Spark Portfolio Appendix

(revised 2021)

- Family Survey
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Family Survey

Instructions

The 10 questions on the following family survey will serve as evidence for some of the indicators in your Spark portfolio. You may choose to give the survey to families in your program with just these 10 questions, or add more questions of your own.

A Family Survey Score Sheet has been provided to calculate responses. A completed copy is required to be submitted with your portfolio.

For assistance with the family survey, call your Quality Improvement Specialist or the Spark helpline at 877-768-8290 or qrishelp@wou.edu

Family Survey



Your child's classroom/teacher: ____

Based on your experience, please circle your level of agreement with the following statements:

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. We want you to be familiar with our program's philosophy.				
Have you seen or been given our program philosophy statement?	1	2	3	4
2. We want to know your thoughts and ideas about our programs. Do regularly we ask for and listen to your ideas?	1	2	3	4
3. We want you to feel free to share information about anythingthat might be affecting your child.			0	
Do we encourage you to share information with us about yourchild?	I	2	3	4
 We want to meet with you to talk about your child's learning goals, interests and progress at least once a year. 	1			
Do we schedule time to meet with you to talk about your child's learning?	I	2	3	4
5. We want you to understand the forms and other program information we give you.				
Do we give you forms and program information in a way that you understand or provide assistance when you need it?	1	2	3	4
6. We want you to feel welcome in our program.	1	2	3	4
Do you feel welcome and encouraged to visit and participate inactivities at any time?	'	2	0	•
7. We want your family's culture to be respected, accepted and welcome in our program.	1	2	3	4
Does your family feel respected, accepted, and invited to shareyour family culture, home language, and interests here?		-)	
8. We want to encourage you to share, assist, and/or lead special activities to introduce your family's culture, home language, beliefs and interests to our program.				
Do you feel welcome to share, assist, and/or lead special activities to introduce your family's culture, home language, beliefs and interests to our program?	1	2	ფ	4
We want you to know about resources and services that are available in the community.				
Do we give you information about community resources and services (in our newsletter, on our bulletin board or some other source?)	1	2	3	4
10. We want to share information about local educational opportunities with you.				
Do we share local educational opportunities with you (in our newsletter, on our bulletin board or some other source?)	1	2	3	4

Thank you for taking the time to complete this survey. Your input is important.

Family Survey Score sheet



Instructions

The Family Survey Score Sheet has been developed to help you calculate and report responses to the Family Survey. After surveying families in your program, you can use the score sheet to tabulate responses. The numbers have been cross-referenced with evidence in the portfolio. If you choose to add additional questions, you do not need to report those results.

A copy of this score sheet should be submitted with your portfolio. All question responses must achieve a minimum average score of 3.0 (out of 4) to be used for evidence. Programs must also achieve a minimum of 50% return rate.

<u>To calculate the return rate</u>: First, write the number of families in your program/surveys sent in the appropriate space. That number is "S". Then count the number of surveys completed and write that number in "N". Divide "N" by the number of surveys sent "S" and that is your return rate.

To calculate the average score for each question: Count and write the total number of responses in each response column (a). (it may be helpful to use a copy of this form as a rough draft and make hash marks to count the responses). Next, multiply the number of responses in each column by the number value of the response and write the product in the shaded row below (b). Add the numbers in the shaded row together to get the total and write it in the last shaded box on the right (c). Divide that number by "N" to get the average score (d).

<u>Portfolio evidence:</u> Include a copy of the score sheet in your portfolio at the beginning of the Family Partnerships (FP) domain.

