

Progress Report Directions

Start the “new” year doing progress reports with the children. This will give you a visual on what the children already know, and what they would need to learn before entering kindergarten.

Check with your local school district and see what requirements are needed for each child to enter kindergarten. This will give you the guidelines on what to work on with each child.

Print up the following sheets. 1 set per child. Take a few days to test the children and mark down the information. This would be good to do every 6 months. Below are a few ideas in storing the children’s progress reports.

- Store the papers in a small vanilla envelope
- 3 ring binder with page protectors
- File folders

You can send the information home with the children so parents can view their progress, or hold a conference with the parents.

Note: If you send home with parents, send the forms home in a vanilla envelope. Make sure parents know that everything needs to be returned. Holding a conference ensures that paperwork will stay in your procession.

Easing the Transition from Preschool to Kindergarten

If you have ever made a move from one location to another or separated from friends, you know how hard a transition can be. Going from a known, comfortable environment to one that is different and unfamiliar can be very stressful. This is often how young children feel as they move from preschool to kindergarten. The purpose of this information is to help parents ease this transition.

For young children, the transition from preschool to kindergarten may be met with a mixture of delight and concern. On the one hand, there is the pleasure of accomplishment as they move on to something new. On the other hand, there may be some anxiety over leaving friends and teachers that they know and love, for something less familiar.³

For parents, there is the pride that comes with seeing their child grow to meet new challenges, yet there is also a concern for how their child will cope with the change and what this situation may bring to their role as parents.

When early childhood educators take the time to help facilitate transition, there are benefits for children, parents, and teachers.

For Children

When preschool and kindergarten teachers help children move more easily into a new environment, the results for the children may include:

- continuity with earlier educational experiences;
- increased motivation and openness to new experiences;
- enhanced self-confidence;
- improved relations with other children and adults; and,
- a greater sense of trust between teachers and children.

For Parents

If parents are involved with teachers in providing a smooth transition for their children, the parents gain:

- increased confidence in their children's ability to achieve in the new setting;
- improved self-confidence in their own ability to communicate with educational staff and to effectively influence the educational system;
- a sense of pride and commitment in their ongoing involvement in the education of their children; and,
- a greater knowledge and appreciation of early childhood programs and staff.

Child Care Ready for Kindergarten

Readiness

What is School Readiness?

- School readiness means having the ability to learn and cope with the school environment without undue stress.
- A child's intelligence plays only a minor role in his or her ability to cope with the school day.

Characteristics of Child Ready for Kindergarten

Social Emotional

- Ready to separate from family.
- Ready to trust adults in school
- Ready to learn how to share
- Ready to learn how to wait
- Ready to assume responsibility and independence
- Ready to handle situations, emotions, fears
- Ready to follow teacher's agenda

Intellectual

- Interested in print, alphabet letters
- Interested in listening to stories and music
- Eager to learn and engage in new activities
- Interested in talking about ideas
- Interested in math concepts – numbers, comparisons, shapes

Motor/Neurological

- Ready to hold writing tools
- Ready to use scissors
- Ready to button, zip own clothing
- Ready to attend to tasks for 15-20 minutes

Observation 3 – Ring Binder Covers Sheets

The following 2 sheets are cover sheets for infants – 2, and 3 – 5 year olds. These can be printed up and placed in the front sleeve of a 3 ring binder. Some 3 ring binders come with the clear cover over the front. This is where you can place these covers. Print up on white card stock to make easier to slip into the front pocket.

Note: There are observation cover sheets in the School Daze Templates folder. These are in Microsoft format for you to add your child care name, to personalize the form.



Observing and Recording Child Care

Ages Infant - 2 Years





Observing and Recording

Child Care Name

Ages 3 Years - 5 Years



Conference Form

The following sheet is to use if you hold conference with parents. This will give you written records of what was discussed and any notes.

During each conference, have some finished work of each child that you can give to the parents to bring home. Samples can include scissor skills, coloring, writing, etc.

Note: There is a conference sheet in the School Daze Templates folder. These are in Microsoft format for you to add your child care name, to personalize the form.

You need to have a Microsoft program to open these files.

Progress Report Forms

The following 7 sheets are to be used to record children's progress. The 1st 4 sheets are to be printed up on white card stock – back to back. Making sure the 1st sheet is the front sheet. Fold in ½ and place sheets together. These are a perfect size for a small vanilla envelope.

The 2nd set of sheets is to record the children's letter, colors, numbers and shape knowledge. When recording information, each time use a different color pen and write the date and what information they know. This will show you at a glance what the children knew at the 1st testing, 2nd testing, and so on.

Note: The 2nd testing sheets give you the option of testing the children for beginning sounds.

