

## Center-Based Assessment of Children’s Progress

### Head Start Performance Standard

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§ 1302.33

#### Policy

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Teachers will use a variety of developmentally appropriate early childhood education learning experiences to promote and support children’s educational progress based on observations and ongoing assessment of the abilities for each child. Observations are entered in **SmartTeach by Teaching Strategies™** (SmartTeach) to assess the child’s developmental progress. SmartTeach aligns with **Head Start Early Learning Outcomes Framework** from which the **Head Start Birth-to-Five School Readiness Goals** are derived.

#### Assessing Dual Language Learners

The SmartTeach **Home Language Survey** will be used to assess the language experiences of three to five-year-old children enrolled in **preschool** classes for whom English is not the first language or when there is more than one language used in the home. The Home Language Survey determines whether the English language acquisition objectives are appropriate and, if so, will be automatically added to the child’s record.

#### Assessing Children’s Progress

SmartTeach is used to collect data (observations and preliminary ratings). Assessments are completed quarterly to measure children’s progress across all developmental domains. Teachers use this data to generate the SmartTeach **Report Card**, to share the child’s developmental progress with parent(s)/guardian(s). See **Preschool Conferences and Program Transition Services Policy and Procedure** for instructions on creating the report card. Together, Teachers and the family use this information to identify individual education goals for each child. See **Individualizing Policy and Procedure** for more information.

Program wide data is analyzed and aggregated to determine program averages in each developmental domain and is compared with data from individual cohort groups, such as children with special needs and dual language learners. The reports are shared with Policy Council, the Board of Directors, community partners and are used to inform the decision-making processes at the program levels. Child assessment reports are included in the program’s annual Self-Assessment.

#### Procedure

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##### Administration of Assessment Tool

The records for children returning to our program will be added to the class list by the SmartTeach administrator (the Education Services Supervisor) or designee prior to the beginning of the program year. The Teacher will update the returning child’s information in the child’s profile.

**New children** are children who never attended our Head Start (HS) program or for whom no record exists in SmartTeach. Teachers will create records for **new children** in their SmartTeach class list within one week of the child’s first day of class, except when that date is within two weeks of the assessment due date. If a child enrolls within two weeks of the assessment due date, the Teacher will add the child to SmartTeach as described below in the week following the assessment due date.

**Community Action Head Start  
Washington County, Oregon**

**Adding New Children or Updating Child Demographic Information in SmartTeach**

When adding new children or updating children's information in SmartTeach, staff will:

- Complete all required fields.
- Enter the child's name **exactly** as it appears in ChildPlus.
- Assign Age or Class/Grade based on the child's age as of September 1<sup>st</sup> of the program year.
  - **Never** change the Age or Class/Grade during the program year.
- Avoid using "no response" option when recording race or ethnicity.
- **Complete only these funding sources:**
  - **Head Start:** Check the box for Region X Head Start (Oregon) and, if applicable, TANF. All Head Start classes: check Oregon Prekindergarten (OPK).
  - **Early Head Start:** Early Head Start (Region X)-federally-funded Early Head Start slots
- Indicate in the child's profile if the child is eligible for an Individual Family Service Plan (IFSP). Teachers will update the child's profile no later than one week after a child is found eligible for an IFSP.
  - In SmartTeach, IFSPs are indicated as an IFSP for children 3 years old or younger.
  - **Note:** IFSPs for **4-year-old** children are noted as Individual Education Plan (**IEP**). SmartTeach defaults to the majority of states, where they consider services plans for 4-year-olds to be an Individual Education Plan, though in Oregon, they are an IFSP before k-12 education.
- Change the box for Free and Reduced Lunch to **Eligible**. **All HS children** birth to 5 years are eligible for this program.
- Indicate whether the child has previously received EHS and/or HS services. Refer to the Enrollment tab in ChildPlus for accurate information.
- Teachers will review and update child demographic information for accuracy before each assessment cycle.

Staff will notify the Education Services Supervisor to temporarily archive children incorrectly added to SmartTeach less than 2 weeks before the assessment due date until the week following the assessment due date. Staff will then request those children be reactivated in SmartTeach.

**SmartTeach Assessments**

Assessments are completed quarterly. Part year programs complete assessments in the Fall, Winter, and Spring quarters. Full year programs complete additional assessments in the Summer.

The first assessment is a baseline raw score of a child's development. Therefore, Teachers will complete assessments for all children enrolled in center-based programs for more than two weeks. Late starting children may have only one or two completed assessments depending upon when they start. For example, if a child starts on November 30, the first assessment will occur during the winter assessment cycle in February.

Teachers will begin assessments no more than two weeks before and no less than one week prior to the assessment due date. Program Area Supervisors (PAS) will monitor and follow up with teachers using the **Assessment Status Report** in SmartTeach.

Teachers will verify completion using the Assessment Status Report on or before the assessment due date. Teachers will notify their PAS when assessments are 100% finalized.

PAS's will verify completion and notify the Education Services Supervisor via email.

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**Assessing Children in their home language**

If a Head Start child's home language is Spanish and there is Spanish speaking staff who can assess the child's Spanish language and literacy skills, their language and literacy skills will be assessed in Spanish and in English. To assess Spanish language and literacy skills for Spanish speaking dual language learners, select the **Spanish Language and Literacy Objectives** in the child's profile in SmartTeach.

**Child Transfer or Withdrawal from the Program**

Teachers will contact the Education Services Supervisor to transfer a child's SmartTeach records from one class to another within one week of the child's first day of attendance in the new classroom. When a transfer occurs less than 6 weeks prior to the assessment due date, the Teacher where the child was enrolled longest will complete the assessments unless **both** teachers agree the new Teacher will complete assessments.

- If the first Teacher completes assessments, the child's records will not transfer to the new classroom in SmartTeach until the assessments are completed.
  - Teachers do **not** need to wait for the assessment period to begin before completing assessments for a child who transferred. Assessments for the child may be completed at any time beginning the child's last week in the original classroom up to the assessment completion period in the same quarter.
  - Contact the Education Services Supervisor to transfer the records within one week of completing the child's assessments.
  - The new teacher will review the assessments, make any updates based on their own observations of the child and then finalize the assessments during the assessment period for that quarter.
- If the second Teacher will be completing assessments, the child's records must be transferred to the new classroom within one week. Contact the Education Services Supervisor to request the records transfer.
- Teachers will notify the Education Services Supervisor within one week if a child withdraws from the program.
  - Teachers will complete assessments for children who were enrolled for over two weeks and are withdrawing from the program less than 6 weeks prior to the assessment due date.
    - SmartTeach records for those children will remain on the class list until the week following the assessment due date. Then Teachers will send a request to the Education Services Supervisor to archive those children.

**Never delete** a child's records from SmartTeach. Contact the Education Services Supervisor with questions or concerns regarding assessments, duplicate records or errors when adding new children.