

# Quality Rated School-Age Portfolio Standard 4

CCR&R Southeast GA



This step by step guide has been prepared to assist you with completing Standard 4 of the Quality Rated School-Age portfolio independently.

## QualityRatedResources

**QUALITY RATED CHILD CARE**

PARENTS & FAMILIES

**RETURNING USERS**

User Name:

Password:

Remember me

**LOG IN**

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**NEW USERS**

**CREATE ACCOUNT**

**Click here**  
to visit the  
Quality Rated site  
for parents and  
families

**Welcome to Quality Rated, Georgia's Quality Rating and Improvement System**

Welcome to Georgia's Quality Rated website, and thank you for your commitment to providing care to Georgia's children and families. By participating in Quality Rated, you are joining hundreds of providers who have accepted the challenge to embark on a path of continuous quality improvement. Quality Rated is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. Similar to rating systems for other service related industries, Quality Rated assigns a quality rating to early and school-age care and education programs that meet a set of defined program standards.

Quality Rated will support your program as you strive to reach higher levels of quality. If you have any questions or comments or need support, consult the [Quality Rated Program Manual](#) or call the Quality Rated Help Desk at 1-855-800-7747.

**Three Steps to Become Quality Rated**

**STEP ONE: APPLICATION**

Create an account and complete a brief application with demographic information about your program to get started on the path to becoming Quality Rated.

- Select **Create Account** on the left and follow the posted instructions. Confirm your account by completing the directions emailed to you.
- Log into your account to complete the application by entering basic demographic information about your program.
- Register for the Quality Rated Orientation.

**2023 COHORTS**  
ADDITIONAL RESOURCES  
CAPS SCHOLARSHIPS  
CONTACT US

**ERG RESOURCES**  
GENERAL FAQ  
INCLUSION  
NEWSLETTERS

**PEER SUPPORT NETWORK**  
PROGRAM MANAGER  
**QR PORTFOLIO**  
STEP-BY-STEP GUIDES

**TECHNICAL ASSISTANCE**  
TRAINING

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**Frequently Asked Questions**

- Portfolio FAQ
- ★ [FAQ for Stand-Alone School-Age Programs](#)

**Rating Rubric**

- For Child Care Centers and Family Provider Portfolios
- ★ [For Stand-alone School-Age Portfolios](#)

**Standard 1: Qualifications and Professional Development**

- Georgia Professional Development System (GaPDS)
- GaPDS Career Levels
- DECAL Scholars
- Professional Learning Plan Template
- Professional Learning Plan Instructions
- Georgia's Workforce Knowledge and Competencies
- Georgia Professional Development Competencies for Program Administrators
- Portfolio Staff Checklist

**Standard 2: Resources for Families**

- Written Information for Families – English
- Written Information for Families – Spanish
- Communicable Disease Chart
- Benefits of Physical Activity
- Benefits of Healthy Nutrition

**Standard 2: Health Screenings**

- Form 3300 – Vision, Hearing, Nutrition, and Dental Screenings

**Standard 2: Developmental Monitoring**

- "Learn the Signs. Act Early" Milestone Checklists – English
- "Learn the Signs. Act Early" Milestone Checklists – Spanish

**Standard 3: Family Engagement**

- Strengthening Families

**Standard 4: Intentional Teaching Practices**

- CELDS
- Sample Lesson Plan Form
- Georgia Afterschool & Youth Development Quality Standards
- ★ [School-Age Survey – Family](#)
- ★ [School-Age Survey – Student](#)

**Standard 5: Ratios**

- ★ [Staffing Plan and Ratio Forms](#)

\* School-Age Portfolio resources

To access Standard 4, log into your Quality Rated account and open your current portfolio. In the brown banner at the bottom of the website, you can access additional portfolio resources by clicking "QR Portfolio." Quality Rated has provided a list of frequently asked questions for school age programs. For Standard 4, Quality Rated has provided the Georgia Afterschool & Youth Development Quality Standards and sample surveys for families and students.

