

**Please note:** This resource was created in 2024 based on current portfolio guidelines.  
Resources will be updated if guidance changes with portfolio requirements.  
Refer to the Quality Rated website for updated information.

## QUALITY RATED: STANDARD 5

CCR&R Southeast GA



This step by step guide has been prepared to assist with completing Standard 5 of the portfolio independently.

## STANDARD 5 RESOURCES

QUALITY RATED CHILD CARE

RETURNING USERS

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### Standard 5: Ratios


- Staffing Plan and Ratio Forms

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.



# STANDARD 5 RESOURCES



**Teacher Student Ratio Count**

Date: \_\_\_\_\_

Record the number of teachers and students present in each classroom. The numbers should be recorded for one day, and the day selected must be within 30 calendar days of portfolio submission. The day selected should be the same for all classrooms.

Classroom: _____			Classroom: _____		
Time	No. of Teachers	No. of Students	Time	No. of Teachers	No. of Students
6:00 AM			6:00 AM		
7:00 AM			7:00 AM		
8:00 AM			8:00 AM		
9:00 AM			9:00 AM		
10:00 AM			10:00 AM		
11:00 AM			11:00 AM		
12:00 PM			12:00 PM		
1:00 PM			1:00 PM		
2:00 PM			2:00 PM		
3:00 PM			3:00 PM		
4:00 PM			4:00 PM		
5:00 PM			5:00 PM		
6:00 PM			6:00 PM		

Classroom: _____			Classroom: _____		
Time	No. of Teachers	No. of Students	Time	No. of Teachers	No. of Students
6:00 AM			6:00 AM		
7:00 AM			7:00 AM		
8:00 AM			8:00 AM		
9:00 AM			9:00 AM		
10:00 AM			10:00 AM		
11:00 AM			11:00 AM		
12:00 PM			12:00 PM		
1:00 PM			1:00 PM		
2:00 PM			2:00 PM		
3:00 PM			3:00 PM		
4:00 PM			4:00 PM		
5:00 PM			5:00 PM		
6:00 PM			6:00 PM		

Here you see the ratio tracking form and you can enter your program’s hours of operation in the column, as needed, and record your ratios for the day. Once this is completed you are ready to enter them into your portfolio.

## TEACHER : STUDENT RATIOS COUNT

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

In Standard 5 - Teacher:Student Ratio counts must be dated within 30 days of submission of your portfolio. Please correct in order to Submit Portfolio.

- Standard 1
- Standard 2
- Standard 3
- Standard 4
- Standard 5
  - Teacher:Student Ratio Count

### 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). All staff must be registered in the GaPDS before this section can be completed.

**Adding Staff Members:** If you have staff members not on the list, they will need to register, complete the profile, and submit the profile for verification to become an active participant and have a career level assigned. Allow 60 days for credential verification in the GaPDS. Please note that a staff member may already be registered in the GaPDS but may not have your facility selected as their current employer. In this case, the staff member must log into the GaPDS and update their employment information. Note: Your center's License Number must be selected from the search results, not manually entered into the system. For more information on this process, go to the GaPDS link at the bottom of this page.

**Pending Status:** If a staff member is registered in the GaPDS but does not have a Career Level assigned, this means there are documents pending that need to be verified by the Professional Standards Commission (PSC). Required credentials must be submitted directly to the PSC. A staff member's GaPDS profile will remain in pending status until all credentials have been verified and a career level has been issued.

**Incomplete Status:** Incomplete status indicates that the staff member has not submitted their GaPDS profile. Receiving a GaPDS number does not indicate that the profile was submitted. If the staff member is in incomplete status at the time of submission (Ready to Submit), they will not receive credit for a Professional Learning Plan or for training hours.

After your staff members are registered in the GaPDS, complete the **Staff Qualifications** section by following these steps:

- **Step 1** Check the boxes next to the staff currently employed by your facility in the GaPDS list provided below.
- **Step 2** Verify titles. If a title is incorrect, ask the staff member to update GaPDS.
- **Step 3** In the appropriate boxes below, enter the number of administrators and teaching staff employed in your facility. Note: The total count entered for administrators and teaching staff must match the number of checked staff members in the GaPDS list.
- **Step 4** The screen is refreshed when it is opened unless marked complete, but you must click **SAVE** each time to save the updates in the database.
- **Step 5** When ALL updates (Career level, Title, Training hours and courses) are complete, check the box at the bottom of the screen and click SAVE.

# Administrators:

# Teachers:

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

# TEACHER : STUDENT RATIOS COUNT

Portfolio Status: In Progress

← BACK   VIEW PORTFOLIO   VIEW HISTORY   SUBMIT PORTFOLIO

In Standard 5 - Teacher: Student Ratio counts must be dated within 30 days of submission of your portfolio. Please correct in order to Submit Portfolio.

