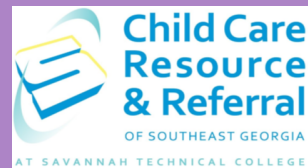


# Quality Rated School-Age Portfolio Standard 3

CCR&R Southeast GA



This step by step guide has been prepared to assist you with completing Standard 3 of the Quality Rated School-Age portfolio independently.

## Quality Rated Resources

The screenshot displays the Quality Rated website interface. At the top left is the Quality Rated logo. Below it, there are sections for 'RETURNING USERS' (with a login form) and 'NEW USERS' (with a 'CREATE ACCOUNT' button). The main content area features a 'Welcome to Quality Rated' message and a 'Three Steps to Become Quality Rated' section, with 'STEP ONE: APPLICATION' highlighted. A brown banner at the bottom of the website lists various resources, with 'QR PORTFOLIO' circled in yellow. To the right of the website screenshot is a list of resources categorized by standard:

- 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)
  - GAPEL Career Ladder
  - DECAL Salaries
  - 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 330B – 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
  - GLDS
  - Sample Lesson Plan Form
  - Georgia After-school & 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 3, 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." The resources for Standard 3 include: FAQ for Stand-Alone School-Age Programs and the Rating Rubric for Stand-Alone School-Age Portfolio.

Note: \*The Standard 3: Strengthening Families flow chart resource is not used for Stand-Alone School-Age Programs.

Standard 3 focuses on the importance of partnering with families in order to improve child outcomes. To support this partnership, Georgia uses the Strengthening Families Framework to assist with building the connection between programs, families, and the community. As an early childhood professional, you play a key role in bridging the connection between your early learning program, families, and the community so children can be provided with the best outcomes possible.

The screenshot displays a web interface for Standard 3 assessment. On the left, a purple sidebar highlights 'STANDARD 3'. A dropdown menu for 'Standard 3' lists several assessment options, with 'Assess Your Family Engagement' highlighted in orange. The top right shows a 'QUALITY RATED CHILD CARE' logo and a 'Welcome Director' message. Below the logo, there are fields for 'PROGRAM NAME' and 'CCLC: XXXXXX', and a 'Portfolio Status: In Progress' indicator. A navigation bar includes 'BACK', 'VIEW PORTFOLIO', 'VIEW HISTORY', and 'ASSIST PORTFOLIO' buttons. The main content area features a header 'STANDARD 3 - YOU FOR YOUTH FAMILY ENGAGEMENT SURVEY' and a yellow callout box with the text: 'Director or administrator completes the online survey Assess Your Family Engagement and the verification question below. The survey can be found by clicking on the following link [Access Your Family Engagement Survey](#)'. Below this is a section titled 'Assess Your Family Engagement' with instructions: 'Instructions: Use the checklist below to assess your family engagement efforts. Click on the practices below that you currently employ. Consider adding the remaining practices to boost family engagement in your program.' A checklist of ten practices is provided, each in an orange box:
 

- We provide activities for parents and families to do together.
- We communicate regularly with families.
- We know all parents' and caregivers' names.
- Program staff reflect the families we want to serve.
- We see the program as an extension of the child's family.
- We invite parents and caregivers to lead activities.
- We ask families what they need to better support student achievement and well-being.
- We include parents on our advisory board.
- We translate the materials we send home into families' home languages.

 A small thumbnail image for 'You for Youth' is visible on the left side of the main content area.

Click on the brown tab for Standard 3 in the menu on the left side of the screen. A drop-down menu will appear containing the sections for Standard 3 of the Portfolio. The first section of Standard 3 is the Family Engagement Survey. A director or administrator should complete the survey. Click on the link "Access Your Family Engagement Survey" to complete the survey. Use the checklist to assess your family engagement efforts. Click on the practices that you currently employ. Consider adding the remaining practices that were not selected to boost family engagement in your program.

