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Subject: Child Screening Process

Source: Performance Standards 1304.20 (b) (1) (3) (d) (e)

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### ***Policy***

Staff will use a variety of developmentally appropriate early childhood education strategies to promote and support children's educational progress based on observations and on-going assessment of each child.

### ***Procedures***

*All children will have an ASQ developmental screening within 45 calendar days of the child's first day of program entry.*

***The first six weeks of the child's attendance, teachers will plan individualized activities so they can observe and gather data on all the domains on the Ages and Stages Questionnaire (ASQ) assessment tool. During observations, teachers will make ongoing notations about each child's strengths and interests. ASQ will also be used to document the skills that are already learned and those that are either emerging or will be planned for later. This documentation is instrumental in determining the child's individualizing goals and objectives plan.***

1. Child assessments are used to determine the developmental level of each domain for all children in order that an individualized program can be planned for every child in the classroom.
  - Each child will have the ASQ developmental Screening completed by the parent within 45 calendar days of the child's first day of program entry.
  - Teachers will base individualization on the following sources (but not limited to just these):
    - Parent information from application forms, intake forms, Ages and Stages Questionnaire, family reports, and home visits.
    - ASQ screening information.
    - Observations of children engaged in assessment activities.
    - IFSP if applicable.
2. Children that show a concern based on the ASQ scoring will be rescreened in 2 to 4 weeks.
3. Children will be referred for further evaluation if the rescreen still shows a concern.
4. On-going assessment will be documented throughout the year using informal assessments, such as teacher observations.

### ***Forms***

- Ages & Stages Questionnaires
- Child Observation Notes

### ***Books***

- The ASQ User's Guide for the Ages & Stages Questionnaires: A Parent-Completed, Child-Monitoring System, Second Edition by Jane Squires, LaWanda Potter, and Diane Bricker