

**Child Assessment/Outcomes –**  
**Winter 2020-21**

FSC, EC and Teachers/HV – work together on setting up, contacting and/or mailing

**1. Family Outcomes and Winter Child Assessments:**

- a. Gather as many observation / data points during in-person weeks as possible (mark as few “Not Observed” as possible, but can use as last resort)
- b. OPTIONAL: If can't get enough info / kids are fully virtual / want more information - option to send out to families
  - i. Directions Sheet
  - ii. Head Start ASSESSMENT CHECKLIST – Winter 2020-21
  - iii. Self-Addressed Stamped Envelope for families who don't have Class Dojo/text/email capability
- c. Parents have 2 options for return:
  - i. Take a picture of completed Outcomes and Assessment – text/ClassDojo/etc
  - ii. Fill out and return in a self-addressed-stamped envelope
  - iii. Do a follow-up call, if needed
- d. Work with your FSC if they have items to send out to gather family outcomes information

**2. Winter Conferences:**

- a. Fill out GOLD Fall checkpoints using:
  - i. Classroom Observations
  - ii. Any work-sampling parents have posted in ClassDojo
  - iii. Child Assessment page that is sent/emailed/texted back in
- b. OPTIONS for CONFERENCES:
  - i. In-Person:
    - 1) Same precautions as screening:
      - 1 family in building at a time
      - Stay with "Week A / Week B" or "AM / PM"
      - do conferences for those families the SAME week they attended classes
      - Complete when children are not in the building (before or after class time or Fridays)
      - Follow same timeline as originally planned - Observations/Checkpoints entered by Oct. 31
    - ii. ZOOM Call / Phone Call – if staff/families more comfortable with
      - 1) Send to families Copy of completed “Family Conference Form” or the report “Report Card” (whichever you used for Fall) with a note that

they can contact you with any questions. (sign for the family  
“reviewed via phone/ZOOM” due to COVID-19” - put a copy in the  
child’s paper file)

- c. Enter into ChildPlus:
  - i. As usual under their home visit/conference (If you usually do a home visit at this time, enter as home visit – in comments “completed via zoom due to COVID” or “completed at the center due to COVID”
  - ii. If done via ZOOM/phone – add note “Sent via mail / follow-up as requested by families”
  - iii. Center Conference Form (or Home Base Conference Form) – in their paper files - fill out the last home visit/conference by signing it and writing in the notes “Sent via mail / follow-up as requested by families”