



“Measuring Kindergarten Readiness in Kalamazoo County” Fall, 2018

Before the assessment day.

- Collect signed parent consents and demographic forms in blue accordion folder. Share with families the benefits of participation and your encouraging words about the importance of this work. There is a targeted number of participating students from each pre-K program!
- The Kindergarten Readiness Assessor will reach out to you directly to coordinate a mutually agreeable time for the assessments to occur. *Mid-October through November.*
 - The length of assessments varies by child, but expect 30-40 minutes per 4-year-old child.
 - For children enrolled in participating three-year-old classrooms, the Woodcock-Johnson tool must be administered on a different day than the Peabody Picture Vocabulary Test. These children must experience only one assessment per day. Please note this when coordinating assessment dates for three-year-olds.
- Arrange for a quiet(er) location outside of the classroom for assessments.
- Provide/Email a copy of the class list, located inside the yellow KRA folder, to the assessor well before assessment day.
 - You must initial under the director’s column those children that have signed parent/guardian consent and will be participating in the assessment.
 - Confirm accuracy in spelling of each child’s first and last name, and date of birth.

On the day of assessment.

- Provide the blue accordion folder to the assessor. The assessor will review the signed consent forms and update the class list by initialing under the Assessor Column that they have viewed each child’s signed consent form. All consent forms remain onsite with the pre-K program.
- Do not provide access to the children until this step has been taken.**
Only those children with signed consent forms are allowed to participate!
- Escort the assessor to the testing location and facilitate the participation of children.
- Assessors are instructed to take all assessment materials with them when they leave.
Do not accept any assessment materials or results from the assessor.

After assessments are complete at all pre-K programs, child results will be delivered in individual envelopes to your program by a KCReady4s representative. (January, 2019)

- The assessment results will include an explanatory letter for parents as well as talking points for pre-K programs.
- Before sharing the assessment results with families, review for developmental concerns or other identifying factors that you would like to discuss with the family.

Should you have any questions throughout this KRA process, please contact Joan Blough or myself.

Thank you... you are instrumental in the successful completion of this important project!

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