Standard 1  
Standard 2  
Standard 3  
Standard 4  
Standard 5  
Teacher: Student Ratio Count

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:  
Select -->

August 2022							Class	Status	Complete	In Progress
Su	Mo	Tu	We	Th	Fr	Sa	Preschool	Completed	1	0
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	30	31	1	2	3				
4	5	6	7	8	9	10				

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.

Instructions

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After making this selection, a calendar will open for you. The first step is to select the classroom from the drop-down menu.

# TEACHER : STUDENT RATIOS COUNT

Portfolio Status: In Progress

← BACK   VIEW PORTFOLIO   VIEW HISTORY   SUBMIT PORTFOLIO

In Standard 5 - Teacher:Student Ratio counts must be dated within 30 days of submission of your portfolio. Please correct in order to Submit Portfolio.

- Standard 1
- Standard 2
- Standard 3
- Standard 4
- Standard 5
- Teacher:Student Ratio Count

### 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:  
Preschool

May 2022							Class	Status	Complete	In Progress
Su	Mo	Tu	We	Th	Fr	Sa	Preschool	Completed	1	0
24	25	26	27	28	29	30				
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	30	31	1	2	3	4				

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.

Next, click on the day on the calendar for the day that you recorded your ratios.

## TEACHER : STUDENT RATIOS COUNT

Time	# of Teachers	# of Students
6:30 AM	0	0
7:30 AM	1	0
8:30 AM	1	3
9:30 AM	1	3
10:30 AM	1	3
11:30 AM	1	3
12:30 PM	1	3
1:30 PM	1	3
2:30 PM	1	3
3:30 PM	1	3
4:30 PM	1	3
5:30 PM	1	1
6:30 PM	0	0

After clicking on the date, a Teacher:Student Ratio chart will appear. The ratio in this example is for May 24<sup>th</sup>. 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, 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.

## UPDATING RATIOS

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

In Standard 5 - Teacher: Student Ratio counts must be dated within 30 days of submission of your portfolio. Please correct in order to Submit Portfolio.

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: Preschool

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
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	30	31	1	2	3	4

Class	Status	Complete	In Progress
Preschool	Completed	1	0

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.

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If you think you made a mistake after reviewing the ratio chart and you need to update or delete, choose the classroom that you want to update and then choose the green date. A window will open and you can modify the ratio for that classroom.

## UPDATING RATIOS

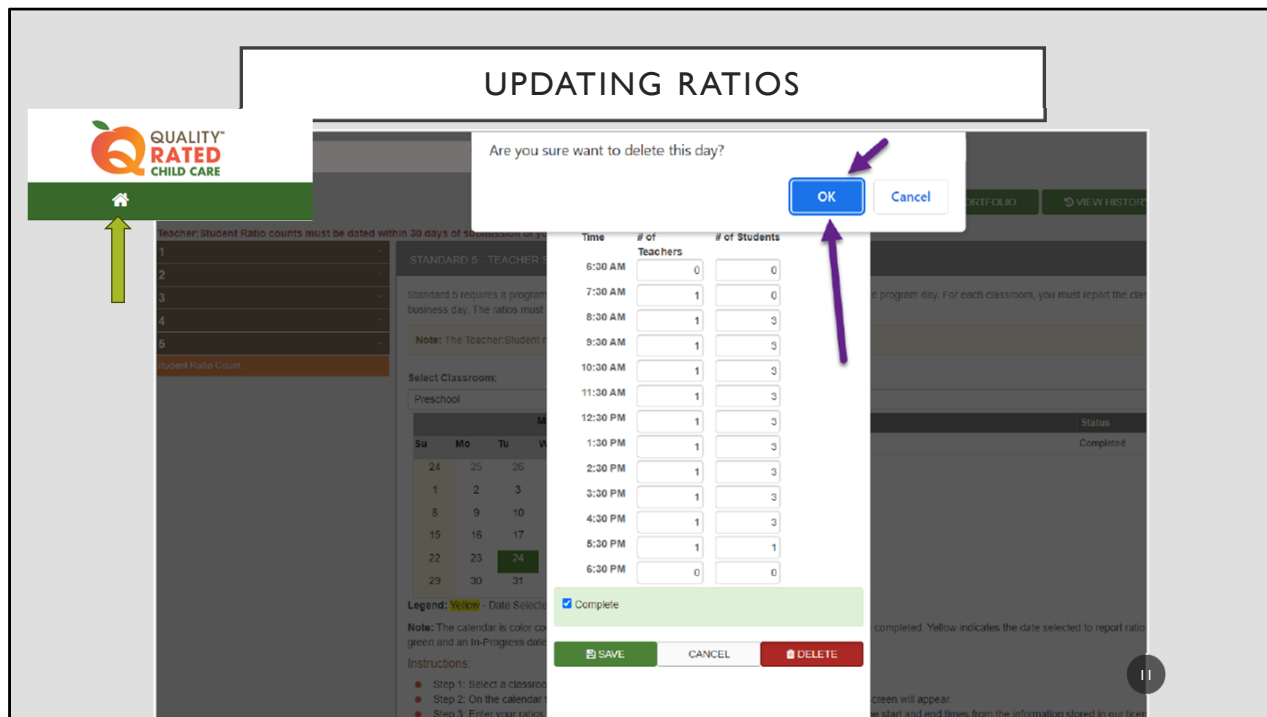
The screenshot shows a 'Teacher: Student Ratio Counts' dialog box. The date is 5/24/2022 and the classroom is 'Preschool'. The table below shows the ratio counts for each time slot. The 'Complete' checkbox is checked. A purple arrow points to the 'DELETE' button.