Example:

Number of families in program/surveys sent (S): 37 Number returned (N): 29 Return rate = 78% (29 \div 37 = .78)

	Strongly Disagree	Disagree	Agree	Strongly Agree		Avg
1. We want you to be familiar with our program's philosophy.	1	2	3	4	TOTAL	Score
# of responses (a)	1	2	8	18	TOTAL	(a) 2 40
Have you seen or been given our program philosophy statement?	1	4	24	72	(c) 101	(d) 3.48

Note: 101 ÷ 29 = 3.48

Family Survey Score Sheet



Program Name: _____ Date administered: _____

Number of families in program/surveys sent (S): _____ Number returned (N): _____

Return rate = (N ÷ S)	Strongly Disagree	Disagree	Agree	Strongly Agree		Avg
. We want you to be familiar with our program's philosophy.	1	2	3	4	TOTAL	Score
# of responses:					IOIAL	
Have you seen or been given our program philosophy statement?						
2. We want to know your thoughts and ideas about our programs.	1	2	3	4	TOTAL	Avg Score
# of responses:						
Do regularly we ask for and listen to your ideas?						
 We want you to feel free to share information about anything that might be affecting your child. 	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do we encourage you to share information with us about your child?						
 We want to meet with you to talk about your child's learning goals, interests and progress at least once a year. 	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do we schedule time to meet with you to talk about your child's learning?						
5. We want you to understand the forms and other program information we give you.	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do we give you forms and program information in a way that you understand or provide assistance when you need it?						
5. We want you to feel welcome in our program.	1	2	3	4	TOTAL	Avg Score
# of responses:					IOIAL	
Do you feel welcome and encouraged to visit and participate in activities at any time? 7. We want your family's culture to be respected, accepted						
and welcome in our program.	1	2	3	4	TOTAL	Avg Score
# of responses: Does your family feel respected, accepted, and invited to						
share your family culture, home language, and interests here?						
3. We want to encourage you to share, assist, and/or lead special activities to introduce your family's culture, home language, beliefs and interests to our program.	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do you feel welcome to share, assist, and/or lead special activities to introduce your family's culture, home language, beliefs and interests to our program?						
 We want you to know about resources and services that are available in the community. 	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do we give you information about community resources and services (in our newsletter, on our bulletin board or some other source?)						
 We want to share information about local educational opportunities with you. 	1	2	3	4		Avg Score
# of responses:					TOTAL	
Do we share local educational opportunities with you (in our newsletter, on our bulletin board or some other source?)						

Curriculum Description Worksheet

More About the Standard

Programs may approach the use of curriculum in a variety of ways while meeting this standard. Programs may use a published curriculum, different aspects of a variety of published curriculums and materials, or a curriculum created by the program. Curriculums must align with the ages of children being served. Curriculum categories used in this standard are: infant-toddler (infant through 30 months), preschool (30 months through kindergarten), school-age (first grade through age 12), and mixed age groups.

Curriculum Description	Worksheet
for Infant-Toddler Cu (Infant-30 Month	
 Indicate which of the following most accurately describes the Primarily use a commercially available published curricul Curriculum title and publisher:	esource materials
Use a curriculum created by the program 2. Describe the theory and research (i.e., name of theory and curriculum is based, including evidence of why the curriculu outcomes. This could include a direct quote from the curricule body of work that illustrates both 1) the theory and research and 2) the impact it has had on children.	m is likely to produce positive child Jum or a reference from another
 3. Indicate which of the following key areas of development a have associated outcomes for children's learning. Social and Emotional Development Approaches to Learning Physical Education and Health Language and Literacy Development 	re addressed in the curriculum and Mathematics Science Social Science Arts

State two specific outcomes for each of two of the key areas of development listed above or attach a copy of child outcomes from the curriculum that addresses the key areas of development above.

3.1			
2.0			
3.2			

4. An effective curriculum actively engages children in activities that balance intentional adultdirected activities and child-initiated activities supported by adults. Describe how the curriculum balances adult-directed and child-initiated activities. To provide clear evidence that the curriculum balances adult-directed and child-initiated activities, you may attach a copy of a suggested schedule or a lesson plan form provided in the curriculum.

