1304.40(e)(1)(3)

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs

## **POLICY:**

Each child's file will have an individualized education plan that was jointly developed by their parents and the Head Start Teaching Staff based upon a goal established by the parent, observations as documented on Form 10 of the child's health record, and LAP-D (Learning Accomplishment Profile--Diagnostic) Screening or Assessment findings and Child Growth and Development Analysis. The Individual Plan is located on page 4 of each child's Tracking System.

## **PROCEDURE:**

1. The Teaching Staff will begin the child's Individual Plan during the first Home Visit. During that visit, the Head Start Teacher and/or Assistant and the parent will establish a goal for the child in answer to the question, "What would you like for your child to learn or do while in Head Start this year?" They will then discuss and record activities to be done while the child is in the program to accomplish this goal. The parent will be given a copy of the plan.
2. Each child will be screened within 45 days of entry into the program using the LAP-D Normed Screening Instrument.
3. Children scoring below the "norms" will be assessed using the LAP-D Assessment Instrument.
4. Following each assessment, the teaching staff will receive a LAP-D Developmental Profile computer print out for each child. This form indicates the child's area(s) of strength and, also, the area(s) of needed assistance.
5. The teaching staff will then complete the second part of the "Individual Plan" for each child and review with the parent during the first Parent-Teacher Conference scheduled in November. Information at this time will include:
  - a. child's area of demonstrated strength,
  - b. goal for the child, to be determined by utilizing the Child Growth and Development Analysis,

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- c. some planned activities based on the Teaching Staff's own experience/knowledge and with reference to the LAP-D Pupil/Teacher/Parent Planning Cards,
  - d. activities parents can do with child at home,
  - e. Parent Signature/Date. The parent will receive a copy of the up-dated Individual Plan.
6. At the second Parent-Teacher Conference scheduled in March, the parent will comment on progress concerning the original goal and decide whether to continue this goal or establish a new one. The parent will be up-dated on their child's progress concerning their child's second assessment (only if needed), Form 10 of Health Record, and January Child Growth & Development Analysis. Recorded information at this time will include:
- a. child's area of demonstrated strength,
  - b. goal for the child (determined by assessment findings, teacher observations, and/or Child Growth & Development Analysis findings),
  - c. some planned activities based on the Teaching Staff's own experience/knowledge,
  - d. activities parents can do with child at home,
  - e. Parent Signature/Date.
7. During the program year, the Tracking System containing the Individual Plan will be kept either in the child's portfolio or in a file folder with other lesson plan materials for easy reference by the teaching staff (this is teacher's choice).
8. While writing Lesson Plans, the Teaching Staff will utilize page 4 of the Lesson Plan Form to make sure each child receives individual assistance with activities that will help to meet the child's needs, the parent's goal, or the child's IEP goals ( if child has an IEP).
9. At the end of the year, Tracking System will be placed in the child's file to become a part of the child's official file stored in the Central Office.

# SOUTHWEST HRA HEAD START INDIVIDUAL PLAN

## First Home Visit (Before child's first day)

Child: \_\_\_\_\_ Head Start Center: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Goal: "What would you like for your child to learn or do while in Head Start this year?" \_\_\_\_\_

Planned Activities to meet Parent's Goal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### FIRST PARENT-Teacher Conference (November)

Child's LAP-D Assessment and/or Analysis area of demonstrated **strength** \_\_\_\_\_

Goal for the child (after screening, assessment and analysis: TO INCREASE \_\_\_\_\_ SKILLS.

Planned Activities: \_\_\_\_\_

\_\_\_\_\_

Activities parents can do with child at home: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Second Parent-Teacher Conference (March)

Progress concerning Parent's Goal (Parent comments): \_\_\_\_\_

\_\_\_\_\_

Continue Goal? \_\_\_\_\_ yes OR New Goal: \_\_\_\_\_

\_\_\_\_\_

Planned activities to meet parent's goal: \_\_\_\_\_

\_\_\_\_\_

Child's Assessment (if applicable) or Analysis area of demonstrated **strength** \_\_\_\_\_

Goal for child (after assessment, or analysis): TO INCREASE \_\_\_\_\_ SKILLS.

Planned Activities: \_\_\_\_\_

\_\_\_\_\_

Activities parents can do with child at home: \_\_\_\_\_

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_