

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1302 Program Operations**

**Subpart: C – Educations and Child Development Program Services**

**Section: 1302.33 Child Screenings and Assessments**

**Subject: Child Screening and Assessments (Characteristic of Screening and Assessment)**

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**Policy:**

Head Start/Early Head Start children will be screened and assessed using Battelle Developmental Inventory Screening and Teaching Strategies GOLD Assessment which is valid and reliable for children ages birth to five. Staff and other relevant individuals administering the screenings and assessments will be qualified and trained on how to administer the tools.

**Procedures:**

1. All children will be screened and assessed using the Battelle Developmental Inventory (BDI) and Teaching Strategies GOLD (TSG) within the required 45 calendar days of entry into the program.
2. Staff and relevant individuals administering the screenings and assessments will be trained and qualified to use the screening and assessment tools.
3. If there is a child who speaks a language other than English, a qualified bilingual staff, contractor, or consultant will be used to assist in administering the screening and assessment.
4. Dual Language Learners will be assessed in language skills in English and in the child's home language and the child's progress in the home language and in the English language acquisition.
5. The Dual Language Learners screenings and assessments for domains other than language skills will be administered in the language or languages that best capture the child's development and skills in the specific domain.
6. The staff or person administering the screening and assessment must know and understand the child's language and culture and have sufficient skill level in the child's home language to accurately conduct the screening and assessment and to record and understand the child's response, interaction, and communication.
7. If there is not a qualified bilingual staff, contractor, or consultant to administer the screening and assessment, an interpreter will be used along with a qualified staff conducting the screening and assessment.

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8. If there is not a qualified bilingual staff or interpreter, the screening and assessment will be done in English. The teaching staff will gather and use information from structured observations and gather information in a child's home language from the family to use in evaluating the child's development and progress.
9. Head Start/Early Head Start will not use any child's screening and assessment to exclude them from enrollment or participation in the program.