The screenshot displays the Quality Rated Child Care interface. On the left, a sidebar shows 'Standard 4' with sub-items: Curriculum Questionnaire, Lesson Plans, Program Assessment, and Surveys. The main content area is titled 'STANDARD 4 - CURRICULUM QUESTIONNAIRE'. It includes a 'PROGRAM NAME' field, 'CCLC: XXXXXX', and 'SCHOOL-AGE ONLY' status. A 'Portfolio Status: In Progress' indicator is visible. Below the title, instructions for completing the questionnaire are provided, followed by five numbered steps. A green button labeled 'SCHOOL-AGE CURRICULUM QUESTIONNAIRE' is highlighted with a yellow arrow. At the bottom, there is a checkbox to indicate completion and a link to 'View Standard 4 Rating Rubric'.

After opening the portfolio, click on Standard 4 to view the different sections for this standard.

The first section is Curriculum Questionnaire which will be completed based on the curriculum used by the program. The curriculum is the academic content of a child's day, and encompasses everything that a child learns in the classroom. In all matters concerning the philosophy of the program, the curriculum should promote active learning and cultural diversity while helping children meet various language, social emotional, physical and cognitive goals. The curriculum should also provide strategies and guidance to support all children of all ages.

To begin this section, click SCHOOL-AGE CURRICULUM QUESTIONNAIRE.

**STANDARD 4**

Standard 4  
 Curriculum Questionnaire  
 Lesson Plans  
 Program Assessment  
 Surveys

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

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STANDARD 4 - CURRICULUM QUESTIONNAIRE ?

School-Age Curriculum

The following are indicators of an effective curriculum:

- Children are active and engaged.
- Goals are clear and shared by all.
- Curriculum is evidence-based.
- Valued content is learned through investigation and focused, intentional teaching.
- Curriculum builds on prior learning and experiences.
- Curriculum is comprehensive.
- Professional Standards validate the curriculum's subject-matter content.
- The curriculum is likely to benefit children.

Curriculum Name:

Provide the name of your School-Age Curriculum

In a written narrative explain how the curriculum used in your program meets each of the indicators described above and provide written evidence that supports alignment with Georgia Afterschool & Youth Development Quality Standards.

Add a short description of the curriculum, see the indicators above and the rubric for guidance.

BACK SAVE AND CONTINUE

View Standard 4 Rating Rubric

Before completing the questionnaire, information about the program’s curriculum must be entered into the provided boxes. The first box is for the Curriculum Name. In the narrative box, provide a brief explanation of how the program’s curriculum demonstrates each of the indicators described in the list above and aligns with the Georgia Afterschool & Youth Development Quality Standards. Once this information has been entered, click **SAVE AND CONTINUE**.

More guidance for this section can be found by clicking **View Standard 4 Rating Rubric** at the bottom right corner of the page. A link to the rubric can be found in each section of the portfolio standard.

The screenshot shows the 'STANDARD 4' section of the Quality Rated Child Care portal. A sidebar on the left lists 'Standard 4' with sub-items: Curriculum Questionnaire (highlighted), Lesson Plans, Program Assessment, and Surveys. The main header includes the 'QUALITY RATED CHILD CARE' logo, 'Welcome Director', and 'PROGRAM NAME' (with 'CCLC: XXXXXX' next to it). Below the header, it says 'SCHOOL-AGE ONLY' and 'Portfolio Status: In Progress'. Navigation buttons include 'BACK', 'VIEW PORTFOLIO', 'VIEW HISTORY', and 'SUBMIT PORTFOLIO'. The main content area is titled 'STANDARD 4 - CURRICULUM QUESTIONNAIRE' and 'School-Age Curriculum'. It contains a checklist with four items, each with 'Yes' and 'No' radio buttons. An orange arrow points to the 'No' button for the first item. At the bottom, there are 'BACK' and 'SAVE AND CONTINUE' buttons, with another orange arrow pointing to the 'SAVE AND CONTINUE' button. A link for 'View Standard 4 Rating Rubric' is also present.

In the questionnaire, each statement will be answered with a “yes” or “no”, and should be based on the program’s current practices, policies, and procedures. Once all statements on the page have been answered click SAVE AND CONTINUE.

The screenshot shows the Quality Rated Child Care portal interface. At the top left, a purple banner displays "STANDARD 4". A sidebar menu lists "Standard 4" with sub-items: "Curriculum Questionnaire" (checked), "Lesson Plans", "Program Assessment", and "Surveys". The top right corner says "Welcome Director". The main header area shows "PROGRAM NAME" and "CCLC: XXXXXX". Below this, it indicates "Portfolio Status: In Progress" and "SCHOOL-AGE ONLY" with buttons for "BACK", "VIEW PORTFOLIO", "VIEW HISTORY", and "SUBMIT PORTFOLIO".

