

LEVEL I: Progress Notes Description

Mark an item "E" if a child does this item consistently. If the child does this item some of the time, mark it as an "L". If you have never seen a child do this, mark it as an "M".

I. Speech and Language

1. Responds to voice – A baby will look at someone who is talking.
2. Make Sounds (ooo/aah, laugh, squeal) – These are the beginning sounds a child will make.
3. Understands gestures and simple phrases, hi, bye-bye, no – Does this child seem to understand when you say "no" or bye-bye.
4. Make word sounds (mama, dada, baba) – Does this child make sounds that resemble words they have heard even if they do not make the connection to meaning.
5. Recognizes familiar people and objects – Child gets excited when he/she sees a favorite toy, parent, or caregiver.
6. Say 1-3 words – Able to repeat words like ball, drink.

II. Early Literacy

1. Eyes focus on pictures in book – Child is obviously looking at a picture in a book.
2. Likes to play with books – Child chooses books to play with; chew on, handle, pat.
3. Brings favorite book to adult to read – Child chooses the same book several times and indicates to caregiver a desire to be read to.
4. Grasp crayon or pencil and makes marks – Child may grasp writing instrument in fist or other manner to make marks.

III. Math, Science, and Technology

1. Focus on moving objects, including human faces – Child will follow faces of people moving around the room.
2. Find hidden objects – Child will hunt for a toy after the teacher hides it in her pocket or behind her back.
3. Holds out arms and legs while being dressed – Child will anticipate the need to help an adult by holding out arms for coat to be put on.
4. Plays game of dump and fill a container – Child dumps toys out of a container, puts them back in, and repeats the process.
5. Plays game of stack and knock down the blocks – Child stacks blocks and knocks them down.

IV. Social Studies

1. Touches hair or face of another child – Child touches another child to feel their hair, face, as a sensory experiment, not to hurt.
2. Anticipates an event (such as a feeding) – Child indicates he/she knows it is time to be picked up by looking for parent, or knows it is time to be fed by pulling bib out of bag.
3. Recognizes familiar faces – Child shows excitement upon recognizing a familiar face.
4. Offers a toy to another child – Child holds out toy for another child to play with.

V. Creative Arts

1. Bangs things together to make noise – Child purposely hits objects together to make a noise.
2. Moves whole body to music – Child visibly responds to music by moving in a rhythmic manner.
3. Imitates gestures and actions (pat-a-cake, peek-a-boo) – Child is able to imitate the hand patting or hand rolling motion of a song or finger play, or covers own eyes in peek-a-boo.
4. Tries to put together puzzles – Child may attempt to place a puzzle piece in a puzzle even if not successful without help.

VI. Social and Emotional Development

1. Observe their own hands – Child holds hands up and intently looks at hands.
2. Can be comforted by a familiar adult – When child is upset because mother has left her/him a caregiver is able to soothe the child in only a few minutes.
3. Smile spontaneously – Child smiles without effort, appears happy.
4. Shows displeasure at the loss of a toy – Child may cry or frown when a toy is removed from play.
5. Shows anxiety when separated from primary caregiver – Child may cry when her/his favorite teacher leaves the room.

VII. Physical Development and Health

1. Lifts head and chest, while lying on stomach – Child's head is at minimum of 90 degree angle and chest is partially off of floor while lying on tummy.
2. Roll over – Child is able to roll from tummy to back or back to tummy without assistance.
3. Reach, grasp, and put objects in mouth – Child reaches for objects and puts them in mouth.
4. Crawl – Child is able to crawl on hands and knees from point A to point B.
5. Transfer objects between hands – Child will move toy from one hand to the other.
6. Sit without support – child is able to sit without a “boppy”, pillows, or teacher helping.
7. Cruise walks with support – Child is able to hold on to objects such as a chair or bench and walk around them.
8. Throw objects – Child is able to throw objects, although he may not have accuracy.
9. Pick things up with thumb and one finger – Child can pick up cheerios or other small items using pincer grasp.
10. Walks alone – Child is able to take steps without assistance.
11. Pick up toys from a standing position – child is able to stand alone and stoop down to pick up a toy without assistance.
12. Push and pull objects – Child is able to pull a toy or push an object without assistance.
13. Move to music – Child is able to move to the music in a standing position.

