

## The Development and Learning Report

### POLICY:

The Development and Learning Report will be developed on Teaching Strategies Gold. This report will be generated for each individual child in order to enhance the development of his/her highest potential plus his/her individual participation in the Head Start program.

*This policy relates to [Head Start Performance Standards 45 CFR Part 1302.33, 1302.34, 1302.71](#)*

### PROCEDURE:

1. Complete child's screening, observations and assessment and document in child's file. (*see Developmental, Sensory and Behavioral Screening, Child Assessment and Observations policies*)
2. Scheduling of 1 (one) Education Home Visit and 2 (two) Parent Teacher Conferences in order to share school readiness goals, assessment data, obtain parent input and to discuss the "Development and Learning Report". Goals and strategies developed with the parent must be developmentally appropriate, measurable, written clearly, respectful of the child's gender, culture and ethnic background, and in the child's home language.
3. During the 1 (one) Education Home Visit and both Parent Teacher Conferences, the teaching staff will discuss a minimum of 4 activities with the parent that he/she feels may benefit the child's developmental progress. The parent will choose 2 (two) of the activities to use in the home. The teacher will utilize the other 2 (two) activities by placing these in a notebook in his/her classroom. Each week, activities will be chosen from that notebook and added to the lesson plan to ensure individual needs are being met. These will be used during small group as well as other appropriate times.
4. The Development and Learning Report will include both classroom and home activities for helping the child to achieve his/her goals.
5. Keep track of each child's progress through on-going assessment, using observation/anecdotal notes, parent input, child's work, photos, as well as technical recordings.

6. The Development and Learning Report will be reviewed and updated with the family during scheduled Education Home Visits and the final Parent/Teacher conference. However, plans can be reviewed and updated with the family as often as needed to assess progress and develop new goals and strategies to ensure school readiness.

*Approved by the Policy Council - May 2017*