The main content area is titled "STANDARD 4 - CURRICULUM QUESTIONNAIRE". It contains instructions for completing the questionnaire, a progress bar for "SCHOOL-AGE CURRICULUM QUESTIONNAIRE" marked as "Completed", and a list of steps (Step 1 to Step 5) detailing the process. A green checkmark and the word "Completed" are visible next to the questionnaire name. At the bottom of the instructions, there is a checkbox with the text "Check this box to indicate that this section is complete when the curriculum narrative and questionnaire have been completed." An orange arrow points to this checkbox.

To the right of the instructions is a table with the following data:

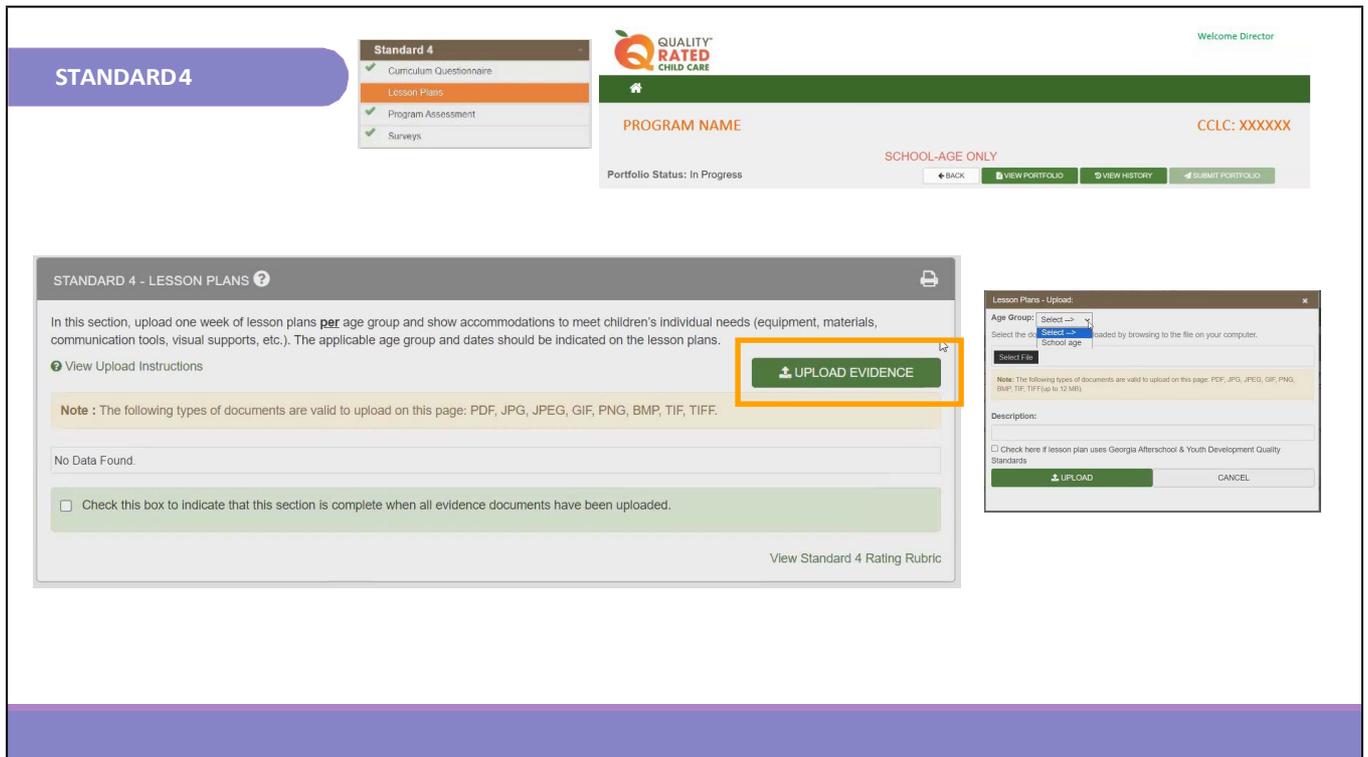
4.1 Curriculum		Points Possible
4.1.0	Criteria not met.	0
4.1.1	The program uses an age appropriate curriculum that supports development across all five learning domains (physical development and motor skills, social and emotional development, approaches to play and learning, communication, language and literacy, and cognitive development and general knowledge) <b>and</b> is culturally, linguistically, and developmentally appropriate.	2
4.1.2	Has completed all of criteria 4.1.1, <b>and</b> the program curriculum is aligned with the <i>Georgia Afterschool &amp; Youth Development Quality Standards</i> .	4

