

## **Ongoing Assessment COR (Child Observation Record)**

### **Policy/Procedure**

Staff will use an ongoing assessment tool which will aid in developing a variety of strategies to promote and support children's educational progress, based on anecdotal observations and on-going assessment of each child.

### **Policy/Procedure:**

- The Online- Child Observation Tool (COR) will be used.
- Observations from home visits, classroom, and parent observations will be used.
- All education staff are required to collect observations daily.
- Observations are required to be entered into the Online-COR, weekly.
- Observations for each COR item should be completed for each child, for each scoring period.
- Data from COR should be used in lesson planning.
- At the end of each COR scoring period the Lead Educator will complete a COR Summary, with their team (if applicable). When completed, the summary will be emailed to the Program Manager.
- Program Managers will use the COR data and COR Summary to develop program goals, recommendations for training, equipment, and changes in programming.
- At the completion of each COR scoring period, the Lead Educator will complete a COR Family Report for each child.
- The COR will be shared with the parents at the Initial Conference, the Mid Year Home Visit, and at the End of Year Conference.
- With written parent permission, COR data will be released to the public school the child will be attending during the kindergarten transition period.
- There will be a minimum of 3 COR scoring periods.
- All staff will receive initial COR training and periodic reviews in the assessment tool.

\*Partnership sites will follow the Ongoing Assessment policy and procedure. The COR will be the preferred ongoing assessment tool. If Partnership chooses to use an alternative tool, the tool must be approved and research based.

This policy complies with Head Start Performance Standard 45 CFR Section 1304.21

Approved by Policy Council on February 16, 1999

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