VIII. Character Development

1. Caring - Imitates actions of kindness (ex. Pats teacher on back) – Child observes another's emotions and responds by patting on back, head, or kissing booboo.
2. Honesty - Participate in game of give and take – Caregiver and child play a game of give and take with a toy and child knows it is a game and does not get upset.
3. Respect - Responds to others who are upset; sympathy crying – Child may cry when he/she hears other children cry.
4. Responsibility - Feed themselves finger food, holds a cup – Child feeds self cracker or holds a sippy cup.
5. Integrity - Asserts independence; first steps, shows anger – Child responds with angry face when told “no”, or stomps foot and says “no”.
6. Self-Discipline - Responds to own name – Child hears name and comes or turns head to respond.

LEVEL II: Progress Notes Description

Mark an item “E” if a child does this item consistently. If the child does this item some of the time, mark it as an “L”. If you have never seen a child do this, mark it as an “M”.

I. Speech and Language

1. Uses 2-4 word phrases – Child puts more than one word together to express a thought.
2. Point to common objects when they are named – Child will point to the books when asked where the books are, etc.
3. Asking for favorite stories – Child will ask for a favorite story to be read.
4. Begin to repeat words in Spanish – Child will remember words to song or counting in Spanish when the teacher initiates the activity. Other option is sign language.
5. Recount events that happened (ex. “I went to the zoo”) – Child will tell the teacher about an event that happened.

II. Early Literacy

1. Points to a picture and asks, “What’s that?” – Child will point to a picture while teacher is reading a book and ask a question about the picture.
2. Turns pages of a book – Child will want to turn the pages of the book when someone is reading to him/her.
3. Holds writing tool and scribbles – Child holds writing tool using any grasp technique and makes continuous line marks.
4. Beginning to use thumb and fingers to hold writing tools – Child holds writing tool with thumb and fingers to make marks.
5. Talks about characters in books – Child refers to characters in a book and discusses them.

III. Math, Science, and Technology

1. Match and sort similar objects – Child can group similar objects such as all the red blocks and all the yellow blocks or all the pigs, all the cows, and all the horses.
2. Match 2 pieces of a puzzle – child can successfully put together at least 2 pieces of a puzzle without assistance.
3. Builds a structure using different kinds of blocks – Child is able to build a structure by using at least 4 blocks, 2 different kinds, stacking them in ways other than straight up.
4. Uses toy to represent the real thing such as food – Child is able to use an object to represent something else such as pretending a block is a telephone or a fork is a tool.

IV. Social Studies

1. Respond to one direction – Child responds when asked to do something if the directions only have one step.
2. Imitates another child’s behavior – Child tries to copy what another child does such as pretending to feed the baby doll or pretending to be a wild animal.
3. Tries to put on coat by self – Child puts coat on by self, but may have to have some assistance with the closure and may not have everything done perfectly (collar or hood may not be turned out right, buttons may not be lined up right).

V. Creative Arts

1. Dances to the music – Child purposefully moves in rhythm to the music.
2. Identifies favorite color and repeatedly chooses it – Child may frequently choose the same color of paper or crayon when given a choice and knows the name of the color.
3. Sings a favorite song – Child can sing most of the words to a favorite song, though it may be sung in a group setting.
4. Enjoys using markers, crayons, or paints – Child will choose to do creative activities. Spends time creating work of art.