Below the table, there is a section titled "What to Submit for Standard 4.1" which includes "Initial Application and Reassessment" and a "Description of your program's curriculum used at each age level including the following:" with two bullet points:

- Results of curriculum questionnaire demonstrate how curriculum supports the five learning domains (physical development and motor skills, social and emotional development, approaches to play and learning, communication, language and literacy, and cognitive development and general knowledge)
- Curriculum narrative shows how the curriculum is aligned with the *Georgia Afterschool & Youth Development Quality Standards*. These standards can be found at: <http://georgiaasyd.org/quality-standards>

Once back on the home screen, there should be a green check mark and "Completed" showing next to SCHOOL-AGE CURRICULUM QUESTIONNAIRE. Check the box at the bottom of the page to indicate this section is complete.

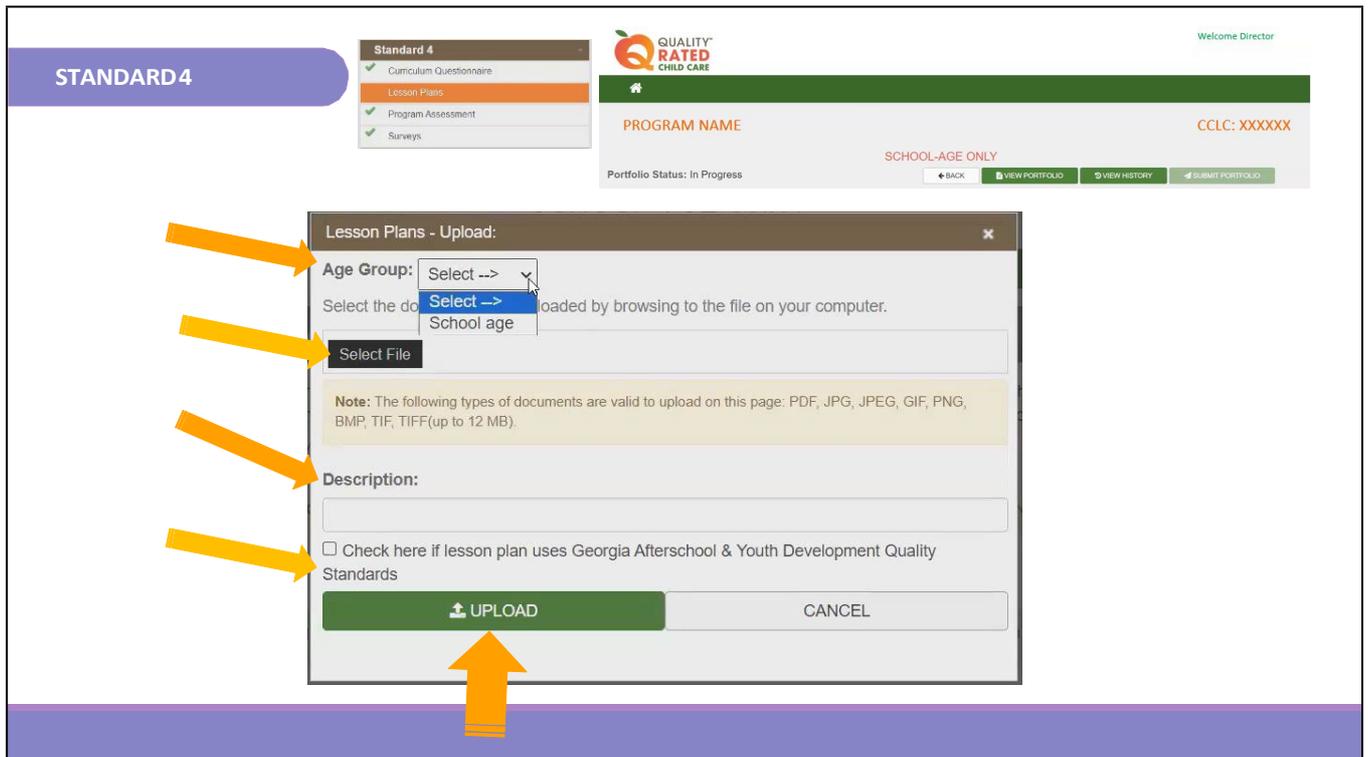
This section of the rubric is for Standard 4 Curriculum. Points will be awarded based on the information provided in the curriculum narrative and questionnaire.



