

**Mittineague Methodist Community Preschool
800 Amostown Road
West Springfield, Mass. 01089**

ASSESSMENT POLICY

The children are assessed three times over the nine month school year and more if necessary. Parents are informed about the schools assessment at parent orientation, school handbook, and cover letter to the first progress report. All assessments are done in a comfortable atmosphere and a lot of times the children are not aware of the purpose behind a project.

After two months of school parents will receive an informal progress report on the development of their child in six different areas. With an area for comments. This report gives parents a general outlook on their child's progress from the start of school. If the teachers find areas of concern a parent conference will be set up with adequate documentation for justification for concerns. The data for this initial report is compiled from observation, documentation, and examples. In January there are parent conferences. A more advanced tool is used for this progress report. Cognitive skills, large motor, small motor, language skills, self skill, auditory perception, visual perception, social development, and initiative skills are addressed in this report. The teacher and parent go over each area and the child receives a rating for each task. The teachers derive their findings from observation, documentation, testing of skills and knowledge, through questions, and paper work. At the end of the school year a final progress report will be given showing all the same areas that were on the January report and parents can see if those areas stayed the same, improved, or did not improve. A comment area is provided for teachers to write a note to the parents. The same assessment tools are used to compile the final report. A parent is always informed about a concern or accomplishments besides the progress reports. A copy of the child's progress report may be obtained by parent request. For the children who are leaving the program a copy of their progress report may be sent to the new school upon parent permission. The classroom teachers work diligently with a parent when a child shows areas of concern. We follow EEC regulation 7.05(7) when handling referrals. The teachers and director remain sensitive to the parents needs as well as the child's and reassure them that everything remains confidential. Children's records must remain in the office for five years. If at anytime a parent requests a form from their child's folder they must sign a written release form.