**STANDARD 3**

Standard 3  
 Family Engagement Goals  
 Research Evid  
 Authentic Voice  
 Family Engagement Self Assessment  
 Family Engagement Information and Support  
 Family Engagement Written Evidence  
 Growing Families and Their Culture  
 Support to and Engage Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

STANDARD 3 - YOU FOR YOUTH FAMILY ENGAGEMENT SURVEY ?

Director or administrator completes the online survey [Assess Your Family Engagement](#) and the verification question below. The survey can be found by clicking on the following link [Access Your Family Engagement Survey](#)

I,  , verify that I completed the online interactive Assess Your Family Engagement survey.  
 Date: Tuesday, February 6, 2024

**Assess Your Family Engagement**  
 Instructions: Use the checklist below to assess your family engagement efforts. Click on the practices below that you currently employ. Consider adding the remaining practices to boost family engagement in your program.

Our program currently engages in the following number of the nine practices:  
 0  1-3  4-6  7-9

Check this box to indicate that this section is complete.

SAVE

View Standard 3 Rating Rubric

Once you complete the survey, you will add your first and last name in the box to verify that the survey is complete. You will select how many practices your program currently engages in. Click "SAVE" to save your information. Check the box in the light green banner at the bottom of the screen to mark this section complete.

STANDARD 3

Standard 3

- Family Engagement Survey
- Family Engagement
- Business Review
- Family Engagement Self-Assessment
- Family Engagement Improvement Plans (Goals)
- Family Engagement Values Calendar
- Keynote Presenters and Team Culture
- Responding and Engaging Families


Welcome Director

**PROGRAM NAME** CLL: XXXXX



**SCHOOL-AGE ONLY**

Portfolio Status: In Progress

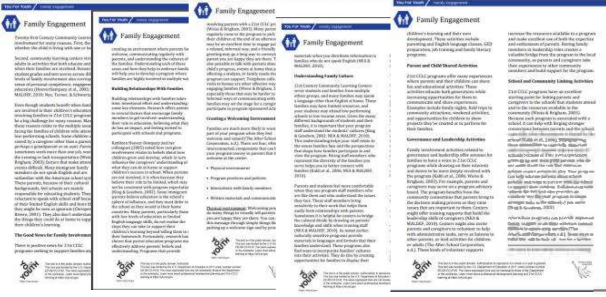
[BACK](#)
[VIEW PORTFOLIO](#)
[VIEW HISTORY](#)
[SUBMIT PORTFOLIO](#)

**STANDARD 3 - YOU FOR YOUTH RESEARCH BRIEF** 🖨️

Director or administrator reads a copy of the Family Engagement Research Brief and completes the questions below. [Click here](#) to access the Research Brief.

## Family Engagement



The next section of Standard 3 is the Family Engagement Research Brief. A director or administrator should complete this section. Click on the word "here" to gain access and read the Research Brief.

STANDARD 3

Standard

- Family Engagement Survey
- Family Engagement
- Assessment rubric
- Family Engagement Self-Assessment
- Family Engagement Improvement Plans (Goals)
- Family Engagement Values Calendar
- Keynote Families and Team Culture
- Supporting and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME
CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

← BACK
NEW PORTFOLIO
VIEW HISTORY
SUBMIT PORTFOLIO

Director or administrator reads a copy of the [Family Engagement Research Brief](#) and completes the questions below. Click here to access the Research Brief.

I,  verify that I have read the [Family Engagement Research Brief](#).  
 Date: Tuesday, February 6, 2024

**1. When considering family involvement the four key and interrelated building blocks are**

- making sure children do their homework before playing
- creating an environment where families feel welcome
- building relationships with parents/families
- communicating regularly with classroom staff
- creating school friendly policies
- communicating regularly with parents/families
- understanding the cultures of the families
- encouraging children to talk about their feelings

**2. Our program's policies and practices help to create a welcoming place for families:**

Yes     No

Once you have read the Research Brief, reflect on your knowledge and the current practices, policies and procedures that your program utilizes. Answer the five questions for the Research Brief. Add your first and last name in the box to verify that the Research Brief was read.

