

E-LAP and LAP3 Assessment and Child Observation/Referral

Guidelines for Contracted School Readiness Providers

Providers contracted with the ELCFH will facilitate pre/post developmental assessments of 100% of the School Readiness funded children to be completed by a qualified child care staff member or ECE Program Specialist. The ages of the SR children which will need to be assessed are birth through kindergarten entry. The tool that will be used is the E-LAP or the LAP-3. The tool will be given to the provider if they choose to assess the children themselves. The assessment allows the provider access to valuable information concerning possible delays in a child's development. The results can be used to create individualized plans to support optimal child growth and development. Assessment scores are used as indicators of appropriate development and growth over a given year.

The E-LAP and LAP-3 tools address the areas of fine motor, gross motor, pre-writing, cognitive, language, social emotional, and self-help.

Guidelines:

1. If the provider chooses to assess the children, the provider will receive the appropriate LAP booklet for each SR child at the site. The booklet will be pre-populated with the child's information. Booklets will be delivered by September 1 of the current year for pre-assessment. Booklets for School Readiness funded children must be completed and returned to the assigned ECE Specialist by September 30 of the current year, for pre-assessment.
2. If the provider chooses to have the ECE Specialist assess the children, the provider will schedule an appointment for the assessment(s) to take place. The purpose of scheduling the assessment is to ensure an appropriate space and enough staff on site to supervise the children who are being assessed throughout the process. ELCFH ECE Specialists **do not** count in required supervision and ratio needs.
3. ECE Specialists **will document** the data for the assessments, E-LAP (birth- 36 months) and LAP-3 (36-72 months), for SR children assessed, two times each year.
4. The ECE Specialist may request that the provider complete a mid-year LAP assessment on a child based on the pre-assessment scores to determine if a referral is necessary. A mid-year LAP Assessment may also be requested if parents and/or provider have concerns about a potential delay.
5. Providers must contact the assigned ECE Specialist by e-mail when a new SR child is enrolled to ensure that an assessment has been completed. If the child has been assessed, the results will be shared. If the



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child is newly enrolled by the ELCFH, an assessment will need to be completed by the assigned ECE Specialist or provider within the first month (30 days) of their arrival.

6. Post-assessments will be completed March through May. As stated in #2 (page 1), providers may choose to complete the LAP assessments or request that the ECE Specialist complete the process. An appointment will be scheduled to complete the post- assessments. All E-LAP and LAP-3 post-assessments are due no later than May 15 of the current year.
7. The Director/Owner will be provided with the results of each assessment. The results should be placed in the child's file and a second copy of the assessment report is to be given to the child's parent/guardian. A teacher/parent conference will be held at least once a year to discuss the child's development. Recommended Activities should be shared with the classroom teacher to implement in lesson planning.
8. **Confidentiality:** All information concerning assessments is of a confidential nature and must be retained using HIPAA guidelines.
9. **Monitoring:** The ELCFH reserves the right to monitor children's files to ensure assessment guidelines are being followed. All assessment records must be retained for a period of five years after the child is no longer enrolled.