

THE T&E ASSESSMENT

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Family Information and Guidelines

What is The T&E Assessment?

The T&E Assessment is a non-standardized, non-normed, child-friendly set of activities designed specifically to be administered virtually to four and five year olds applying to Kindergarten. The T&E Assessment taps expressive and receptive language, verbal and non-verbal reasoning skills, teachability, problem-solving skills and developmental areas in which schools need information to determine fit between applicant and program.

What are the steps of the T&E Assessment process?

1. Once you submit the Registration Form, you will receive an email from either Maria Kourepenos (mkourepenos.tea@gmail.com) or Brittany Weinstein (bweinstein.tea@gmail.com) asking you to select a date and time and to submit payment. The cost is \$258.00. (\$250 + \$8 processing fee) and may be paid using PayPal or credit card. The fee will be waived for those who are applying for financial assistance and whose total household income does not exceed \$150,000.
 - a. Please know that there is **no** benefit in delaying your child's assessment. Our experienced assessors are highly trained, and results will be interpreted with your child's age in mind.
 - b. You will be able to schedule your assessment within a period of 3 to 21 days hence, and new dates will be released on a daily basis.
2. After you select a date and time and submit payment, you will receive an email that includes the following:
 - a. Confirms your name, your child's name, your child's preferred name (if applicable), your child's primary state of residence, your child's

birthdate, whether or not English is your child's primary language, and gender identity.

- b. Confirms your name(s) and phone number.
- c. Provides your assessor's first name.
- d. Provides you with the Zoom link information (including date and time of the T&E Assessment. Please save this Zoom link so that you may easily access it on the day of the assessment. Google calendar is an excellent place to store the link. **We will not be able to resend the Zoom Link.**

****Please allow up 7-10 business days for this email to be sent.****

How does my child take the T&E Assessment and who is assessing them?

- The T&E Assessment is administered using Zoom technology on a desktop or laptop computer, or on a tablet, in your child's home.
- The Zoom Link you will receive is specific to the child and may not be shared with anyone else.
- Upon starting the T&E Assessment, an assessor guides the child through a variety of developmentally appropriate activities. The cohort of assessors are a diverse group of early childhood professionals who have been expertly trained to administer the T&E Assessment.
- During the assessment, your child should sit in a chair at a table and **MUST** wear comfortable headphones to block out noise and to help focus on the assessor. (Amazon sells an assortment of reasonably priced headphones.) **If your child does not wear headphones, the Assessor is instructed to cancel the session. You will need to contact Maria Kourepenos at mkourepenos.tea@gmail.com or 646-387-9693 to reschedule your assessment and you will NOT be entitled to a refund.**
- Laptops and tablets should be set up on a flat surface so the child's hands are free.
- Please leave up to 45 minutes for the entirety of the assessment, though it may take less time.

Do I have to be present during my child's T&E Assessment session?

- **Yes.** You or another adult (e.g. guardian, caregiver, family member) are required to be present for the duration of the T&E Assessment.

- Please know that you are expected only to provide technological support as needed, such as your child inadvertently hitting a wrong key and losing the image of the assessor.
- Once the Zoom session starts and the child and adult greet the assessor, and all technological needs have been met, the adult must put on headphones or earbuds and connect to a phone, tablet, or computer and engage in an activity that does not require typing - i.e. watching a video.
- The adult **MUST** sit behind and to the side of the child so that the assessor may see you during the entirety of the assessment.
- **If YOU are not wearing headphones or are not seated behind and to the side of the child, the Assessor will kindly ask you to do so. If, for whatever reasons, you cannot, the Assessor is instructed to cancel the session. You will need to contact Maria Kourepenos at mkourepenos.tea@gmail.com or 646-387-9693 to reschedule your assessment and you will NOT be entitled to a refund.**
 - The adult is welcome to listen to a podcast but must avoid observing the child.
 - By wearing earbuds and staying busy, the adult is modeling what your child should be doing and improving the odds of the child feeling comfortable with the assessor.
 - If at any time the assessor needs the adult's attention, the assessor will ask the child to turn around and signal.

How do I help prepare my child for the T&E Assessment?

- You should have your child practice wearing headphones while talking to an adult via Facetime, Zoom, Google-meet, or any other virtual platform.
- A few days before the scheduled assessment, we recommend that parents/guardians explain to their child that they will meet with a teacher online who will invite them to do some fun and interesting activities.

What if I do not have access to a computer or a tablet?

Upon registering for the T&E Assessment, please contact Maria Kourepenos, the Project Coordinator at mkourepenos.tea@gmail.com to discuss this issue.

Technical Tips and Best Practice Guidelines

- Please hide “self view” upon the start of the Zoom session; some children get distracted by looking at their image, so by hiding their image, your child will be focused on the activities.
- Set the child's screen name to reflect what the child would like to be called.
- If bounced off Zoom, click on the same link and wait in the waiting room to be readmitted by the assessor.
- Please do your best to ensure that your child will not be hungry, thirsty, or have to use the bathroom during the T&E Assessment Assessment.

What if I need to cancel and reschedule?

- **Illness Cancellation Policy**

If your child is sick and you need to reschedule the T&E Assessment, please call or email Brittany Weinstein at 646.400.8137 or bweinstein.tea@gmail.com **no later than 8:00 am** the morning of your scheduled appointment. You may reschedule at no additional cost. If you cancel after 8:00 am on the day of your assessment, you will incur a **\$125** cancellation fee.

- **Non-Illness Cancellation Policy**

If you need to reschedule your child’s assessment for a non-illness related reason, please call or email Brittany Weinstein at 646.400.8137 or bweinstein.tea@gmail.com. **Note that appointments may only be rescheduled once at no cost as long as you notify the office four days in advance of your appointment.** If you need to reschedule your child’s T&E Assessment more than once, or less than four days in advance, you will be charged a cancellation fee of **\$250.00**.