

 Policy #: E-15	Effective Date:	Page #: 1 of 6
Ref #:	Policy Council Approval Date: 8/28/07, 2/26/08	Revision Date: 4/12/07, 8/22/07, 2/13/08

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 August, December and March.

CHILD'S NAME: _____

DATE: _____

BOOK AND PRINT AWARENESS CHECKLIST

Appropriate for four year olds

USE A CHILDREN'S BOOK FOR THE FOLLOWING QUESTIONS:

SEPT. DEC. MARCH

SEPT.	DEC.	MARCH	
			Show me the right way to hold this book.
			Tell me what an author does.
			Tell me what an illustrator does.
			Point to the word on this page where I would begin to read.
			Can you move your finger to show me which way we go when we read?
			After I read the last word on this page, point to the next word I read.
			After I read this word where do I go to find the next word? (child must turn page and point to the next word)
			Show me the front of this book.
			Can you point to a letter?
			Can you point to a word?

CHILD'S NAME: _____ DATE: _____

LETTER IDENTIFICATION CHECKLIST

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