



Early Childhood Division- Pre-K

Standard Operating Procedure

1. *Area of Focus – CHILD SCREENINGS and ASSESSMENTS*

2. *Scope*

A variety of strategies to promote and support children's learning and developmental progress, based on observations and ongoing comprehensive assessments, so each child will achieve his or her goals and be Kindergarten ready.

3. *Prerequisites*

Enrollment in the program

Classroom assignment in PowerSchool and MyHeadStart

4. *Responsibilities*

Teacher

Teacher Assistant

Instructional Advisor

Foundational Literacy Coach

Family Engagement Specialist

Behavior Specialist

5. *Procedure*

- A. Within 45 days of enrollment, each child receives a developmental screening using the Brigance Screener tool.
- B. The e-Deca is conducted within the first 45 days of students' entry into class.
- C. Assessments are conducted informally weekly throughout the school year on Brigance Inventory, with specific areas being assessed each week. Scores are counted and reported three times during the year: November, February, and May.
- D. The results of the screening and assessment, staff observations, and parental input are used to determine individual child goals and tier students.
- E. Teaching staff individualize each lesson plan according to each child's individual style of learning and level of development by documenting each child's goals on child's or groups of children's individual activities on the lesson plan form that considers both curriculum content and developmental area.



Early Childhood Division- Pre-K

- F. Student files that include samples of children’s work, possibly pictures and other artifacts, along with anecdotal records, provide other ongoing observation and assessment information and records to be used for teaching.
- G. Teaching staff documents no less than two anecdotal observations per child per month.
- H. Children’s screening and assessment results, along with student file documents, records of home visits, and parent-teacher conferences are placed in the child’s individual file or notebook and maintained in the classroom.
- I. All child assessments are used to inform and guide instruction, as well as interventions. Advisors, coaches, and specialists assist teachers in interpreting the data.
- J. The assessment schedule is as follows:

Month	Brigance	e-Deca
August	<ul style="list-style-type: none"> • Brigance Screener 	
September	<ul style="list-style-type: none"> • Self-Help and Social Emotional Screener • Weekly Brigance Testing • Brigance Reporting Period #1 	<ul style="list-style-type: none"> • Initial Screening
October	<ul style="list-style-type: none"> • Brigance Reporting Period #1 • Weekly Brigance Testing 	
November	<ul style="list-style-type: none"> • Weekly Brigance Testing 	
December	<ul style="list-style-type: none"> • Weekly Brigance Testing 	
January	<ul style="list-style-type: none"> • Informal Language & Literacy Testing • Weekly Brigance Testing 	<ul style="list-style-type: none"> • Midyear Screening
February	<ul style="list-style-type: none"> • Weekly Brigance Testing 	
March	<ul style="list-style-type: none"> • Weekly Brigance Testing 	
April	<ul style="list-style-type: none"> • Weekly Brigance Testing • Brigance Reporting Period #2 	<ul style="list-style-type: none"> • Final Screening
May	<ul style="list-style-type: none"> • Brigance Reporting Period #2 • Weekly Brigance Testing 	

6. References

- Anecdotal Records
- Screening and assessment score sheets
- Student work samples/artifacts
- Brigance Screener
- Brigance Inventory
- e-Deca
- Head Start Performance Standards Subpart C- Education and Child Development Program Services 1302.33



Early Childhood Division- Pre-K

- Memphis-Shelby County Schools Board of Education Policy 0029 Theory of Action for Change
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.03
- Voluntary Pre-K Scope of Services, K

7. *Definitions*

- The Brigance Screener addresses the domains of physical development, language development, academic skills/cognitive development, and self-help and social-emotional skills in individual students. The screener takes approximately 10-15 minutes per child and allows for comparison of performance to the cutoff scores for delays and giftedness, as well as to the performance of same-age children. It serves as a baseline for students' abilities and allows for the early identification of students' potential needs.
- The Devereux Early Childhood Assessment (e- DECA) is a standardized rating scale of children's social-emotional adjustment developed for use by both teachers and parents of children two to five years of age. It is a strength-based assessment and planning system designed to promote resilience in children ages 3 through 5.
- The Brigance Inventory of Early Development is a comprehensive collection of valid, reliable and well-researched developmental assessments for children from birth to developmental age seven. It produces a complete range of information on a child's progress through distinct developmental skill sequences performed in real-life everyday conditions. The assessment covers a broad array of skills and behaviors in the following key early learning and development domains:
 - Physical development (gross motor and fine motor)
 - Language development (receptive and expressive)
 - Academic skills/cognitive development (literacy and mathematics)
 - Adaptive behavior (daily living)
 - Social and emotional development (interpersonal and self-regulatory)