

Education

Task: Ongoing Observation and Individualization

Task	Person Responsible	Date to be Completed
Prior to first Checkpoint-		
1. Review each child's Preschool Skills Checklist to determine current skill level.	Teacher; Teacher Assistant	Immediately
2. Plan relevant activities based on the needs of the children in the class: *Large groups activities should be based on similar needs of the majority of the class *Small group activities should be based on similar needs of 3+ children *Individual activities should be planned for individual children needs	Teacher; Teacher Assistant	Weekly
3. Forward the Preschool Skills Checklist to the Family Advocate	Teacher; Teacher Assistant	Following the first checkpoint
After first checkpoint-		
1. Print the <i>Class Grouping by Lap-3 Item Report</i> from the Red-e Set Grow Website *Open Internet Explorer (Do Not Use Another Browser) *Go to http://lap.redsetgrow.com/highlandrim/ - If the log-in screen does not pop-up you must ensure you have "pop-ups" enabled. If pop-ups are blocked you should receive an error message at the bottom of the window. Click this and choose to always allow pop-ups from this site. *Log-in by entering your assigned user name and password *Click on the Reports tab to the left *Click on Classroom Reports *Click on Class Grouping by LAP-3 Item *Choose the appropriate checkpoint season *Click the Generate Report Button *Click Print	Teacher; Teacher Assistant	Following the fall and winter Checkpoints
2. Plan relevant activities based on the needs of the children in the class: *Large groups activities should be based on similar needs of the majority of the class *Small group activities should be based on similar needs of 3+ children *Individual activities should be planned for individual children needs	Teacher; Teacher Assistant	Weekly
3. Document specific dates and activities under 'Notes/Activities' *Ensure that each child has the opportunity to practice each identified skill between checkpoint seasons. (Print additional copies if needed.) *Note mastered skills with a '+' and indicate date mastered. *Document mastered skills in the child's LAP-3 Booklet.	Teacher; Teacher Assistant	Daily
4. Forward the completed report to the Area Coordinator	Teacher; Teacher Assistant	Following the winter and spring Checkpoints

5. Review and file the completed report

Area Coordinator

Upon Receipt