

Washita Valley Community Action Council Head Start Individualization Processes

<b>Procedure</b>	<b>What</b>	<b>Who</b>	<b>Documented</b>	<b>When</b>	<b>How</b>	
<b>Developmental Screening</b>	Brigance Preschool	Classroom Staff Parents	Brigance Preschool form-in child's folder	Required with in 20 days	Classroom staff completes screen – copy sent to office	Identify & referral. routines :
<b>Other Screenings</b>	Various (physical, dental, nutrition, etc.)	Doctors Teachers Consultants	Health forms – file Contact Notes Data tracking (HSFIS) Roma	Required within 45 days or 90	Various	Identify & referral Planning Planning environm
<b>Ongoing Assessment Data Gathering</b>	Anecdotal notes Children's words Photographs Work samples Parent Observations	Classroom Staff	Children's Folder Portfolio's Observation notes Anecdotal notes ICO's Letter ID Checklist	Daily	Daily system of observation, note taking, and work sampling	ID Child needs; w planning; Evaluate ID Child referral
<b>Developmental Assessment</b>	Creative Curriculum Continuum	Classroom Teachers	Individual Child Profile Class Summary Worksheet Data Tracking/Progress Outcomes Report	Oct. 22 <sup>nd</sup> Jan 31st April 15th	Based on knowledge of child; teachers document observations.	Individua domains/ Classroo Program Planning environm
<b>Partnering with Parents</b>	Family Contact Ed. Home visits and conferences, Staffing, Informal meetings	FSW Content Area Managers Classroom Teacher Center Staff	Family Contact Forms Parent Participation Form Family Notes IFSP/IEP	Monthly 4 X year Once monthly	Personal contact Home visit Parent Conference Staff meetings Informal	Goal set Consiste school; A based on
<b>Planning</b>	Weekly Planning	Classroom staff Parents	Class Summary Worksheet Develop Continuum, ICO, Lesson Plan	Weekly	Team Classroom Meetings	Offer lea consisten and abiliti
<b>Implementation</b>	Curriculum	Classroom Staff	Ongoing assessment Lesson Plans	Daily	Staff modify planned/unplanned activities and routines; interactions with children	Meet ind needs an