

Washita Valley CAC
PORTFOLIO PROCEDURES

- All Portfolio entries must support the curriculum objectives
- Each child will have a variety of portfolio entries in the portfolio system
- Each entry must contain the child's name, and date to show when the work was completed.
- All observed skills will be documented on the observation label sticker attached to the color coded paper for each assessment period.
- Parents should be encouraged to contribute to their child's portfolio
- How and where portfolio samples are gathered depends on the child's interest, learning style, temperament and must support the curriculum objectives
- Neatly secure all photos on the Portfolio Written / Photo Entry form. Each photo must have a date with written caption.
- Portfolios will be kept in the appropriate folders during the entire duration of child's enrollment in Head Start. At the end of the child's enrollment , the portfolio will be given to the child's parent.

Samples of Portfolio Entries by Category:

1. Social –Emotional Development (1-3)
 - Photo's of Self Help Skills activities(setting the tables)
 - Photo's of children using materials appropriately
2. Physical Development (4-7)
 - Photo's of children using balancing skills
 - Written entries of activities
 - Cutting samples
3. Language Development (8-10)
 - Written documentation from observations of children reciting rhymes, using conversations and stating their names.
4. Cognitive Development (11-14)
 - Written documentation from observations participating in role play
 - Photo's and documentation of children experimenting and exploring
 - Documentation/ checklist of children relating numeral concepts