Time	# of Teachers	# of Students
6:30 AM	0	0
7:30 AM	1	0
8:30 AM	1	3
9:30 AM	1	3
10:30 AM	1	3
11:30 AM	1	3
12:30 PM	1	3
1:30 PM	1	3
2:30 PM	1	3
3:30 PM	1	3
4:30 PM	1	3
5:30 PM	1	1
6:30 PM	0	0

Edit the data by unchecking the Complete box and enter the updated data, then save and mark complete.

If you need to change the date you must delete the ratios from every classroom before you can change the date and enter the date and ratios again, as the system will not allow different dates for each classroom. To do this, click on the DELETE option.

If you are getting ready to submit your portfolio and the ratios entered are no longer valid because they are more than 30 days old, you will need to delete the ratios in order to choose a new date. Click the red DELETE button to do this.



After clicking delete it will ask you if you are sure; click OK and the current ratios will be deleted.

Next you will refresh your screen so that you can start the process over. To do this, click on the "Home" button at the top left of your screen.

## RUBRIC

5.1 Teacher: Student Ratios – Level Rating Scale			
Classroom Age Groups	Level 1 Ratios	Level 2 Ratios	Level 3 Ratios
Infants (6 weeks to 12 months)	1:6	1:5	1:4
Toddlers (12 months to 23 months)	1:7	1:6	1:4
Two's	1:9	1:8	1:6
Three's	1:14	1:13	1:8
Four's	1:17	1:15	1:11
Five's	1:19	1:16	1:13
School Age	1:20	1:18	1:15

Percentage of Classrooms Per Level	Level 1	Level 2	Level 3
$(\text{Total Number of Classrooms Per Level Type} \div \text{Total Number of Classrooms}) \times 100$			

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

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Ratios are scored based on the youngest age served in multi-age group settings and those ratios are used to determine the Level Rating. A program is assigned points based on which ratio level they maintain for 75% or more of the classroom hours and/or program day. Definitions of ratios and group size are in Sections 8.2 and 8.3 of the Glossary, respectively.

## STEP-BY-STEP GUIDES TO SUBMIT YOUR PORTFOLIO

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### 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

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You can find additional step-by-step guidance at the brown bar at the bottom of the Quality Rated website under Training. Select the guide that best fits your program.

## STEP-BY-STEP GUIDES TO SUBMIT YOUR PORTFOLIO

### Portfolio and Pre-Observation Submission Guide

Child Care Learning Center (19+ children)

*This submission guide was created to assist you in completing the pre-observation information that is required to be submitted prior to acceptance of the portfolio. This information is for a child care learning center licensed for 19 children or more.*

#### PORTFOLIO COMPLETION SCREENS

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

The screenshot displays the 'LARGE CENTER' interface for 'CCLC-3635'. The 'Portfolio Status' is 'Returned'. A list of standards is shown on the left, all with green checkmarks: Standard 1, Standard 2, Standard 3, Standard 4, and Standard 5. The 'SUBMIT PORTFOLIO' button is highlighted in green and enabled. The main content area shows 'STANDARD 1 - DIRECTOR AND TEACHER QUALIFICATIONS AND GAPDS VERIFICATION' with instructions on how to register staff members in the Georgia Professional Development System (GaPDS).

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

- Instructions for submitting your portfolio.

## STEP-BY-STEP GUIDES

- Click on the **folder in the "Pre-Observation Form" column** to continue with the submission process.

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!**

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This shows where to find your Pre-Observation folder.

## STEP-BY-STEP GUIDES

Up to **five (5) blackout dates** may be selected by clicking the date in any of the **green** boxes on the calendar. The selected dates will change to **red**. If you change your mind simply re-click on the **red** date and it will return to **green**.

- Notice that all **gray** and **dark gray** dates are days that are not eligible for an observation and so are not available for selecting as blackout days.
- **Green** dates are eligible for and are available for selecting as blackout days
- **Red** dates are your selected blackout dates.

