Quality Rated Portfolio Checklist

Program Name:

Introduction Video Link: https://youtu.be/2jkhxjiarfs?si=usWBezYY75kUw4TR

STANDARD 1	**Date Completed:**	
Item	**Date Completed**	**Comments/Questions**
Director PDS ☐ Correct role ☐ Active/Pending status ☐ Training documentation ☐ Education documentation/Career level (30 days)		
Staff PDS ☐ Correct role FCC: Assistants should be listed as a lead or assistant teacher in order to be considered in Part B ☐ Active/Pending status ☐ Training documentation ☐ Education documentation/Career level (30 Days)		
Classroom Information ☐ All ages currently enrolled ☐FCC-all ages currently enrolled		
Teacher Class Assignment		
Professional Learning Plans		
National Accreditation Certificate (if applicable) **40-Hour Director Training certificate can be uploaded in this section*		

Standard 1 Video Link: https://youtu.be/ehYbfF670ZI?si=WZ05dfl4lNFpYpKz

CHILD CARE RESOURCE & REFERRAL of Southeast Georgia
Powered by Savannah Technical College

This project is funded by Georgia Department of Early Care and Learning using the federal Child Care and Development Fund.

STANDARD 2		Date Completed:
Item	**Date Completed**	**Comments/Questions**
Nutrition and Physical Activity Assessment		
Nutrition Action Plan ☐ 3 plans from different indicators in the domain		
Physical Activity Action Plan ☐ 3 plans from different indicators in the domain		
Child Well-Being ☐ Training documentation verified by PDS **____% Of Staff Completed:**		
Written Health Info/Family Resources *Evidence can be policies, forms, narratives, etc.*		
Written Resources Shared ☐ Immunization ☐ Oral Hygiene ☐ Vision Screening ☐ Hearing Screening **Policy** ☐ Encourages submission of vision, hearing, nutrition, and dental screenings for all 4-year-old children within 90 days of enrollment or within 90 days of reaching their fourth birthday. **Use of Developmental Screening Tool** ☐ Sample of tool used (do not upload children's personal information) ☐ Statement including the following information: ☐ Used annually ☐ Family permission ☐ Tools and results shared with families ☐ Referrals provided as needed		

Standard 2 Video Link: https://www.youtube.com/watch?v=86U1Gsp8RHo

STANDARD 3		Date Completed:
Item	**Date Completed**	**Comments/Questions**
GA Strengthening Families Training ☐ Upload signed certificate into the training section of PDS and ensure it is verified **____% Of Staff Completed:**		
Family Engagement Self-Assessment		
Family Engagement Improvement Plan ☐ 1 strategy for each of the 4 Protective Factors		
Family Engagement Written Evidence *Evidence can be policies, forms, narratives, etc.*		
Policies/Practices Highlighting ☐ Inclusion ☐ Confidentiality of Children's Records ☐ Family Engagement ☐ Healthy Transition Activities ☐ Parent/Teacher Conferences (Twice Yearly) ☐ Family Connection Activities ☐ Family Advisory Committee/Board Meetings or Family Voice (Twice Yearly)		

Standard 3: https://youtu.be/X21ulfzDiNE?si=9nqLiZ_US8h1EDg0

STANDARD 4		Date Completed:
Item	**Date Completed**	**Comments/Questions**
Curriculum Questionnaire Narrative should include: ☐ Curriculum supports 5 learning domains ☐ Curriculum is culturally, linguistically, and developmentally appropriate ☐ Curriculum is aligned with GELDS ☐ Children are active and engaged ☐ Goals are clear and shared by all ☐ The curriculum is likely to benefit children		
Lesson Plans ☐ 1 complete week per age group ☐ Must include: ☐ Individualized adaptations ☐ GELDS codes		
Instructional Assessments ☐ Paragraph describing: ☐ How the instructional assessment is used to inform planning and instruction ☐ How data is collected ☐ How often data is collected ☐ How data is used ☐ Applicable age group(s)		

Standard 4: https://youtu.be/zAPOPtCVOeE?si=YiR32SqL_v_E2eKV

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: https://youtu.be/haTEikn0SHY?si=N1lFBmEjp0wL1wMe

*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) ofdisabilities: ☐ 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		