

Miles Early Childhood Development Center Assessment Plan

Timeline	Activity	Instrument(s)	Product	Follow-up
At enrollment	Developmental Screening	<i>Ages/Stages Questionnaire (ASQ)</i> for appropriate age <i>Social Emotional (ASQ/SE)</i> if indicated	Formal report for child file	Referral to <i>Baby Net</i> or <i>Child Find</i> process via CCSD if warranted or followup with add'l questionnaires for more data
August	Teacher – teacher conference	Child File ECDC IIP	Revised IIP	Confer with prior teacher if more information needed
August	Home Visits	<i>Home Information Form (HIF)</i> <i>Initiate Student Observation & Assessment Record (SOAR)</i> Photo	Family/child profile	
September	New Family Orientation (evening session about assessment system)	All assessment system documents		Q & A as indicated; ongoing informal communications
On-going	Home/school communication	<i>Celebrations & Concerns Form (CCF)</i>	Completed form	Conversation, conferences if requested; information used to inform curricular decisions
Fall Term monthly – August, September, October	Observation, recording anecdotal evidence;	<i>SOAR</i>	Updated <i>SOAR</i>	Individualizing instruction and adjusting curriculum
Fall Term monthly – August, September, October	Collecting work samples	Portfolio	Photo, video/audio recording, artifact	Used to inform curricular decisions and evidence of growth; shared during parent/teacher conference
Fall CofC “Reading Day” (college classes are not in session)	Parent/teacher conference; compile informaton from various sources used throughout the term	<i>SOAR</i> <i>CCF</i> 's; work samples, early learning standards, etc.	South Carolina Early Learning Standards Report (SCELS) & work samples	Referrals to BN or CF if warranted; entry signed by both parent and teacher on <i>SOAR</i> ; recommendations for future curricular decisions & individualization
Spring Term monthly (January, February, March)	Work sample collection	<i>SOAR</i>	Updated portfolios w/Photos & Artifacts, updated <i>SOAR</i>	Individualizing instruction & adjusting curriculum
By February 15	Quarterly communication: Verbal or written updates as indicated/needed per fall conferences	Conference and/or written narrative progress report; <i>CCF</i>	Update	Conversation or formal conference if parent/teacher requests

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April CofC "Reading Day" (college classes are not in session)	Parent/teacher conference; compile informaton from various sources used throughout the term	SOAR; CCF's, ELS Checklist, Work Samples, etc.	Narrative developmental report, including photos and scanned artifacts - IIP	Referrals to BN or CF if warranted; entry signed by both parent and teacher to IIP
May	Distribute program assessment parent questionnaires	<i>NAEYC Parent Questionnaire</i>	Data analysis reported to CofC Annual Report	Recommendations for program improvement following year
May	Update family information	<i>Home Information Form for Returning Children</i>	Completed form	Compile list of students with allergies, inform teacher for involving parents and children in family and culturally sensitive ways, planning curriculum