The second section of Standard 4 is the Lesson Plans. The lesson plans that will be uploaded for the program should contain a full five-day week, Monday through Friday, with no holidays during this week. It is important to ensure the date of the lesson plan is clearly listed on the plan. The ages/grade groups should also be listed on the plan as lesson plans can be created for different groups.

An important part of lesson planning is to ensure that the environment is engaging and inclusive for all children no matter their age or ability. The lesson plan should include any accommodations or adaptations that are utilized to support the growth and development of any child in the group. Equipment, materials, tools, visual supports and resources needed for any accommodations or adaptations should be listed on the lesson plan for every activity where it is needed.

Before uploading, ensure the lesson plan has been saved as a PDF, JPG, JPEG, GIF, etc. as listed in the Note below UPLOAD EVIDENCE. Once lesson plans are ready to be uploaded, click UPLOAD EVIDENCE.



To upload the lesson plan, first select the Age Group from the drop-down menu. The options in the drop-down menu will be based off the information provided in Standard 1 Classroom Information. Next, click Select File to locate the saved lesson plans on your computer. Depending on the size of the document, this may take a few minutes. Please wait until the green upload bar is gone and the file shows in this section. In the Description box, provide a brief note to identify the lesson plan. This is especially helpful if more than one document will be uploaded. Check the box to indicate if the lesson plan uses the Georgia Afterschool & Youth Development Quality Standards. Once all information has been provided, click UPLOAD.

**STANDARD 4**

Standard 4

- Curriculum Questionnaire
- Lesson Plans
- Program Assessment
- Surveys

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

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STANDARD 4 - LESSON PLANS ?

In this section, upload one week of lesson plans **per** age group and show accommodations to meet children's individual needs (equipment, materials, communication tools, visual supports, etc.). The applicable age group and dates should be indicated on the lesson plans.

View Upload Instructions

UPLOAD EVIDENCE

Note : The following types of documents are valid to upload on this page: PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF.

Files will be shown here

Check this box to indicate that this section is complete when all evidence documents have been uploaded.

View Standard 4 Rating Rubric

4.2 Activity/Lesson Plans and Accommodations for Every Child	Points Possible
4.2.0 Criteria not met.	0
4.2.1 Activity/lesson plans are used for all <i>age/grade</i> groups.	2
4.2.2 Has completed all of criteria 4.2.1, <b>and</b> activity/lesson plans include evidence of adaptations to meet children's individual needs.	4

What to Submit for Standard 4.2

Initial Application and Reassessment:

- One week of lesson plans **per** age/grade group that show accommodations to meet children's individual needs (equipment, materials, communication tools, visual supports, etc.)

Once back on the home screen, the uploaded lesson plan will show as indicated by the arrow above. To upload another lesson plan, click **UPLOAD EVIDENCE**, and follow the previous instructions. When all needed lesson plans have been uploaded, check the green box to indicate this section is complete.

This is the Standard 4 section of the rubric for the lesson plans. Points will be awarded based on the information provided on the lesson plans. If multiple lesson plans are uploaded, all lesson plans must meet the criteria in order to receive credit in this section.

The screenshot displays the 'STANDARD 4' section of the Quality Rated Child Care portal. On the left, a sidebar lists 'Standard 4' with sub-items: Curriculum Questionnaire, Lesson Plans, Program Assessment (highlighted), and Surveys. The top navigation bar shows 'PROGRAM NAME' and 'CCLC: XXXXXX'. The main content area is titled 'STANDARD 4 - PROGRAM ASSESSMENT' and includes an introductory paragraph. Below this, there are two checklist sections. The first section, 'Programming Practices and Operations', contains two items with 'Yes' and 'No' radio buttons. The second section, 'Goal for Programming: (500-character limit)', has a text input field. At the bottom of the form are 'BACK' and 'SAVE AND CONTINUE' buttons, and a checkbox to indicate completion. Three orange arrows highlight the 'Programming Practices and Operations' section, the 'Goal for Programming' text box, and the 'SAVE AND CONTINUE' button.