VI. Social and Emotional Development

1. Play by themselves and play near others – Child will be seen satisfies to play by self or play by self, but near other playing children (parallel play).
2. Show awareness of gender identity – Child realizes he/she is different in gender from a friend and comments about it. (Ex. “I’m a girl; Billy’s a boy.”)
3. Indicate toileting needs – Child tells the teacher, or indicates by gesture or other means, that he/she needs to toilet. Child may not be successful every time in toilet training, but has had some success.
4. Say no to adult requests – Child will refuse an adult request by saying “no”.
5. Recognize basic emotions; happy, mad, sad, fear – Child will make comments about other children or adults being happy, mad, sad, or fearful.
6. Watch other children and briefly join in play – Child will play with another child for a brief time, interacting in some way, such as conversation or sharing of toys in an activity.
7. Defend possessions – Child will protect his/her toy from another child taking it by holding on to it, pushing the other child away, or moving out of reach.
8. Begins to make believe – Child pretends while playing. (Ex. Pretends blocks are food.)
9. Participate in group activities; singing, clapping, dancing – Child takes part in a group activity that involves singing, clapping or dancing.

VII. Physical Development and Health

1. Walk alone – Able to walk without assistance except over rough ground.
2. Picks up toys from a standing position – Child able to walk, bend over, and pick up a toy.
3. Walk up and down stairs – Child is able to walk up and down stairs, though may not alternate feet in doing so.
4. Scribble – Child is able to make some type of scribbling marks with a writing tool in hand.
5. Run forward – Child is able to run.
6. Jump in place with both feet together – Child jumps in the air and lands on both feet at the same time.
7. Stand on one foot, with aid – Child may hold onto something, but can balance on one foot while holding the other up for adult to put shoe on.
8. Walk on tiptoe – Child can walk on tip toe.
9. String large beads – Child can string large toddler size beads on a string without assistance.
10. Hold crayon with thumb and fingers instead of fist – Child with use a more advanced grasp for holding a writing instrument using the thumb and fingers.
11. Draw a circle – Child will copy a teacher after the teacher draws an example.

VIII. Character Development

1. Caring - Offers comfort to someone who is upset – Child will respond with appropriate action when another child/adult is upset such as: offering toy to a crying child, patting child/adult and asking about a boobo, or offering to help when someone is in need.
2. Responsibility - Begins to understand simple turn taking – Child can wait for her/his turn but may have to be reminded that it will not be long.
3. Self- Discipline - Responds to simple questions – Child can answer questions such as: name, how old, where is something, are you hurt.
4. Respect - Helps pick up and put away toys – Child will assist with toy clean up, but may need to be reminded where to put things and redirected when attention wanders before the job is complete.
5. Honesty - Verbalize feelings – Child can tell adult when they are angry, sad, mad, excited.
6. Integrity - Willing to try new activities – Child will try a new activity with minimum of coaxing.

LEVEL III: Progress Notes Description

Mark an item "E" if a child does this item consistently. If the child does this item some of the time, mark it as an "L". If you have never seen a child do this, mark it as an "M".

I. Speech and Language

1. Responds to "what?" and "where?" questions – Child can give answers to questions.
2. Speaks most words clearly – Fifty percent of what a child says can be understood.
3. Use plurals and past tense (dogs, books; went, stopped) – Child may make some mistakes.
4. Understand size comparisons such as big and bigger – Child can tell which is bigger.
5. Can identify red, yellow, and blue – Child always names these 3 colors correctly.
6. Sing a song and repeat at least one nursery rhyme – Child can repeat, but may need some prompting.
7. Rote counting in Spanish – Child can count to 5 in Spanish, but may need some prompting.

II. Early Literacy

1. Pretend to read and tell story – Child holds a familiar book and pretends to read it.
2. Plays with rhyming words such as "silly-nilly" – Child makes up words that rhyme.
3. Knows when a book is upside down, turns it right – Child turns book right side up.
4. Recognizes printed name – Child can pick out his/her name in a group of printed names.
5. Attempts to write some letters in name – Child may get some letters mixed up or backwards, but is making an attempt.

III. Math, Science, and Technology

1. Counts three objects – Child can count out three cookies, crackers, etc.
2. Completes 4 piece puzzle – Child puts a 4 piece puzzle together without assistance other than verbal instructions.
3. Uses measurement terms like mile, age, month, week, hour – Child uses these terms in the right context, even though they are sometimes used inaccurately as a measurement.
4. Teacher assisted use of computer mouse – Teacher introduces use of mouse, but child may need assistance in its use.
5. Sorts objects by color, shape, or size – Child knows how to sort objects like blocks, etc., and does so without assistance.

