

Policy Number: ED 002	Title: Anecdotal Observations
Performance Standard:	Original Date: 1/2007 Review Date: 5/2020 JS
	Policy Council Approval/Revision: 1/2007 2/2018,5/2020 BOE Approval: 2/2018,5/2020

POLICY:

Anecdotal observations will be taken on all children throughout the school year in order to record changes in development and progress toward Head Start outcomes and Creative Curriculum objectives.

PROCEDURE:

1. At the initial home visit, teachers and parents talk about the child’s preferences, interests, and development, which are recorded, on the parent questionnaire form. Teachers will talk with parents about how staff observes children and what to look for as they observe their own children.
2. Classroom staff will observe children in a variety of settings such as meals, outside time, small group, large group, and free choice play. Anecdotal notes will be written in each of the developmental domains which include social emotional, physical, cognitive, language, literacy, mathematics, science and technology, social studies and the arts.
3. Each child will have anecdotal observations in each of the developmental areas during f the three checkpoints (Fall, Winter, Spring)
4. Observations are to be uploaded digitally into TS Gold.
5. Parent observations can be considered and added to the anecdotal collection.
6. Observations can also be taken from the ASQ screenings that are given in the first 45 days of attendance.
7. TS Gold data reports will be printed by each teacher for each assessment period and put in the educational portfolio to be passed on at Transitions.