

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Observations

POLICY:

Teaching staff will continuously observe and record information on each child in order to assess their developmental progress and school readiness throughout the year.

. This policy relates to [Head Start Performance Standards 45 CFR Part 1302.30, 1302.31, 1302.33](#)

PROCEDURE:

1. Collect objective observations of children's development and behavior using current observation tools & methods (anecdotal records, assessment tool, etc.), **thus promoting individualization.**
2. Teaching staff focus on child observations daily.
3. Use of observational data will assist in the assessing of progress toward meeting each individual child's goals and effectiveness of individualizing the curriculum.
4. By use of the Class Profile Report on Teaching Strategies GOLD (TSG), the teaching staff will view the children who fall below the widely held expectations (by viewing color bands) and individualize on the lesson plan for these children throughout the program year.
5. Observations may include a variety of resources including technical devices: Notes, work samplings, photos, voice recordings, etc.
6. Teachers, **Family Advocates (FA)**, parents, program managers and consultants may assist in obtaining observation data.