IV. Social Studies

1. Initiate play with others – Child will start play by suggesting an activity to another child.
2. Knows when someone is a different race, gender – Child comments about how another person is different from his/her self.
3. Tell their first and last name and age – Child can give this information when asked.
4. Responds to 2 series directions – Child can do 2 directions without being reminded what the second direction is. Ex. "Put your crayons in the box and put the box in your cubby."

V. Creative Arts

1. Explains their art – Child talks about his/her art to a teacher. Ex. "This is my dog."
2. Uses crayons to make dots and lines – This is the beginning of a more controlled use of a writing instrument. The child pretends to write by making small marks similar to letters.
3. Enjoys a variety of musical activities – Child will voluntarily join in musical activities.

VI. Social and Emotional Development

1. Identify family roles – Child talks about what "mommies do" or "daddies do". Ex. "Daddy mows the grass. Mommy gives me a bath."
2. Participate in dramatic play – Child will pretend to be a particular role such as: mommy, doctor, fire fighter.
3. Follow class rules when reminded – Ex. "Bill, where do blocks go when we pick up?"

4. Share toys, taking turns with assistance – Child will share when reminded or coaxed.
5. Can talk about how he feels – Child will say when something makes him/her angry, sad.
6. Can talk about the way others feel – Child will say “Bill is sad because his mom is gone.”

VII. Physical Development and Health

1. Manipulates clay or play dough – Child can work with this medium without assistance.
2. Use scissors with assistance – Child can cut out a simple shape with help from teacher.
3. Uses the toilet independently – Child goes to the toilet without help most of the time.
4. Run around obstacles – Child can run efficiently without running into obstacles.
5. Balance on one foot – Child can stand on one foot for 3 seconds without losing balance.
6. Use a slide without help – Can accomplish this activity without teacher assistance.
7. Throw a ball – Child can throw a ball with some accuracy.
8. Build a tall tower of blocks – Child can build a tower of blocks that involves many blocks and careful placement of blocks so as not to knock the tower over too soon.
9. Draw crosses – Teacher makes a cross with a pencil on paper and offers the pencil to the child with instructions to draw the same thing. Any 2 intersecting lines will pass.

VIII. Character Development

1. Caring - Uses actions to console another child – Child will offer a toy to a child who is crying, or try to help a hurt child go to the teacher, showing concern.
2. Caring - Uses words to express emotions when consoling others – Child will talk consolingly to a child who is upset or crying.
3. Honesty - Recognizes property rights of others – Child uses his words to state that something belongs to a classmate and should not be used.
4. Integrity - Willingness to try new activities – Child is not afraid to try something new.
5. Respect - Cooperates with others – Child works with other children to accomplish tasks with a minimum of problems.
6. Respect - Use please, thank you, excuse me – Child uses polite phrases, but sometimes needs to be reminded.
7. Responsibility - Participates in serving meals (setting table, getting napkins) – Child helps the teacher when it is his/her turn to pass out the napkins, cups, etc.
8. Self-Discipline - Solves problems with others by using words – Child uses words to solve a problem, but may need to be reminded to do so.

LEVEL IV: Progress Notes Description

Mark an item "E" if a child does this item consistently. If the child does this item some of the time, mark it as an "L". If you have never seen a child do this, mark it as an "M".

I. Speech and Language

1. Retell a story (but may confuse the facts) – Child will retell a storybook or an event, but may get some of the facts confused.
2. Understand comparatives like loud, louder, loudest – Child can correctly use comparatives.
3. Understands today, yesterday, and tomorrow – Child can correctly use these terms to describe when something occurs.
4. Knows full name and address – Child can relate this information without help.
5. Can say 10-20 words in Spanish – Child can count to 10 in Spanish and may know colors or parts of body, etc., in Spanish.
6. Speech is easily understood by others – Nearly all words are understood by adults.