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

August 2017							September 2017						
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
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

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This page shows how to select your blackout dates.

## STEP-BY-STEP GUIDES

- 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, even though your program may be open at 6:00 AM, most of the children in many of your classrooms do not arrive to begin their school day until 7:30 AM. You may combine children in one or more classroom until 8:00 AM with a different teacher or floater, at that time the children move to their regular room with their regular teacher.

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.

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

- Typical arrival time
- Parking instructions
- Wearing a mask
- Wearing socks in the infant room

## STEP-BY-STEP GUIDES

When you click on the “Classroom Details” Tab, a screen appears that contains important information that should be reviewed carefully before proceeding. The screen also pre-populates the information and number of classrooms you entered in your portfolio for Standard 1: Classroom Information.

- Each classroom is listed separately with an icon. When you click on the icon it will open a pre-observation sheet for that classroom and you will be able to enter the required information.
- Another icon will be showing. This icon takes you to the directions that allow you to upload your classroom schedule and roster. This icon will not yet be activated, as indicated by the pale color. After you have opened the pre-observation sheet for the classroom the upload icon will become active, , as indicated by the darker color. You will now be able to upload your classroom schedule and roster.

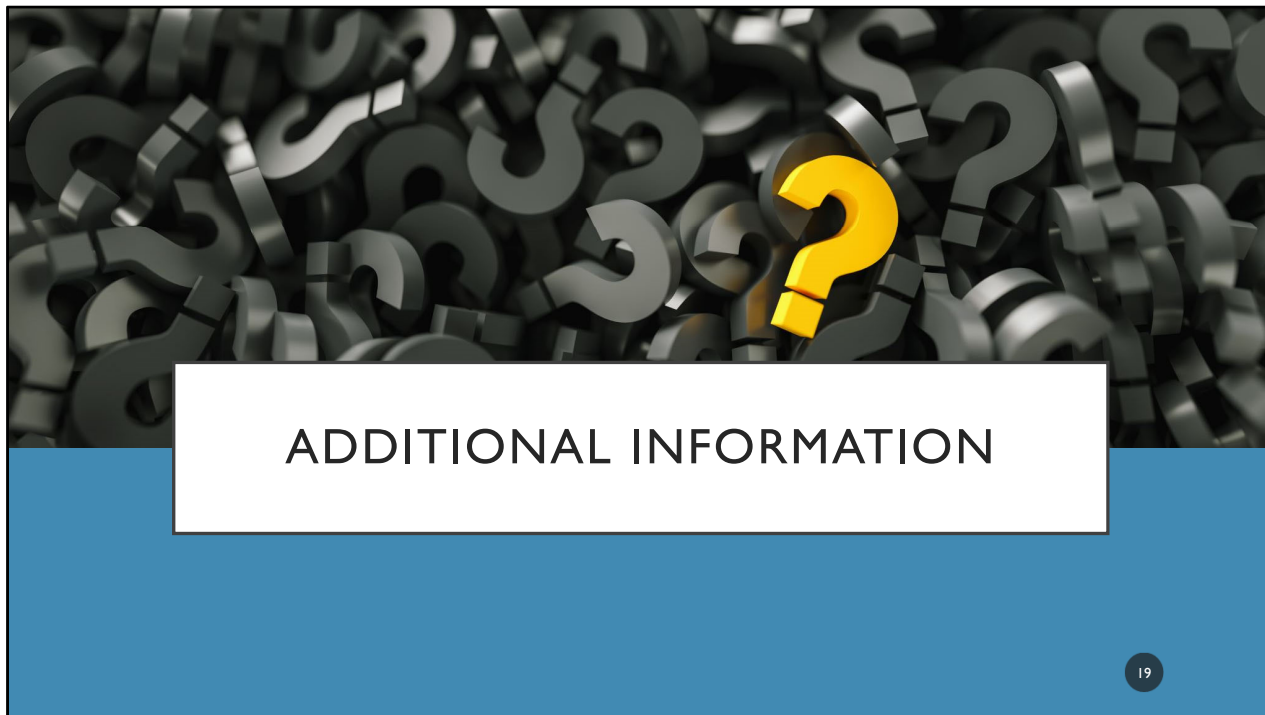
Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Toddlers	Toddler	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Twos	Twos	ITERS			<input type="checkbox"/>	<input type="checkbox"/>
Threes	Threes	ECERS			<input type="checkbox"/>	<input type="checkbox"/>

Each classroom is listed separately

- You will also be able to see which Environment Rating Scale (ERS) will be used to assess each of the classrooms listed. The scale used for each classroom is determined by the age group that you selected for each classroom in Standard 1 of the portfolio.

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This shows how to upload schedules and rosters and how to complete the pre-observation sheet.



If you still have questions please feel free to reach out to your coach for further consultation. We wish you success in completing your portfolio.

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.