



## SAMPLE LETTER

Dear Family Members:

Your child's classroom has chosen to use the **Preschool Outcomes Checklist and Evaluation Tool (POCET)** to track your child's progress in developing preschool skills.

Several times throughout the school year, we will update your child's progress using the **Developmental Checklist Folder** that is part of the POCET tracking system. The checklist folder contains the 68 developmental guidelines that have been determined to be appropriate skills for preschool children. These 68 skills are developed to help your child be prepared to enter kindergarten at the age of 5.

When you receive a copy of your child's developmental checklist folder, you will notice that each skill is scored with three different criteria:

- **Not Evident** (your child cannot demonstrate the skill at this time)
- **Needs Support** (your child demonstrates part of the skill or making progress toward mastery)
- **Competent** (your child reliably demonstrates the skill)

It is important to remember that the developmental guidelines are always listed in developmental order (the order most children develop the skills). Depending on your child's age, it may be appropriate for your child to score 'not evident' in areas that are not yet appropriate for your child. Although the skills are listed in developmental order, children develop at different rates. Help us support your child in making continual progress through these important early childhood skills.

You will also notice that there are areas of the tracking sheet that are printed in red. These are skills that we have assessed your child in a more formal manner. The scores listed are A, B, C, and D. In this case, the D score indicates that your child has not started working or mastering that skill. The B and C scores indicate that your child is in the process of learning that skill, but still need additional support. The A score indicates that your child has mastered that skill. The A, B, C, D scoring system gives you an opportunity to watch your child progress over time during the school year.

Working together we can prepare your child to enter kindergarten.

Sincerely,

Your Child's Teacher