

## Progress and Planning Report Procedures

The purpose of the Child's Progress and Planning Report is to share information with the families and jointly plan how to best support the progress development and learning.

1. During each checkpoint teachers will organize observation notes and samples of work completed.
2. Each team will analyze observation notes and samples of work completed and what they tell them about the child's progress.
3. After scoring and finalizing the progress checkpoints of each checkpoint period each team will review what they have learned from the classroom summary worksheet and progress checkpoints.
4. On CCNET program the progress and planning report is found under the Family Communication.
5. The staff will create the progress and planning report from the information provided in the finalized progress checkpoints.
6. Refer to Steps in Completing CCNET step 6.
7. Staff will select 3-4 areas in each of the developmental areas which they feel are significant and likely to be of most interest to the child's family.
8. Print out the Progress and Planning Report from the CCNET
9. Share child's strengths as well as any areas of concern.
10. Invite families to share their own observations.
11. Record what you learn in "**Family Comments and Observations**"
12. **Next Step:** Jointly develop a plan for the child, based on the information you and the family exchange during the meeting.
13. Signatures of parent and staff member are required at completion of Child Progress and Planning Report.
14. The Progress and Planning Report goes in the child's folder behind the Home Visit/ Parent Conference.
15. Each team will share and document the child's progress and planning report within two weeks of checkpoint dates.