**STANDARD 3**

Standard 3

- Family Engagement Survey
- Family Videos
- Family Engagement Self-Assessment
- Family Engagement Improvement Plans (Goals)
- Family Engagement Values Calendar
- Involve Families and Their Culture
- Responding and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

3. How could you make families of different cultures feel welcome and understood? (300-character maximum)

4. Family involvement comes in just one shape and size:

Yes  No

5. Afterschool programs can provide important family support when their activities connect families to community services. What is one way that your program could provide this type of support? (300-character maximum)

SAVE

Check this box to indicate that this section is complete.

View Standard 3 Rating Rubric

For your reflection for question #3, ensure that the goal you create focuses on practices for the **family**. For question #5, ensure that the goal you create focuses on practices for the **program**. Click "SAVE" to save your information. Then check the box in the light green banner at the bottom of the screen to mark this section complete.

**STANDARD 3**

Standard 3

- Family Engagement Survey
- Head Start Goal
- Approved Goals
  - Family Engagement Self-Assessment
  - Family Engagement Improvement Plans (Goals)
  - Family Engagement Written Evidence
  - Knowing Families and Their Culture
  - Responsibility and Engaging Families

PROGRAM NAME: CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

STANDARD 3 - AWARENESS VIDEOS

Program staff view 2 awareness videos online: [Communicate with Families](#) and [Benefits of Family Engagement](#). Afterward the program director or administrator completes the table below to verify the staff members who viewed each video.

The videos can be found at the following links:  
 Communicate with Families: [Quality Rated - Communicate with Families \(School Age Only Programs\)](#)  
 Benefits of Family Engagement: [Quality Rated - Benefits of Family Engagement \(School Age Only Programs\)](#)

**Super Director**, verify that the staff members checked in the table below have viewed the Family Engagement videos.  
 Date: Tuesday, February 6, 2024

The table is populated with the staff member names checked on the Standard 1 - Staff Qualifications screen

Name	Communicate with Families	Benefits of Family Engagement
Lucy Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marcy Torres	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Marcus Ross	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**SAVE**

Check this box to indicate that this section is complete.

KNOW YOUR FAMILIES  
Communicate

SPECIAL ISSUES  
Benefits of Family Involvement

The next section of Standard 3 is the program staff Awareness Videos. For this section program staff should watch both videos. The videos are: Communicate with Families and Benefits of Family Engagement. The links for the videos can be shared with the staff for completing the videos.

Note: \*All staff names that are checked in the Standard 1: Staff Qualifications section of your Portfolio will populate into the chart in this section. Once you identify that your staff have completed watching each video, you will check the box by their names to verify that their videos are complete.

Click "SAVE" to save your information. Check the box in the light green banner at the bottom of the screen to mark this section complete.



The screenshot shows the Quality Rated Child Care portal interface. At the top left, a purple banner displays 'STANDARD 3'. Below it, a navigation menu lists items under 'Standard 3', with 'Awareness Videos' highlighted. The main header includes the 'QUALITY RATED CHILD CARE' logo, 'Welcome Director', 'PROGRAM NAME', and 'CCLC: XXXXXX'. A 'Portfolio Status: In Progress' indicator is visible. A green box contains a checkbox labeled 'Check this box to indicate that this section is complete.' Below this is a table for '3.1 Family Partnership Awareness' with columns for criteria and 'Points Possible'. A 'View Standard 3 Rating Rubric' button is highlighted with an orange box.