The third section of Standard 4 is the Program Assessment. In this section, the program director or administrator will complete the Program Assessment Checklist to gather data to identify areas of improvement and growth. There are two sections of the checklist, Programming Practices and Operations and Staff and Staffing Practices. After the first section is complete, a goal will need to be entered in the provided box. Click SAVE AND CONTINUE to move to the next section and goal box.

**STANDARD 4**

Standard 4

- Curriculum Questionnaire
- Lesson Plans
- Program Assessment
- Surveys

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

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**STANDARD 4 - PROGRAM ASSESSMENT**

Gathering program-wide assessment data helps programs grow and improve. Program director or administrator completes the Program Assessment Checklist and develops at least one staffing goal and one programming practices and operations goal.

This checklist has been adapted from several school-age resources including the National School-Age Care Alliance Standards for Quality School-Age Care, School-Age Care Environmental Rating Scale (SACERS), the Program Administration Scale (PAS), and the National Afterschool Association Core Competencies.

**Staff and Staffing Practices** [Go To Programming Practices and Operations](#)

All new staff receive an orientation.  Yes  No

All staff receive an employee handbook that includes job descriptions and personnel policies.  Yes  No

Our School-Age Care program conducts regular staff meetings.  Yes  No

**Goal for Staffing: (500-character limit)**

The goal is for the staff

**SAVE AND CONTINUE**

Check this box to indicate that this section is complete.

View Standard 4 Rating Rubric

Click **SAVE AND CONTINUE** as needed to move through the checklist and goals. Once all information has been entered, check the green box to mark this section complete.

The screenshot displays the 'STANDARD 4' section of the Quality Rated Child Care portal. The page is titled 'STANDARD 4 - FAMILY AND STUDENT SURVEYS'. It includes a navigation menu on the left with 'Standard 4' selected. The main content area contains a description of the survey requirement, a list of links for templates, a table with columns for 'View', 'Section', 'File Name', 'Description', 'Date', and 'Delete', and a checkbox to indicate completion. An orange arrow points to the 'Parent/Family Survey Template' link.

The fourth and final section of Standard 4 is the Family and Student Surveys. In this section, one completed family survey and one completed student survey can be uploaded to demonstrate this form of assessment for the program. The provided templates can be used to collect this information, or the program can upload a survey already used with families and students. To upload the surveys, click “Upload” or “Add” in the provided box. Ensure to enter all required information, similar to the upload of the lesson plans.

Please note that in the description box, it will be helpful to identify whether the upload is a family survey or a student survey.

STANDARD 4

**Standard 4**

- ✓ Curriculum Questionnaire
- ✓ Lesson Plans
- ✓ Program Assessment
- Surveys


Welcome Director

**PROGRAM NAME**

Portfolio Status: In Progress

**CCLC: XXXXXX**

SCHOOL-AGE ONLY

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[VIEW HISTORY](#)
[SUBMIT PORTFOLIO](#)

**STANDARD 4 - FAMILY AND STUDENT SURVEYS** ?

Program distributes family and student surveys at least once a year to engage families and youth in program assessment. This section allows you to upload one completed family survey and one completed student survey. Programs can create their own surveys or may use the templates provided at the following links:

- [Parent/Family Survey Template](#)
- [Student Survey Template](#)

View	Section	File Name	Description	Date	Delete
	Parent-Family Survey	Parent Survey.pdf	Parent Survey	2/9/2024	
	Student Survey	Student Survey (1).pdf	Student Survey	2/9/2024	

Check this box to indicate that this section is complete.

View Standard 4 Rating Rubric

Once all surveys have been uploaded, the box will show the uploaded documents in this format. If a survey needs to be deleted, click the red trashcan. When ready, check the green box to mark this section complete.

