

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

CCR&R Southeast GA



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

- 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
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- Standard 2: Health Screenings
 - Form 3300 – Vision, Hearing, Nutrition, and Dental Screenings
- Standard 2: Developmental Monitoring
 - "Learn the Signs. Act Early" Milestone Checklists – English
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- Standard 3: Family Engagement
 - Strengthening Families
- Standard 4: Intentional Teaching Practices
 - GELDS
 - 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

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.

STANDARD 5

Standard 5
Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME: SCHOOL-AGE ONLY CCLC: XXXXXX

Portfolio Status: In Progress

Legend: **Yellow** - Date Selected, **Green** - Completed, **Red** - In Progress

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

Note: The calendar is color coded so that you can easily determine which classroom ratios have been completed. Yellow indicates the date selected to report ratios. A Completed date will display as green and an In-Progress date will display as red.

Instructions:

- Step 1: Select a classroom from the dropdown list at the top of the screen.
- Step 2: On the calendar that appears, click on the date for which you wish to enter the ratios. A screen will appear.
- Step 3: Enter your ratios for the selected classroom. The hours displayed on the screen reflect the start and end times from the information stored in our licensing system for your facility. **Note: If the facility hours are not correct, you must contact your licensing consultant to get the hours corrected in order to proceed.** For each hour of the day, enter the number of teachers and the number of students observed for that time period.
- Step 4: After all the counts are entered for the day, click on the box at the bottom of the screen to indicate that the counts are complete for this classroom/date. If a classroom is closed on a normal business day for some reason, enter zeroes for the number of teachers and students on that particular date.
- Step 5: You can track your progress in completing this section using the status grid on the right of the screen. All of your classrooms will be listed with a status of Complete or In-Progress.
- Step 6: After all your classrooms have one day of Teacher:Student ratios entered, this section will automatically be marked as complete.

View Standard 5 Rating Rubric

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.

STANDARD 5 Standard 5 Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

STANDARD 5 - TEACHER:STUDENT RATIO COUNT ?

Standard 5 requires a program to submit evidence of the center's ratios and group sizes throughout the program day. For each classroom, you must report the classroom ratios by hour during one business day. The ratios must be tracked for all classrooms on the same day.

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

Select Classroom:

February 2024							Class	Status	Complete	In Progress
Su	Mo	Tu	We	Th	Fr	Sa	Cafeteria	Not Started	0	0
28	29	30	31	1	2	3				
4	5	6	7	8	9	10				
11	12	13	14	15	16	17				
18	19	20	21	22	23	24				
25	26	27	28	29	1	2				
3	4	5	6	7	8	9				

Legend: **Yellow** - Date Selected, **Green** - Completed, **Red** - In Progress

Note: The calendar is color coded so that you can easily determine which classroom ratios have been completed. Yellow indicates the date selected to report ratios. A Completed date will display as green and an In-Progress date will display as red.

Select Classroom:

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.

STANDARD 5

Standard 5
Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME SCHOOL-AGE ONLY CCLC: XXXXXX

Portfolio Status: In Progress

Select Classroom:

Select -->

Select -->

Cafeteria

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Legend: Yellow - Date Selected, Green - Completed, Red - In Progress

Teacher:Student Ratio Counts

Date: 2/8/2024

Classroom: Cafeteria

Time	# of Teachers	# of Students
3:45 PM	<input type="text"/>	<input type="text"/>
4:45 PM	<input type="text"/>	<input type="text"/>
5:45 PM	<input type="text"/>	<input type="text"/>

Complete

SAVE CANCEL DELETE

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.

STANDARD 5

Standard 5
Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME: SCHOOL-AGE ONLY CCLC: XXXXXX

Portfolio Status: In Progress

Select Classroom:
 Select -->
 Cafeteria

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

Legend: Yellow - Date Selected, Green - Completed, Red - In Progress

Teacher:Student Ratio Counts

Date: 2/8/2024

Classroom: Cafeteria

Time	# of Teachers	# of Students
3:45 PM	1	12
4:45 PM	2	27
5:45 PM	2	35

Complete

SAVE CANCEL DELETE

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.

The screenshot displays the Quality Rated Child Care interface. At the top left, a purple header reads "STANDARD 5". Below it, a brown bar with a green checkmark indicates "Standard 5" is complete, with an orange bar below it showing "Teacher:Student Ratio Count". A central grey box displays "Portfolio Status: In Progress" above a list of standards: Standard 1, Standard 2, Standard 3, Standard 4, and Standard 5, each with a green checkmark. On the right, a navigation bar shows "PROGRAM NAME" and "CCLC: XXXXX". Below this, a "Portfolio Status: In Progress" label is followed by buttons for "BACK", "VIEW PORTFOLIO", "VIEW HISTORY", and "SUBMIT PORTFOLIO". A yellow arrow points from the "SUBMIT PORTFOLIO" button in the navigation bar to a larger, highlighted "SUBMIT PORTFOLIO" button at the bottom right.

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



QUALITY RATED CHILD CARE

Welcome Director

Standard 5
 Teacher Student Ratio Count

PROGRAM NAME
 SCHOOL-AGE ONLY
 CCLC: XXXXXX

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.