5. In effective early childhood curriculums, children learn content through investigation and focused, intentional teaching. Describe materials and/or resources included in the curriculum that specify instructional details for the care and education provider/teacher to follow, including details on adult-child interactions. To provide clear evidence that the curriculum includes these materials, you may attach a copy of the instructional details from the curriculum.

	Curriculum Descrip	tion	Worksheet
	for Preschool (Curr	iculum
	(30 Months–Kinc	lergo	arten)
1.Indi	cate which of the following most accurately des	cribest	he curriculum used in your program:
	Primarily use a commercially available published	d curric	ulum
	Curriculum title and publisher:		
	Use parts of several published curriculums and/c	or other	resource materials
	Curriculum/materials titles and publishers:		
	Use a curriculum created by the program		
cu ou bc	scribe the theory and research (i.e., name of the rriculum is based, including evidence of why the tcomes. This could include a direct quote from th dy of work that illustrates both 1) the theory and i d 2) the impact it has had on children.	curricu e curri	lum is likely to produce positive child culum or a reference from another
	licate which of the following key areas of develove version of the following key areas of develove associated outcomes for children's learning.	oment	are addressed in the curriculum and
	Physical Development & Health		Science Knowledge and Skills
	Social and Emotional Development		Creative Arts Expression
	Approaches to Learning		Logic and Reasoning
	Language Development		Social Studies Knowledge and Skills
	Literacy Knowledge and Skills		English Language Development
	Mathematics Knowledge and Skills		(for children that speak a language other than English at home)

State two specific outcomes for each of two of the key areas of development listed above or attach a copy of child outcomes from the curriculum that addresses the key areas of development above.

3.1			
5.2.			

4. An effective curriculum actively engages children in activities that balance intentional adultdirected activities and child-initiated activities supported by adults. Describe how the curriculum balances adult-directed and child-initiated activities. To provide clear evidence that the curriculum balances adult-directed and child-initiated activities, you may attach a copy of a suggested schedule or a lesson plan form provided in the curriculum.

5. In effective early childhood curriculums, children learn content through investigation and focused, intentional teaching. Describe materials and/or resources included in the curriculum that specify instructional details for the care and education provider/teacher to follow, including details on adult-child interactions. To provide clear evidence that the curriculum includes these materials, you may attach a copy of the instructional details from the curriculum.

Curriculum [Description	Worksheet		
for Multi-Age Curriculum				

	······································		
1.	Indicate which of the following most accurately	y describes	the curriculum used in yourprogram:
Г	Primarily use a commercially available publi	shed curric	ulum
	Curriculum title and publisher:		
	Use parts of several published curriculums ar	nd/or other	resource materials
	Curriculum/materials titles and publish	ners:	
	Use a curriculum created by the program		
0	Describe the theory and recording to record of		
Ζ.	Describe the theory and research (i.e., name of curriculum is based, including evidence of why	the curricu	lum is likely to produce positive child
	outcomes. This could include a direct quote from body of work that illustrates both 1) the theory c		
	2) the impact it has had on children.		
3	Indicate which of the following key areas of dev	velopment	are addressed in the curriculum and
0.	have associated outcomes for children's learning		
	Physical Development and Health		Mathematics Knowledge and Skills
	Social and Emotional Development		Science Knowledge and Skills
Γ	Approaches to Learning		Creative Arts Expression
Г	Language Development		Logic and Reasoning

Literacy Knowledge and Skills

English Language Development (for children that speak a language other than English at home)

Social Studies Knowledge and Skills

State two specific outcomes for each of two of the key areas of development listed above or attach a copy of child outcomes from the curriculum that addresses the key areas of development above.

3.1			
3.2			

4. An effective curriculum actively engages children in activities that balance intentional adultdirected activities and child-initiated activities supported by adults. Describe how the curriculum balances adult-directed and child-initiated activities. To provide clear evidence that the curriculum balances adult-directed and child-initiated activities, you may attach a copy of a suggested schedule or a lesson plan form provided in the curriculum.

