Guide to Child Portfolios (and recent changes)

This is a brief overview to what goes into the child portfolios, which includes **recent changes** and clarification to the expectations for observations.

Things to be included in each child portfolio:

- **Child health information, permission slips, any completed ASQ's**
- **Child artwork, writing samples, and documentation**
- **Documentation from previous classes**

10-1-1

You will complete 10 quality individualized observations per child each quarter. 10 pieces of documentation are expected even though only 5 will ultimately be printed. The number of observations is to help ensure quality observations that you may use to reflect on the child's development and developmental goals. while giving you time to be present with the children.

Once a year you will print the overview page of each domain (for each child) to be added to the portfolio. This is usually done as the child transitions out of your classroom or on their birthday.

You will add One piece of documentation from each domain added to each child's portfolio, each quarter. Once a child moves to preschool the preschool teachers may choose to send home these observations and only retain the observation overviews (described above)

Don't forget to initial your documentation!

Guide to Quality Observations and Documentation

Quality Observations and Documentation should include 3+ of the following:

Who
Action/what you saw
What was said?
Describe emotions (don't label feelings)
Specific
Time/Duration/Repetition/numeric

The teacher, Ms. Penny, talked with the class during snack about what they wanted to do next, Samantha said "I'm going to read". After snack Samantha walked over to the dramatic play area and picked up a baby doll from the basket. She then carried the doll and walked over to the reading area and sat down with a book. Samantha looked at a book while holding her baby doll, she smiled while holding the baby doll and read 3 books for 20 minutes.

Pieces of documentation may include:

- Creative works
- Photos
- Videos
- Quotes
- Observations
- actions
- interactions

Example; if you have classroom display on emotions and you have a quote or other documentation of a specific child, you may use that same documentation in their portfolio.

This can only be done if the child actually participated

When it comes to observations and documentation remember;

Individualization is key!