II. Early Literacy

1. Correctly answers questions about books read to him – Child can remember the important facts from a book read to him or to the group.
2. Can guess what is going to happen next in a book – Child can predict what will happen next if he/she is asked about a logical next step in the story.
3. Uses who, what, when, where, and why questions – Child uses questions correctly.
4. Can name word that starts with same sound as name – Child correctly names a word.
5. Writes name on his/her papers – Child writes name so teacher can read it.
6. Recognizes familiar printed words (stop, exit, McDonalds) – Use environmental print to see if child can read successfully.
7. Recognizes 5 letters – Child can read 5 letters correctly all the time.
8. Play with words, mimicking, creating sounds, make rhymes – Child enjoys using words.

III. Math, Science, and Technology

1. Groups objects into 3 sets (Ex. Blocks-red/green/yellow) – Child completes successfully.
2. Count 5 objects – Child can successfully count 5 objects, not just rote count to five.
3. Count in sequence to 10 – Child can successfully count to 10 by rote.
4. Identifies 4 shapes – Child knows at least 4 shapes such as: triangle, square, circle, star, oval, rectangle, diamond.
5. Correctly labels 3 different weather conditions – Can tell the teacher if it is sunny, rainy, cloudy, snowy, cold, hot, or warm.
6. Can use letters on computer keyboard to type name – Can type name correctly.

IV. Social Studies

1. Responds to a series of 3 directions – Child completes 3 directions without being prompted. Ex. Put crayons in box, pet box in cubby and wash your hands.
2. Knows own gender – Child can tell what gender he/she is.
3. Knows similarities and differences in people – Child can tell when a person is taller, older, male, female, etc.
4. Identify community helpers – Child can identify a postman, policeman, doctor, nurse, etc.
5. Knows that money can buy items – Child understands that things cost money.

V. Creative Arts

1. Draw a 3 part person – Child can draw a person with any three identified parts such as: legs, arms, fingers, head, eyes, torso, etc.
2. Enjoys a variety of music experiences – Child voluntarily participates in music activities.

3. Detailed dramatic play, acting out whole scenes – Child may act out whole scenes from a story such as “3 Billy Goats Gruff”.
4. Works independently with variety of art products – Child enjoys using many different art mediums.

VI. Social and Emotional Development

1. Follows class rules – Child follows rules of the class successfully all most all the time.
2. Share toys without assistance – Child shares toys without being asked to do so.
3. Compare self with others – Child can tell if another person is older than his/ her self.
4. Develop friendships – Child has certain friends he/she prefers to play with.

VII. Physical Development and Health

1. Catch a ball, bean bag, etc. – Child can usually catch a ball or bean bag if it is tossed directly to the child when he/she is expecting it.
2. Manipulate clay or playdough by making balls, snakes, etc. – Child can use playdough without assistance.
3. Walk backwards – Child can walk backwards.
4. Hop on one foot – Child can hop on one foot at least twice without putting the other foot down.
5. Use safety scissors to cut on a line – Child can cut a simple shape on the line with little or no assistance.
6. Draw squares – Child can draw a figure having four lines touching in the corners, although the lines may not be the same length. Teacher may demonstrate.

VIII. Character Development

1. Caring - Express awareness of other people’s feelings – Child will identify when another person is upset.
2. Caring - Uses words to express emotions when consoling others – Child will use language to help console a person.
3. Honesty - Tell the truth – Child is trustworthy, can be trusted to tell the truth.
4. Integrity - Will say no to negative peer pressure – Child will say no when another child tries to encourage him/her to do something against the rules.
5. Respect - Respects the feelings and rights of others – Child tries not to hurt another’s feelings, or personal property.
6. Responsibility - Cooperates with others – Child works with others to accomplish the group purpose or solve a group problem.
7. Responsibility - Serving and clearing of food at meal time – Child helps clear the table after a meal.
8. Self-Discipline - Identifies examples of fairness and good/bad behavior – Child can identify and tell the teacher when something is not fair or is good or bad behavior.