3.1 Family Partnership Awareness	Points Possible
3.1.0 Criteria not met.	0
3.1.1 The program administrator or director has completed the interactive online survey <i>Assess Your Family Engagement</i> and has identified the number of items the program currently engages in.	2
3.1.2 In addition to 3.1.1, the program administrator or director has read the <i>Family Engagement Research Brief</i> and has completed the on-screen questions.	4
3.1.3 In addition to 3.1.2, <b>80%</b> of the staff have viewed <b>both</b> awareness videos online: <i>Communicate with Families</i> and <i>Benefits of Family Engagement</i> .	6

**What to Submit for Standard 3.1**

Initial Application and Reassessment:

- 3.1.1: Complete the on-screen *Assess Your Family Engagement* verification statement and question. The online survey can be found at the following link: [Access Your Family Engagement Survey](#)
- 3.1.2: Complete the on-screen *Family Engagement Research Brief* verification statement and questions. The brief can be found at the following link: [Access the Family Engagement Research Brief](#)
- 3.1.3: Complete the on-screen Staff Video Viewing table and verification statement. The online videos can be found by clicking the following links: [Quality Rated: Communicate with Families \(School Age Only Programs\)](#) [Quality Rated: Benefits of Family Engagement \(School Age Only Programs\)](#)

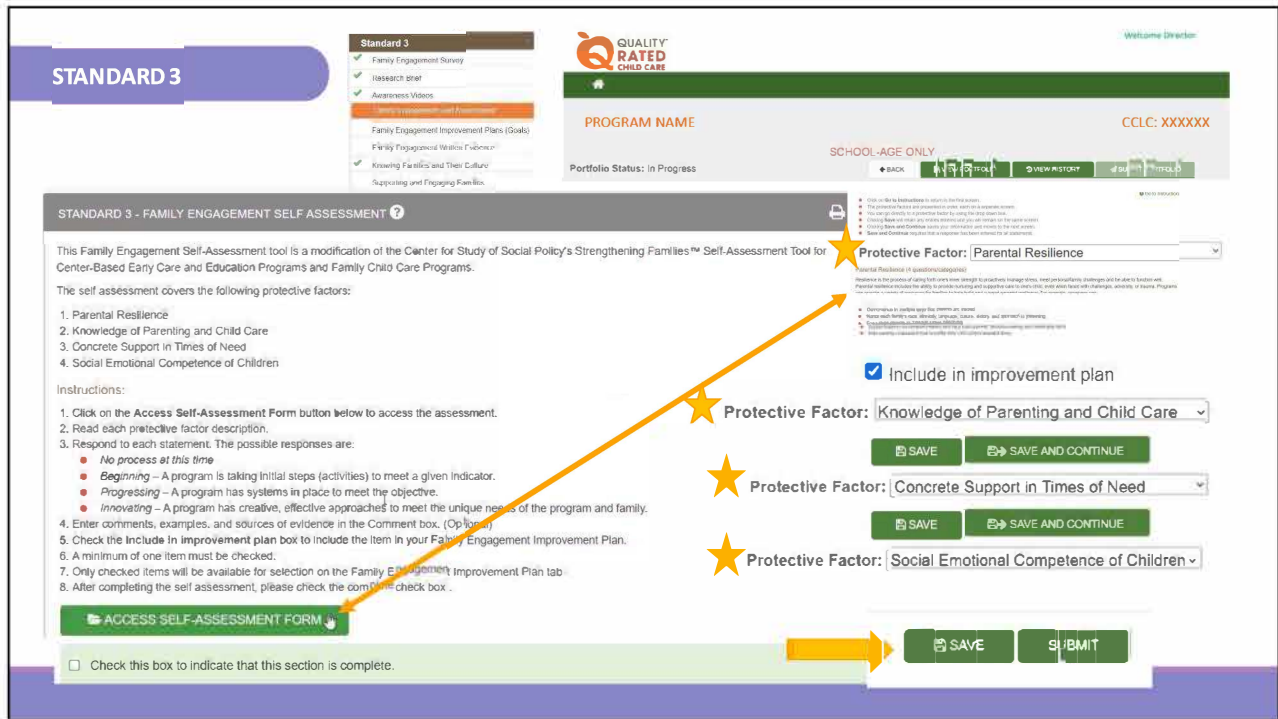
Once all of the Family Partnership Awareness sections are complete, refer to the Standard 3.1 portion of the Rating Rubric. Here the rubric lists the criteria required for this section. Points are awarded based on the completion of the three separate criteria. The program administrator or director and staff should complete their portions of this section.

