

Kinder House Day Care Developmental Screening Policy and Procedures

Statement

Continuous observations and recordings of each child's actions, behaviors and skills increase the staff's knowledge of the child's strengths and abilities. Consequently, this enables the staff to plan a program and create a physical environment that fulfills the needs of each child.

Policy

It is the responsibility of each Primary Staff at Kinder House:

- ✓ To monitor and record each child's progress
- ✓ To plan and implement activities that build on the children's interests and strengths as well as challenge them to new skills and experiences
- ✓ To document the milestones and achievements of each child
- ✓ To ensure the assessment of the children's development is done through observations only, traditional testing is discouraged
- ✓ To ensure the individuality and uniqueness of each child is celebrated
- ✓ To provide accurate feedback to parents
- ✓ To ensure that each child's records are kept confidential
- ✓ Parents release must be obtained to share the child's records

Procedures

1. Each child will have a portfolio that consists of:

- Ongoing anecdotal observations that reflect the progress of the child, including the child's interests, strengths, milestones achieved etc.
- Pictures of special events and samples of the child's crafts/activities that demonstrate the child's abilities, strengths and milestones achieved
- The parents goals for their child
- Developmental checklists – **Ages and Stages** done twice per year (children 1-3 yrs) and once per year (children 3-6yrs) or as needed.

(Important Note: The use of Ages and Stages Developmental Screening Tool will be performed through regular daily informal observations of the children. Exceptions will be determined on an individual basis. Informative Letter and Consent For Screening is distributed in the Center's Registration Form).

2. A meeting with the parents of the newly registered child will be set up within the first 3-4 months of the child's enrolment:

- To provide feedback and to discuss the parents goals for the child. The outcome of the meeting will be recorded on a "Parent – Teacher" Meeting Record and kept in the child's file.

3. Staff will provide ongoing feedback to the Parents (ie: specific anecdotes, physical needs etc).

4. The Center will host a "Celebration of Learning" twice per year (During the Annual Family Picnic and the Annual Family Christmas Party). The children's portfolios will be shared with their parents at this time. Staff will have the opportunity at this time to discuss the child's growth and development.