

CHILD ASSESSMENT PROFILE, OBSERVATION GUIDELINES,
AND CLASSROOM OBSERVATION FORM

Purpose: To assess the ongoing development of children and set child goals.

When: Three times per year at checkpoint dates (fall, winter and spring).
The Family Conference Form is due as calendared.

Resources: *Creative Curriculum for Infants, Toddlers and Twos.*

1. SPECIALIST→ Observes child in partnership with parents and EHS staff and enters observations in TS GOLD. Completes CAP at checkpoint dates.

2. SPECIALIST→ Prints out FCF form and shares child progress with parent on a home visit. (Also reviews progress in meeting IFSP goals for children with disabilities). The parent & Specialist set goals and develop strategies and activities to help children meet their goals successfully.

Both the parent and Specialist sign and date the FCF form.

3. SPECIALIST→ Files the signed FCF form in the Center Child File.
↓
Documents the home visit in GE.

4. ADMINISTRATIVE ASST. → Runs monitoring reports two weeks prior to TS GOLD checkpoint dates and tracks CAP completion dates in GE. Sends GE checkpoint monitoring report to EHS Program Manager.

5. PROGRAM MANAGER→ Monitors and follows-up with center supervisors and staff as needed.