At the 2-point level, points are awarded based on the program administrator or director completing the Assess Your Family Engagement survey.

At the 4-point level, criteria for 3.1.1 has been met and the program administrator or director completed the Family Engagement Research Brief.

At the 6-point level, criteria for 3.1.2 has been met and 80% of staff completed the Communicate with Families video and the Benefits of Family Engagement video.

Ensure you complete the evidence for all listed criteria in order to receive the possible points. At the bottom of this section of the rubric, guidance is provided for what requirements meet this criteria in the "What to Submit for Standard 3.1" section.



The next section of Standard 3 is the Family Engagement Self-Assessment. This self-assessment covers 4 of the protective factors . To complete the self-assessment, click "ACCESS SELF-ASSESSMENT FORM." At the top there is a drop-down menu to access the four Protective Factors. Clicking each factor takes you to that page. They are Parental Resilience, Knowledge of Parenting and Child Care, Concrete Support in Times of Need, and Social Emotional Competence of Children. Read each protective factor description and provide a response based on the practices that your program uses at this time. Step 3 on the self-assessment instructions provides an explanation of the responses you could choose from. Comments, examples, or evidence can be provided in the Comment box. This is optional.

As you read through each statement, if you find that there is an area where your program could improve, check the "Include in improvement plan" box so that this information can be used in the Family Engagement Improvement Plan section.

You can click the "SAVE" button any time while completing the assessment to save your responses. To progress through all of the Protective Factors click "SAVE AND CONTINUE."

The screenshot displays the Quality Rated Child Care portal interface. On the left, a sidebar lists 'Standard 3' with sub-items like 'Family Engagement Survey', 'Research brief', 'Awareness Videos', and 'Family Engagement Improvement Plans (Goals)'. The main content area shows a 'PROGRAM NAME' field and 'SCHOOL-AGE ONLY' status. Below this, there are several 'Protective Factor' dropdown menus, each with a star icon and a 'SAVE' or 'SAVE AND CONTINUE' button. A green banner at the bottom left contains the text 'ACCESS SELF-ASSESSMENT FORM' and a checked checkbox with the instruction 'Check this box to indicate that this section is complete.' An orange arrow points from this banner to the 'Protective Factor: Parental Resilience' dropdown. At the bottom right, there are 'SAVE' and 'SUBMIT' buttons.

Once you have answered all of the questions for all of the factors, click "SAVE." Then click "SUBMIT." Check the box at the bottom of the screen in the light green banner to mark this section complete. This step is very important as you cannot proceed with the Improvement Plans until this section is marked complete. Your Family Engagement Self-Assessment report will generate based on the responses you entered. This report will populate in the next section of Standard 3, Family Engagement Improvement Plans.

Note: \*This is a self-assessment; your responses will not be graded and they do not impact your portfolio score.

The screenshot displays the 'STANDARD 3' section of the Quality Rated Child Care portal. On the left, a sidebar lists items for Standard 3, with 'Family Engagement Improvement Plans (Goals)' highlighted. The top header features the Quality Rated logo, a 'Welcome Director' message, and fields for 'PROGRAM NAME' and 'CCLC: XXXXXX'. Below the header, navigation buttons include 'BACK', 'VIEW PORTFOLIO', 'VIEW HISTORY', and 'SUBMIT PORTFOLIO'. The main content area is titled 'STANDARD 3 - FAMILY ENGAGEMENT IMPROVEMENT PLANS (GOALS)' and contains the following text:

Develop your Family Engagement Improvement Plan using the checked items from the Family Engagement Self Assessment as goals.  
 A *minimum of one goal* is required. Reference the rubric to identify the number of possible points you will strive toward when developing your goals.