STANDARD 4

**Standard 4**

- Curriculum Questionnaire
- Lesson Plans
- Program Assessment
- Surveys


Welcome Director

PROGRAM NAME
CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

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4.3 Assessments	Points Possible
4.3.0 Criteria not met.	0
4.3.1 Gathers program wide assessment data by completing the on-screen <i>Program Assessment Checklist</i> <b>and</b> develops <b>one goal</b> for <b>staffing practices</b> and <b>one goal</b> for <b>programming practices and operations</b> .	2
4.3.2 Has completed all of criteria 4.3.1, <b>and</b> distributes family and student surveys to engage families and youth in program assessment.	4
<p><u>What to Submit for Standard 4.3</u></p> <p>Initial Application and Reassessment:</p> <ul style="list-style-type: none"> <li>○ Complete Program Assessment Checklist (on-screen)</li> <li>○ Complete one goal for staffing practices and one goal for programming practices and operations, based on results of Program Assessment Checklist (on-screen). The two goals should not be identical.</li> <li>○ Submit one copy each of a <b>completed</b> family and student survey that has been returned. Sample family and student surveys can be found in "Additional Resources" at the bottom of the Quality Rated screen: <a href="http://www.qualityrated.dec.state.ga.us">www.qualityrated.dec.state.ga.us</a>.</li> </ul>	

This is the Standard 4 section of the rubric for both the program assessment and the surveys. The program assessment and goals are addressed at 4.3.1, and the surveys are addressed at 4.3.2.

The screenshot displays the Quality Rated Child Care portal interface. At the top left, a purple header contains the text "STANDARD 4". The top right corner shows "Welcome Director" and the "QUALITY RATED CHILD CARE" logo. Below the header, a green bar contains a home icon. The main content area shows "PROGRAM NAME" and "CCLC: XXXXXX" in orange text. Below this, "SCHOOL-AGE ONLY" is displayed in red. The "Portfolio Status: In Progress" is shown in grey. A navigation bar includes buttons for "BACK", "VIEW PORTFOLIO", "VIEW HISTORY", and "SUBMIT PORTFOLIO". A list of standard sections is shown, each with a green checkmark: "Standard 4", "Curriculum Questionnaire", "Lesson Plans", "Program Assessment", and "Surveys". An orange arrow points to the checkmark next to "Standard 4".

A green checkmark will appear when each section of the standard is completed. When all sections of the standard are completed, a green check mark will appear next to the standard indicating the entire standard has been completed. All standards must be marked completed before the SUBMIT PORTFOLIO button will be activated.

## Additional Resources

STANDARD 4		Date Completed:
Item	Date Completed	Comments/Questions
<p><b>Curriculum Narrative</b></p> <p>Check off points that narrative proves:</p> <p><input type="checkbox"/> Curriculum supports 5 learning domains</p> <p><input type="checkbox"/> Curriculum is culturally, linguistically, and developmentally appropriate</p> <p><input type="checkbox"/> Curriculum is aligned with the Georgia Afterschool &amp; Youth Development Quality Standards</p>		
<p><b>Lesson Plans</b></p> <p><input type="checkbox"/> 1 complete week per age group</p> <p>Must include:</p> <p>Accommodations</p> <p>Ages of children in the program</p>		
<p><b>Assessments</b></p> <p>Program administrator will complete the <i>Program Assessment Checklist</i></p> <p><input type="checkbox"/> develop 1 goal for staffing practices</p> <p><input type="checkbox"/> develop 1 goal for programming practices and operations</p>		
<p><b>Surveys</b></p> <p><input type="checkbox"/> upload one survey completed by a family</p> <p><input type="checkbox"/> upload one survey completed by a student</p>		

The Child Care Resource & Referral Agency has created a checklist to help you track your progress in each standard of the portfolio. The Standard 4 portion of the Portfolio Checklist is shown here. Please ensure you request the Portfolio Checklist from your Coach as this could assist you in completing Standard 4 of the portfolio.

## Additional Resources



OUR AGENCY    QUALITY RATED    FAMILIES    PROFESSIONALS    GRANTS

### QUALITY RATED PORTFOLIO RESOURCES

[Portfolio FAQs and Information for Each Standard](#)

If you still have questions, please feel free to reach out to your Coach for further consultation or refer to the resources on our website at <https://www.ccrrofsoutheastga.org/quality-rated-portfolio-resources>. We wish you success in completing Standard 4.