PARENT'S COMMENTS

(PLEASE DATE)

PLEASE ACKNOWLEDGE YOUR INSPECTION OF THIS REPORT BY SIGNING. YOUR SIGNATURE DOES NOT INDICATE APPROVAL OR DISAPPROVAL OF THE CONTENTS OF THIS PROGRESS REPORT.

SIGNATURE OF PARENT OR GUARDIAN

1. _____
2. _____
3. _____
4. _____



PROGRESS REPORT FOR

CHILD'S NAME

DATE

SIGNED

PHYSICAL DEVELOPMENT'S

Large Muscle Coordination	1	2	3	4
Bounces a ball and catches it				
Walks in a straight line				
Skips in rhythm				
Manipulates stairs, alternating feet				
Hops				
Walks a balance				

METHOD OF REPORTING

VG – Very Good NI – Not Introduced Yet

G – Good Progress NE – Not Expected

L – Limited Progress

Auditory Perception	1	2	3	4
Recognizes same/different sounds				
Recognizes rhyming sounds				
Repeats a rhythmic pattern				
Follows basic oral directions				
Attentive in a large group				
Visual Perception	1	2	3	4
Matches basic colors				
Matches basic colors and sizes				
Names basic colors				
Recognizes like objects				
Recognizes printed name				



Language	1	2	3	4
Speaks clearly				
Uses spoken language for a variety of purposes				
Follows and gives simple directions and instructions				
Ask and answers questions				
Uses appropriate volume and speed when they talk				
Uses language to express and describe their feelings and ideas				



Small muscle coordination	1	2	3	4
Holds and uses a crayon				
Holds and uses a pencil				
Holds and uses scissors				
Traces a line accurately				
Strings beads				
Dominant hand _____ Right _____ Left				



Social Development	1	2	3	4
Shares with classmates				
Take turns with classmates				
Respects property of others				
Good relationship with adults				
Takes part in group activities				
Helpful to others				



Emotional Development	1	2	3	4
Aware of feelings of others				
Has a sense of humor				
Not excessively shy				
Tries to solve problems				
Assumes responsibilities				
Makes decisions independently				
Speaks in front of a group				
Seeks adult help when needed				



Name _____

**For use by Child Care Provider /
Preschool**

Date of 1st testing _____

Color of pen _____

Date of 2nd testing _____

Color of pen _____

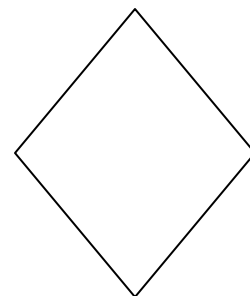
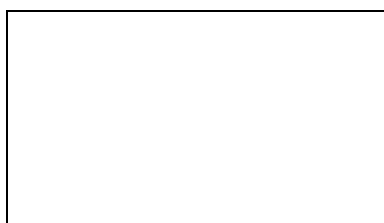
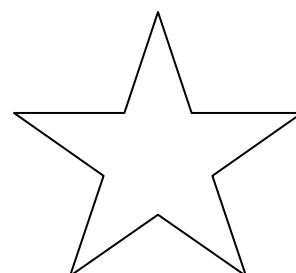
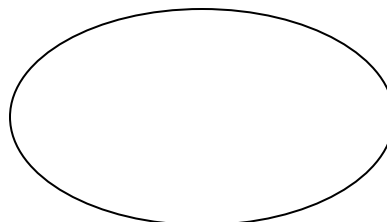
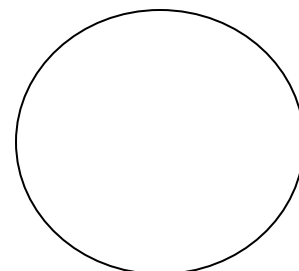
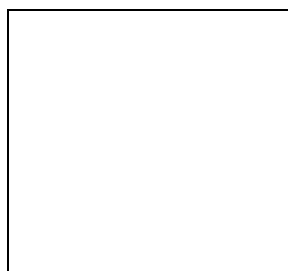
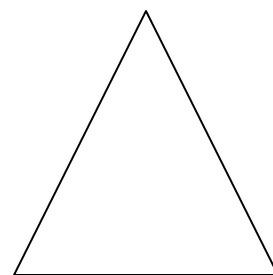
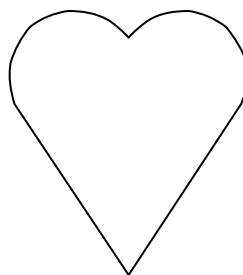
Date of 3rd testing _____

Color of pen _____

Recognizes Colors

	White
	Black
	Green
	Orange
	Red
	Brown
	Purple
	Blue
	Yellow
	Pink
	Gray

Recognizes Shapes



Name _____

Recognizes Alphabet

	A a		N n
	B b		O o
	C c		P p
	D d		Q q
	E e		R r
	F f		S s
	G g		T t
	H h		U u
	I i		V v
	J j		W w
	K k		X x
	L l		Y y
	M m		Z z

