



**ANNOUNCEMENT: C-17 #06
OFFICE OF CHILD DEVELOPMENT AND EARLY LEARNING
BUREAU OF CERTIFICATION SERVICES**

ISSUE DATE: September 2, 2008
REISSUE DATE: September 29, 2017
EFFECTIVE DATE: Immediately
SUNSET DATE: On-Going

SUBJECT:	Approved Child Service Report Form
TO:	Child Care Center Operators, Group Child Care Home Operators, Family Child Care Home Operators, Pennsylvania Key, Regional Keys and OCDEL Staff
FROM:	Suzann Morris Deputy Secretary, Office of Child Development and Early Learning

PURPOSE:

To provide information about the forms approved by the Department of Human Services that a facility may use to meet the regulatory requirement to provide information to a child’s family about the child’s growth and development in the context of the services being provided at the facility. A change in wording was made to alleviate confusion, as the Child Service Report Form is required to be completed for children of all ages.

BACKGROUND:

Effective September 22, 2008, the child care facility regulations require the following (see 55 Pa. Code §§3270.123(a)(3), 3280.123(a)(3) and 3290.123(a)(3), relating to agreement):

An agreement signed by the operator and the parent must specify the services to be provided to the family and the child, including the Department’s approved form to provide information to the family about the child’s growth and development in the context of the services being provided. The operator shall complete and update the form and provide a copy to the family in accordance with the updates regarding emergency contact information.

The Department’s approved form, called a Child Service Report, will provide you with the tool to meet this regulatory requirement. There are other recognized tools that you may use that satisfy the regulatory requirement and are approved by the Department.

Please note that this form will not be part of an initial agreement when the child is first enrolled in your facility as you will not have the opportunity to observe the child. The first time you are required to complete the form for the child is at the time of the first required update of emergency contact information i.e., when the child has been in care for six months.

DISCUSSION:

A. Approved Forms

The Department approves the following document for use in meeting the regulatory requirement at 55 Pa. Code §§3270.123(a)(3), 3280.123(a)(3) and 3290.123(a)(3), relating to agreement:

1. The Child Service Report (attached) is the Department of Human Services form developed to meet the requirement.
2. Keystone STARS 3 or 4 programs using an assessment summary as part of the STARS requirement may use that assessment summary in place of the Child Service Report.
3. Summaries prepared in accordance with widely-accepted, published tools may be used in place of the Child Service Report. Examples include High Scope's Child Observation Record (COR) and Creative Curriculum's Developmental Continuum. If you have questions about whether the summary you want to use is acceptable under this provision, please contact your OCDEL Certification Representative to request a review by the Department.
4. Work Sampling System and/or Ounce Summary Reports may be used in place of the Child Service Report.

Select which of the above documents you will use to meet the requirement. You must complete the document at least every six months which is the same time schedule for updating emergency contact information for each child. It is acceptable to update the document more frequently than every six months. Review the completed document with the child's parent/guardian. Be sure to sign and date the document and ask the parent/guardian to sign and date the document. Place the signed and dated document in the child's file and give a copy to the child's parent/guardian.

B. Tips for Preparing the Child Service Report Supplied by the Department

As a result of this regulation, you must be prepared to discuss with a child's parent/guardian the child's progress in growth and development, summarize the observations facility staff have regarding the child's growth and development, plan for future services to facilitate the child's growth and development and provide the parent/guardian with information about home activities to help the child grow and develop.

The Child Service Report is used to summarize your observations regarding the child's growth and development and document your discussion with the child's parent/guardian regarding the child's progress. The form is divided into the following three categories (please refer to the attachment):

1. **Your child's strengths, as age appropriate** - Observe the child and record the child's progress. Obtain input from other staff persons who work with the child.
2. **The next developmental milestones, as age appropriate, we're working on** – These are the skill areas that you are focusing on for further development.
3. **You can help your child grow and develop, as age appropriate, at home by** - Help families understand the kinds of things they can do at home to coordinate children's learning with what you're doing in your facility. Give them ideas of activities or areas of learning they can focus on while interacting with them.

Each category lists the following four growth and development areas for review:

- Physical (fine motor and gross motor)
- Knowledge and Skills (approaches to learning, math, science and social studies)
- Social Emotional (personal-social)
- Communication, Language and Literacy

Observe the child at work and play and identify the things the child likes to do, the areas the child shows interest in learning about and those skill areas that you are working with to further develop. Once you have observed the child and written down the child's progress, schedule a conference or a time to discuss your findings with the child's parent/guardian. Review each area, highlighting things the child likes to do and shows interest in learning. Talk about the skill areas that you are focusing on for further development and explain how they can help at home. Ask the parent/guardian for input about areas which the parent/guardian would like the child to learn more about and feedback about what the child does well.

C. **Additional Resources**

The following resources are available to assist you in meeting the requirement:

- **Observation:** Pennsylvania's Standards for Early Childhood: Standards for Infants and Toddlers, Standards for Pre-Kindergarten, Standards for Kindergarten, Standards for First Grade, Standards for Second Grade, and the Department of Education's Academic Standards.
 - To obtain copies of Pennsylvania's Standards for Early Childhood: Standards for Infants and Toddlers, Standards for Pre-Kindergarten, Standards for Kindergarten, Standards for First Grade, Standards for Second Grade, email: fulfill@wavelinedirect.com. You can also view and download the Standards at: http://www.pde.state.pa.us/early_childhood/cwp/view.asp?a=316&q=124386&early_childhoodNav=10698&early_childhoodNav=6356
 - You can view and download the Department of Education's Academic Standards at: http://www.pde.state.pa.us/stateboard_ed/cwp/view.asp?a=3&Q=76716&stateboard_edNav=5467&pde_internetNav=
- **Family activities** – For the parent of a pre-kindergarten child, you can provide copy of Pennsylvania's free at-home activity guide, Kindergarten, Here I Come. You can get copies at fulfill@wavelinedirect.com or download it at: http://www.pde.state.pa.us/early_childhood/cwp/view.asp?a=316&Q=123805&early_childhoodNav=10693&early_childhoodNav=6356
- **Professional development opportunities** - Please contact your Regional Key to explore professional development opportunities relating to child development, child observation, child assessment, the Early Learning Standards, communicating with parents and more.

NEXT STEPS:

Each facility operator should:

1. Determine which approved document will be used at the facility to meet the regulatory requirement relating to the Child Service Report.
2. Determine what additional professional development and/or resources are needed to implement the requirement at the facility and secure those resources.
3. Develop a plan to implement this requirement at the facility.

**Comments and Questions Regarding this Announcement Should be Directed
to the Provider's Regional Office of Child Development and Early Learning:**

Central Region 800-222-2117; Northeast Region 800-222-2108; Southeast Region 800-346-2929; Western Region 800-222-2149.

CHILD SERVICE REPORT

Child's Name: _____ Birth Date: _____

Facility Name: _____

This report describes your child's growth and development in the context of the services provided by our facility. You are to receive this report about your child every six months. The areas of observation in each area align with Pennsylvania's Learning Standards for Early Childhood and the Pennsylvania Academic Standards.

Your child's strengths, as age appropriate, in the following areas are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

The next developmental milestones, as age appropriate, we're working on are:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

You can help your child grow and develop, as age appropriate, at home by:

Physical (fine motor and gross motor):
Knowledge and Skills (approaches to learning, math, science and social studies):
Social Emotional (personal-social):
Communication, Language and Literacy:

Facility person who completed this child's report:

Signature: _____

Name: _____

Date: _____

This report was reviewed with and a copy given to the following parent/guardian:

Signature: _____

Name: _____

Date: _____