Pre-Observation Form

Standard 5
Teacher Student Ratio Count

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

SCHOOL-AGE ONLY

CCLC: XXXXXX

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Step-by-step guides to submit your portfolio

QUALITY RATED - HELP

TRAINING

This is a reminder that the Pre-Observation submission window has been changed to 2 business days.

Portfolio & Pre-Observation Submission Print Guides

- Pre-Observation Submission Guide 10.16.2023 - Family Child Care
- Pre-Observation Submission Guide 10.16.2023 - Large Center
- Pre-Observation Submission Guide 10.16.2023 - Small Center FCCERS
- Pre-Observation Submission Guide 10.16.2023 - Small Center ITERS and ECERS
- Pre-Observation Submission Guide 10.16.2023 - Stand-Alone School Age

Legal Adobe

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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.

Pre-Observation Form

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Step-by-step guides to submit your portfolio

PORTFOLIO COMPLETION SCREENS

When all standards are complete, as indicated by the green check marks, the **“Submit Portfolio”** button is enabled.

SCHOOL-AGE ONLY PROGRAM CCLC-2929

Portfolio Status: Returned

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Standard 1 ✓
 Standard 2 ✓
 Standard 3 ✓
 Standard 4 ✓

STANDARD 1 - DIRECTOR AND TEACHER QUALIFICATIONS AND GAPDS VERIFICATION

On this screen is a list of your staff members registered in the [Georgia Professional Development System \(GaPDS\)](#). If you have employees not on the list, they must take the appropriate steps to be added.

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This shows an example of those guides and the type of information found there.

- Instructions for submitting your portfolio.

Pre-Observation Form

QUALITY RATED CHILD CARE

Welcome Director

Pre-Observation Form

PROGRAM NAME

SCHOOL-AGE ONLY

CCLC: XXXXXX

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Pre-Observation Folder

MY APPLICATIONS

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	Status: Approved Submitted: 07/27/2017	Status: Ready to Submit	Status: In Progress			

Remember, your portfolio has not yet been submitted for scoring!

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

Blackout Dates

Note: Maximum of five blackout days can be selected

Portfolio Completed Date: 8/5/2017 8:43:08 AM

August 2017							September 2017							October 2017							November 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	28	30	31	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	9

Legend: **Yellow** - Portfolio Completed, **Green** - Open Date, **Red** - Blackout Day, **Gray** - Cannot Select, **Dark Gray** - State Holiday/Meeting

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

Pre-Observation Form

Pre-Observation Form
Blackout Days

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

- It is important to let the assessor team know when children typically arrive at your program so they can determine the best time to begin the observation. For example, let the assessors know if the children are located on-site during the school day and simply walk to the out of school time room, or if they are transported to your program, listing the time they typically arrive.

I would like the assessor team to know...

Begin typing and the box will expand as needed.

You can save the information you have added to this screen by clicking the “Save” button. You can come back later and make changes if you wish.

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

Notice that **Saved successfully** will appear on the screen.

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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

Pre-Observation Form

When you have entered all the information for each classroom and uploaded all your classroom schedules you can check the completion box at the bottom of the screen.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
CAFETERIA	School age	SACERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

PROGRAM SETUP
Which statement best represents your program (select one) and hit SAVE.

A) This school age program operates with separate and distinct classrooms where the groups of children are supervised by one or more staff and they generally do not mix with other groups throughout the day. They have all the materials they need in their self-contained classrooms, but may mix for snack and at the end of the day as numbers are decreased.

B) This school age program operates as one large group housed in a gymnasium, or other such large space. The children may be grouped by ages and they can rotate through other optional spaces such as an art room, computer room, music room, playground, etc., or through different play areas set up in the cafeteria or gym. There is one lesson plan for the whole group and staff work with all children throughout the day and the children are often in the same space or mix freely.

C) If neither option above best describes your setting, use the space below to briefly explain how your program operates.

Saved successfully
 Check this box when you have provided all the required information. Uncheck this box to make changes.

SAVE

Notice a check mark in the "Complete" column. This indicates that all requirements have been completed and the pre-observation form can be submitted along with the portfolio.

When you check the completion box the message "Saved successfully" will appear.

Classroom Details

- If your program has multiple classrooms where children are separated by age or grade your completed screen may look like the example below.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Room A - PreK-K	School age	SACERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room B - 1st Grade	School age	SACERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Room C 2-3 grade	School age	SACERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Room D 4th grade	School age	SACERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Room E 5-6th grade	School age	SACERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 <input type="checkbox"/> 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 <input type="checkbox"/> Choose 5 days you do not want to be assessed Day 1: Day 2: Day 3: Day 4: Day 5: <input type="checkbox"/> 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 <input type="checkbox"/> 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: <input type="checkbox"/> Physical/sensory <input type="checkbox"/> Social Emotional <input type="checkbox"/> Cognitive/Language <input type="checkbox"/> Other		
Schedule and Roster <input type="checkbox"/> One full day schedule for each classroom <input type="checkbox"/> Birthday roster for each classroom (no names) <input type="checkbox"/> 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.