5. In effective early childhood curriculums, children learn content through investigation and focused, intentional teaching. Describe materials and/or resources included in the curriculum that specify instructional details for the care and education provider/teacher to follow, including details on adult-child interactions. To provide clear evidence that the curriculum includes these materials, you may attach a copy of the instructional details from the curriculum.

		ulum Descript School Age (First Grade-A	Curr	riculum
1. Inc	Primarily use a commerc	ially available published	l curricu	
	Curriculum/mater	rials titles and publishers:		
	Use a curriculum created			
2. In	dicate which of the follow English Language Arts ar Science	-		Arts Health Education
State	Social Sciences Mathematics two specific outcomes for	each of two of the kev	areasc	Physical Education of development listed above or attach
	•			he key areas of development above.

2.1			
2.2.			

3. Describe how the curriculum addresses completion of homework activities and builds on homework topics to expand children's learning opportunities within the program.

4. Effective school-age curriculums engage children in skill development, enrichment, recreational and academic activities. Please provide a brief description of the scope of activities supported by the curriculum. To provide clear evidence that the curriculum addresses these activities, you may attach a copy of a schedule or lesson plan form from the curriculum.



Assessment Alignment Worksheet For Head Start Early Learning Outcomes (Ages Birth to Five) Framework (LD9 – 4-Star)

This form can be used when using a customized assessment in your program to show evidence for meeting standard LD9 at the 4-star level. It provides an outline for describing how the assessment aligns with the domains/sub-domains in the Head Start Early Outcomes Framework (Birth to Five). **Not all domains or sub-domains must be addressed to pass**. If your program does not serve the age group in the domain or address the sub-domain, indicate "none" in the level addressed and "N/A" in the description column. You can obtain the full Head Start Early Outcomes Framework (Birth to Five) here <u>https://eclkc.ohs.acf.hhs.gov/school-readiness/article/head-start-early-learning-outcomes-framework or by scanning the QR code</u>.

Email <u>grishelp@wou.edu</u> for further assistance.

Name of Assessment:

Instructions: Indicate the level and where each sub-domain is addressed in the assessment. Not all domains or sub-domains must be addressed to pass.

Domain: Approaches to Learning (Birth to Five)

Approaches to learning focuses on how children learn. It refers to the skills and behaviors that children use to engage in learning.

Sub-Domains	Lev	el address	ed	Where is this addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Emotional and Behavioral Self- Regulation				
Cognitive Self-Regulation (Executive Function)				
Initiative and Curiosity				
Creativity				



Domain: Social and Emotional Development (Birth to Five)

Positive social and emotional development in the early years provides a critical foundation for lifelong development and learning.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Relationships with Adults				
Relationships with Other Children				
Emotional Functioning				
Sense of Identity and Belonging				

Domain: Language and Communication (Birth to Five)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Attending and Understanding				
Communicating and Speaking				
Vocabulary				
Emergent Literacy (infant/toddler)				



Domain: Literacy (preschool)

Communication is fundamental to the human experience, and language and literacy are essential to children's learning.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Phonological Awareness				
Print and Alphabet Knowledge				
Comprehension and Text Structure				
Writing				

Domain: Cognition (Birth to Three)

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Exploration and Discovery				
Memory				
Reasoning and Problem Solving				
Emergent Mathematical Thinking				
Imitation and Symbolic Representation Play				



Domain: Mathematics Development (Preschool)

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. For preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Counting and Cardinality				
Operations and Algebraic Thinking				
Measurement				
Geometry and Spatial Sense				

Domain: Scientific Reasoning (Preschool)

Cognitive development includes reasoning, memory, problem-solving, and thinking skills that help young children understand and organize their world. For preschoolers, this evolves into complex mathematical thinking and scientific reasoning.

