Quality Rated School-Age Portfolio
Standard 5
&
Pre-Observation Forms

CCR&R Southeast GA

Child Care Resource & Referral
OF SOUTHEAST GEORGIA
AT SAVANNAH TECHNICAL COLLEGE

This step by step guide has been prepared to assist with completing Standard 5 of the Quality Rated School-age Portfolio independently.

Quality Rated Resources

* School-Age Portfolio resources

In order to complete Standard 5 you will need to track the ratios for your program for one school operational day within 30 days prior to submitting your portfolio. You will need to do this for each classroom.

Keep track of each hour that you're open and record the number of students and the number of teachers that are present in each room. If you need a chart to be able to record this information you can find it at the brown bar at the bottom of the Quality Rated website under QR Portfolio. This will open another window where you will find the Staffing Plan and Ratio Forms under Standard 5: Ratios.

To begin, log in to Quality Rated to access your portfolio.

Click on the Teacher:Student Ratio Count option on the left under Standard 5.

Here, you will see the steps listed for completing Standard 5 and the Standard 5 Rating Rubric.

Note: The Teacher:Student ratio date must be within 30 days of submission of Portfolio.

The first step is to select the classroom from the drop-down list at the top of the screen. On the calendar that appears, click on the date for which you wish to enter your ratios.

After clicking on the date, a Teacher:Student Ratio chart will appear.

The ratio in this example is for February 8th. Now you will enter the information from the ratio chart for every hour. Pay special attention to make sure that you enter teachers in the left column and students in the right column.

Once all the columns are complete, click save and then check the box in the light green bar at the bottom of your screen to indicate that this section is complete.

Repeat this process until you have added ratios for every classroom.

After all of your classrooms have one day of Teacher:Student Ratios entered, this section will be automatically marked complete. A green check mark will appear in the brown bar next to Standard 5. Once all Standards are showing with check marks then your portfolio is ready to be submitted! The SUBMIT PORTFOLIO button will light up green. Click the button and answer the prompted questions to complete submission.

Standard 5
Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME   CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress   ← BACK   📄 VIEW PORTFOLIO   ↻ VIEW HISTORY   ◀ SUBMIT PORTFOLIO

5.1 Teacher: Student Ratios – Level Rating Scale			
Classroom Age Groups	**Level 1 Ratios**	**Level 2 Ratios**	**Level 3 Ratios**
School Age	1:20	1:18	1:15

Teacher: Student Ratios – Points Awarded Calculation			
Classroom/Group Age Groups	Number of Classrooms/Groups Per Age Group Meeting Level 1	Number of Classrooms/Group Per Age Group Meeting Level 2	Number of Classrooms/Groups Per Age Group Meeting Level 3
School Age			
Number of Classrooms/Groups Per Type			

Note: For programs serving children in mixed-age groups, ratios will be based on the ages of the youngest children in the group.

Percentage of Classrooms Per Level	Level 1	Level 2	Level 3
(Total Number of Classrooms Per Level Type ÷ Total Number of Classrooms) x 100			

Highest Percentage Level Determines Overall Level
Level 1 Ratios = 8 Total Points
Level 2 Ratios = 14 Total Points
Level 3 Ratios = 20 Points

Standard 5 of the School-Age Rating Rubric requires a program to submit evidence for each classroom or grouping of ratios and group sizes throughout the entire day at the program. We recognize that individual programs must consider many variables when determining how to manage ratios and group sizes. This standard recognizes that a variance of both ratio and group size may be based on the time of day and staff schedules.

A program is assigned points based on which ratio level they maintain for 75% or more of the classroom hours and/or program day.

Step-by-step guides to submit your portfolio

You can find additional step-by-step guidance for submitting your Portfolio and the Pre-Observation Information at the brown bar at the bottom of the Quality Rated website under Training. Select the guide that is labeled Pre-Observation Submission Guide 10.16.2023 - Stand-Alone School Age.

This shows an example of those guides and the type of information found there.
- Instructions for submitting your portfolio.

This page of the guide shows where to find your Pre-Observation folder.

This shows how to select your blackout dates. The Legend at the bottom helps guide you with selecting your blackout dates.

This section shows how to add additional notes for the assessor team.

- Typical arrival time
- Parking instructions
- Car riders line- traffic
- Checking in to the school before entering program (Bring ID)
- Wearing a mask

Classroom Details

This shows where to upload classroom schedules and rosters and where to click to complete the pre-observation sheet.

Additional Resources

STANDARD 5		Date Completed:
Item	Date Completed	Comments/Questions
Ratios ☐ Entered for one day open to close for each classroom listed in Standard 1		

Standard 5 Video Link:

*Prepare the following items in advance of the portfolio submission day in order to finalize the portfolio submission when marked "Ready to Submit." This information must be submitted within 2 business days in order to receive an observation. The portfolio is not considered fully submitted until it is marked "Pending Approval." *

PRE-OBSERVATION INFORMATION		Date Completed:
Item	Date Completed	Comments/Questions
Black Out Dates ☐ Choose 5 days you do not want to be assessed Day 1: Day 2: Day 3: Day 4: Day 5: ☐ Prepare comments to include anything the assessors would need to know including: - Dates when the program will be closed: - Helpful tips for accessing the program, etc.		
Pre-Observation Sheet ☐ Prepare information for each classroom listed - Maximum number of children allowed in classroom/group at one time: - Number of children currently enrolled: - Birthdates for the oldest and youngest children in the classroom: - Number of children in the classroom with an identified disability and type(s) of disabilities: ☐ Physical/sensory ☐ Social Emotional ☐ Cognitive/Language ☐ Other		
Schedule and Roster ☐ One full day schedule for each classroom ☐ Birthday roster for each classroom (no names) ☐ Create PDF with the schedule and roster together for each classroom		

The Child Care Resource & Referral Agency has created a resource to help you to complete each standard of the portfolio. The Standard 5 portion of that Portfolio Checklist is shown here. Please ensure you request the Portfolio Checklist from your Coach. This could assist you in completing Standard 5 of the Portfolio.

Additional Resources

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.

Your portfolio will be scored and feedback will be provided when you receive your Quality Rating results. If there are areas that you would like to improve on please utilize the time in between your assessment years to make those improvements. Growth is a continuous process in your Quality Rated journey.

We wish you success in completing your portfolio.