

Sample Infant /Toddler Program Observation and Assessment Plan Timeline

Program name _____ Year _____ Your name _____

Before New Program Year Begins

- Select and prepare screeners/developmental milestones, observation forms, timelines and family questionnaires to be used for the current year.
- Conduct staff professional development on how to implement the screeners/observation/assessment tools, timelines, and family questionnaires.
- Brainstorm, select, and gather materials for managing data collected for the assessment system (binders, manila folders, etc.).
- Establish a system for transitioning children throughout the year (such as based on development or age) including procedures and time for outgoing caregiver to share data and discuss the child's development with the incoming caregiver.

Month 1

- Staff distributes family questionnaires either at an open house or during home visits.
- Staff implements the selected observational system for each infant/toddler.
- Staff begins collecting weekly anecdotal notes, photos, etc.

Month 2

- Review family questionnaires with staff.
- Coordinate staff schedules so staff can begin documenting developmental milestones.
- Continue collecting weekly anecdotal notes, photos, etc.
- Meet with staff to collaboratively discuss information gathered on each class's learning and development and to engage in appropriate planning.

Month 3

- Begin observing and documenting developmental milestones for each infant/toddler.
- Coordinate staff schedules so they can conduct initial family conferences to share developmental milestones.
- Continue collecting weekly anecdotal notes, photos, etc.

Month 4

- Conduct initial family conferences to share information on each infant/toddler's learning and development and to set collaborative goals.
- Continue collecting weekly anecdotal notes, photos, etc.
- Meet with staff to collaboratively discuss information gathered on each class's learning and development and to engage in appropriate goal-setting and planning.

Month 5

- Plan and coordinate staff schedules for conducting midyear developmental milestones assessments.
- Continue collecting weekly anecdotal notes, photos, checklists, etc.

Month 6

- Conduct midyear assessment of developmental milestones.
- Coordinate staff schedules so they can conduct midyear family conferences.
- Continue collecting weekly anecdotal notes, photos, etc.
- Meet with staff to collaboratively discuss observation/assessment system (implementation, documentation) and set goals from information gathered.

Month 7

- Conduct midyear family conferences to review developmental milestones information and revisit goals set at initial conference.
- Continue collecting weekly anecdotal notes, photos, etc.

Month 8

- Continue collecting weekly anecdotal notes, photos, etc.
- Plan and coordinate staff schedules so they can implement end-of-year developmental milestones assessments and/or documentation.

Month 9

- Conduct end-of-year assessment of developmental milestones.
- Continue collecting weekly anecdotal notes, photos, etc.
- Coordinate staff schedules so they can conduct end-of-year family conferences.

Month 10

- Conduct end-of-year family conferences to review observation/developmental milestones information and goals.

Month 11

- Design and distribute surveys to staff to collect feedback on program observations/assessments, data collection system, goals set from information gathered, and procedures for communicating with families.
- Review all information gathered to plan and improve system for future.

Month 12

- Share survey results with staff on program observations/assessments, data collection system, goals set from information gathered, and procedures for communicating with families.
- Create a committee to plan and deliver future professional development based on needs from survey results.