

ON-GOING ASSESSMENT

HEAD START AND EARLY HEAD START

ON-GOING ASSESSMENT (Teaching Strategies Gold Online)

PURPOSE:

The purpose of the on-going assessment process in the infant/toddler and preschool programs is to provide a tool for the identification of an infant, toddler and preschooler's current level of development. The Teaching Strategies Gold online tool provides a sequential view of development which allows the teacher and parent to plan activities which strengthen current development and encourage emergent skills. It provides information in the following strands:

Social-Emotional, Physical-gross motor, Physical-fine motor, Language, Spanish Language, Cognitive, Literacy, Spanish Literacy, Mathematics, Science and Technology, Social Studies, The Arts, and English Language Acquisition.

PROCEDURE:

1. Head Start (HS) Early Head Start (EHS) education staff will familiarize parents with the assessment tool and process for observation and assessment at the earliest opportunity.
2. Staff will complete initial assessment with the assistance of and input from parents.
3. HS and EHS education staff (Teacher, CFA, FE, FCC) will ensure that checkpoint entries are completed within six (6) weeks of first day of services and according to the Assessment Schedule thereafter with parent input.
4. Results will be utilized to assist in goal planning with the parent and center team as well as to report classroom and agency-wide data points to Policy Council and Board and be utilized to determine training needs.
5. Parents must be oriented to the assessment process and involved in the procedure and on-going development, utilizing all possible forms of communication within the shortest possible time frame (first home visit, center meetings, written communication, telephone conversation, etc.).
8. Concerns will be noted in the Progress Notes, discussed with parents, and referrals or follow-ups completed as designated in the referral policy.