Sub Domoine	Level addressed			Describe how this sub-domain is
Sub-Domains	None	Some	Fully	addressed in the assessment? (or N/A)
Scientific Inquiry				
Reasoning and Problem Solving				



Domain: Perceptual, Motor, and Physical Development (Birth to Five)

Perceptual, motor, and physical development is foundational to children's learning in all areas because it permits children to fully explore and function in their environment.

Sub-Domains	Lev	el address	ed	Describe how this sub-domain is
Sub-Domains	None	Some	Fully	addressed in the assessment? (or N/A)
Perception (infant/toddler)				
Gross Motor				
Fine Motor				
Health, Safety, and Nutrition				



Assessment Alignment Worksheet Oregon's Early Learning and Kindergarten Guidelines (Pre-k through 3rd grade)

(LD9 – 4-Star)

This form can be used when using a customized assessment in your program to show evidence for meeting standard LD9 at the 4-star level. It provides an outline for describing how the assessment aligns with the domains/sub-domains in Oregon's Early Learning and Kindergarten Guidelines (Pre-k through 3rd grade). **Not all domains or sub-domains must be addressed to pass**. If your program's assessment does not address the sub-domain, indicate "none" in the level addressed and "N/A" in the description column. You can obtain the full text of Oregon's Early Learning and Kindergarten Guidelines here

https://www.oregon.gov/ode/students-and-family/FullDayK/Pages/Early-Learning-and-Kindergarten-

Guidelines.aspx or by scanning the QR code.

Email <u>grishelp@wou.edu</u> for further assistance.



Name of Assessment:

Instructions: Indicate the level and where each sub-domain is addressed in the assessment. Not all domains or sub-domains must be addressed to pass.

Domain: Approaches to Learning

Approaches to Learning refers to the skills and behaviors that children use to engage in learning, including initiative, curiosity, and creativity. These may vary across cultures.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Emotional and Behavioral Self- Regulation				
Cognitive Self-Regulation (Executive Function)				
Initiative and Curiosity				
Creativity				



Domain: Social and Emotional Development

Social development refers to a child's ability to create and sustain meaningful relationships with adults and other children. Emotional development refers to a child's ability to express, recognize, and manage their own emotions as well as respond to others' emotions.

Sub-Domains	Lev	vel address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Sense of Identity and Belonging				
Emotional Functioning				
Relationships with A Trusted Adult				
Relationships with Other Children				

Domain: Language and Communication

Language development refers to emerging abilities in listening and understanding (receptive language) and in using language (expressive language). These skills develop through hearing words repeatedly, understanding what familiar words represent, and then using these words to convey meaning to others.

Sub-Domains	Lev	el address	ed	Where is this item addressed in the
Sub-Domains	None	Some	Fully	assessment? (or N/A)
Attending and Understanding				
Communicating and Speaking				
Vocabulary				
Emergent Literacy (infant/toddler)				



Domain: Literacy

Early literacy refers to "the knowledge, skills, and dispositions that precede learning to read and write" (NAEYC, 2003). These emergent literacy skills lay the foundation for young children learning the more conventional literacy skills (decoding, oral reading fluency, reading comprehension, writing, and spelling) that are critical for acquiring knowledge and functioning in school, career, and life.

Sub-Domains	Level addressed			Where is this item addressed in the
	None	Some	Fully	assessment? (or N/A)
Phonological Awareness				
Print and Alphabet Knowledge				
Comprehension and Text Structure				
Writing				

Domain: Mathematics

Mathematics development in young children refers to understanding numbers and quantities, their relationships, and their operations, such as what it means to add to and take away from. Mathematics also includes shapes and their structure, reasoning, measurement, classification, and patterns.

Sub-Domains	Level addressed			Where is this item addressed in the
	None	Some	Fully	assessment? (or N/A)
Counting and Cardinality				
Operations and Algebraic Thinking				
Numbers and Operations in Base Ten				
Measurement and Data				
Geometry and Spatial Sense				