

 Policy #: E-15	Effective Date: 04/12/07	Page #: 1 of 4
Ref #:	Policy Council Approval Date: 8/28/07, 2/26/08,7/28/09	Revision Date: 4/12/07, 8/22/07, 2/13/08, 07/01/09

COMPONENT: EDUCATION

SUBJECT: CHILD PORTFOLIOS

OPERATIONAL PROCEDURE: The Literacy Mentor will assist as a side by side coach to help the teacher complete portfolios. Each Head Start child will have a portfolio consisting of at least the following:

- photos of child/family
- self portraits
- art samples- **minimum two per month**
- writing samples
- name writing samples
- book reports(dictated stories)

These items will be place in the portfolio and tracked on the Portfolio Record Sheet during September, January and end of the year.

*Teachers will utilize the cc.net portfolio.