Recognizes
Number

Recognizes
Number of
Objects

		0
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10

**For use by Child Care Provider /
Preschool**

Date of 1st testing _____

Color of pen _____

Date of 2nd testing _____

Color of pen _____

Date of 3rd testing _____

Color of pen _____

Name _____

Recognizes Alphabet – Column 1
Beginning Sounds – Column 2

1 2 1 2

		A a			N n
		B b			O o
		C c			P p
		D d			Q q
		E e			R r
		F f			S s
		G g			T t
		H h			U u
		I i			V v
		J j			W w
		K k			X x
		L l			Y y
		M m			Z z

Recognizes
Number

Recognizes
Number of
Objects

		0
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10

**For use by Child Care Provider /
Preschool**

Date of 1st testing _____

Color of pen _____

Date of 2nd testing _____

Color of pen _____

Date of 3rd testing _____

Color of pen _____

Name _____

Words That Start with the Letter:

A - _____

B - _____

C - _____

D - _____

E - _____

F - _____

G - _____

H - _____

I - _____

J - _____

K - _____

L - _____

M - _____

N - _____

O - _____

P - _____

**For use by Child Care Provider /
Preschool**

Date of 1st testing _____

Color of pen _____

Date of 2nd testing _____

Color of pen _____

Date of 3rd testing _____

Color of pen _____

Q - _____

R - _____

S - _____

T - _____

U - _____

V - _____

W - _____

X - _____

Y - _____

Z - _____

Comments:

Parent Survey

Parent survey's are a great way to find out how you are doing, and if there are any changes needed in your child care / preschool environment.

The following sheet, print up and give to the parents along with an envelope. Have them fill out, and return the envelope.

When you receive all the surveys back, read and decide what improvement's you will like to make to your child care based on the feed back. There is also a "Parent Survey Improvement Plan sheet" for you to print up and use.

Note: There is a parent survey and parent survey improvement plan form in the school daze templates. This is for you to add your own child care / preschool name. You need to have a Microsoft program to open these files.



Child Care Parent Survey

~Coloring your Child's World all the Colors of the Rainbow~

Needs improvement
1

2 good 3

4 very good 5

Please rate our playroom environment.

_____ Playroom space / arrangement.

_____ Learning tools, books, toys.

_____ Bathroom.

_____ General cleanliness.

_____ Safety.

Please rate my social environment.

_____ Welcoming to children.

_____ Welcoming to parents / caregivers.

_____ Show respect and affirmation for each Child.

_____ Children are learning social skills.

Please rate our learning environment.

_____ Curriculum provides developmentally appropriate activities.

_____ Activities include a variety of learning materials/choices.

_____ Books and language activities are offered and encouraged.

_____ Children receive preparation for kindergarten.

Misc. rating.

_____ My child enjoys being in the program.

_____ My child can choose from a variety of activities.

_____ There is adequate daily communication.

Overall, I would rate my experience as a _____

I would recommend this child care to others YES NO

Thank you for taking the time to fill out this survey. Please put any additional comments on back.



Child Care Parent Survey Improvement Plan For _____

~Coloring your Child's World all the Colors of the Rainbow~

Number of Families _____ Number of Survey's Returned _____

	1	2 – 3	4 – 5
Classroom Environment	1	2 – 3	4 – 5
Playroom space / arrangement	_____	_____	_____
Learning tools, books, toys	_____	_____	_____
Bathroom	_____	_____	_____
General cleanliness	_____	_____	_____
Safety	_____	_____	_____

Improvement Plan: _____

	1	2 – 3	4 – 5
Social Environment	1	2 – 3	4 – 5
Welcoming to children	_____	_____	_____
Welcoming to parents	_____	_____	_____
Shows respect for each child	_____	_____	_____
Children are learning social skills	_____	_____	_____

Improvement Plan: _____

Learning Environment	1	2 – 3	4 – 5
Curriculum appropriate activities	_____	_____	_____
Variety learning materials	_____	_____	_____
Books and Language offered	_____	_____	_____
Kindergarten preparation	_____	_____	_____
Improvement Plan: _____			

Misc. Rating	1	2 – 3	4 – 5
Child enjoys program	_____	_____	_____
Variety of activities for child	_____	_____	_____
Adequate communication	_____	_____	_____
Improvement Plan: _____			

Plans for additional comments: _____

Child Care Accident Log

Print up form and use to keep track of accidents.

Note: There is a accident log form in the school daze templates. This is for you to add your own child care / preschool name. You need to have a Microsoft program to open these files.