Click the *Add Improvement Plan* button to access the checked items from your Family Engagement Self Assessment.

No goals found

**ADD IMPROVEMENT PLAN**

Check this box to indicate that this section is complete when all of your improvement plans have been added.

[View Standard 3 Rating Rubric](#)

The next section for Standard 3 is Family Engagement Improvement Plans (Goals). To complete the Improvement Plans, click "ADD IMPROVEMENT PLAN." Your Family Engagement Self-Assessment report will populate. You will be able to view the responses you entered and utilize them to create your Family Engagement Improvement Plans (Goals). Program staff will reflect on their program's current family engagement practices, policies and procedures and identify areas that can be improved. Points are assigned based on the completion of the written improvement plan, documentation of actions taken to complete the plan, and evidence that the program has met each of the requirements listed.

**STANDARD 3**

**ADD IMPROVEMENT PLAN**

Standard 3

- Family Engagement Survey
- Research Brief
- Awareness Videos
- Family Engagement Self Assessment
- Family Engagement Assessment Tools (Goals)
- Family Engagement Written Evidence
- Knowing Families and Their Culture
- Supporting and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

BACK VIEW PORTFOLIO VIEW HISTORY RESET PORTFOLIO

Protective Factor:

Select -->

Family Engagement Goal:

1. What needs to happen to achieve this goal?

2. Who will take responsibility for this action?

3. How will you know the action has been successfully completed?

4. Action Start Date:

5. Anticipated Completion Date (Optional):

6. What are some of the results of this effort?

SAVE CANCEL

View Standard 3 Rating Rubric

Parental Resilience

- Knowledge of Parenting and Child Care
- Concrete Support in Times of Need
- Social Emotional Competence of Children

ADD IMPROVEMENT PLAN

When the Improvement Plan opens, your first step is to select the Protective Factor. However, at least one response must be included to generate a goal for this section. If you are missing a protective factor, go back to the Family Engagement Assessment section and make sure you clicked "Include in improvement plan" to create a goal for each factor. The next drop-down shows the goals based on the statements selected to be included in the improvement plan. There could be one or more goals listed. Select the goal to be read to determine which one best meets the needs of your program. Answer questions for #1-#6. For #4, enter a start date that works best for the program. For #5, you can enter a date or it can be left blank to be an ongoing goal. Once your goals are completed, click "SAVE."

**STANDARD 3**

Standard 3

- Family Engagement Survey
- Research Brief
- Awareness Videos
- Family Engagement Self-Assessment
- Family Engagement Self-Assessment and Improvement Plan**
- Family Engagement Written Evidence
- Knowing Families and Their Culture
- Supporting and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Check this box to indicate that this section is complete when all of your improvement plans have been added.

3.2 Family Engagement Self-Assessment and Improvement Plan	Points Possible
3.2.0 Criteria not met.	0
3.2.1 The program has conducted the Family Engagement Self-Assessment within the past year and has developed a written improvement plan to address <b>one goal from one of the protective factors</b> stated in the Family Engagement Self-Assessment.	2
3.2.2 The program has conducted the Family Engagement Self-Assessment within the past year and has developed a written improvement plan to address <b>three goals. Each goal is from a different protective factor</b> stated in the Family Engagement Self-Assessment.	4
3.2.3 The program has conducted the Family Engagement Self-Assessment within the past year and has developed a written improvement plan to address <b>four goals. Each goal is from a different protective factor</b> stated in the Family Engagement Self-Assessment.	6

What to Submit for Standard 3.2

Initial Application and Reassessment

- Completed on-screen Family Engagement Self-Assessment and written improvement plan addressing either 1, 3, or 4 goals **from the protective factors stated in the Family Engagement Self-Assessment. Each goal must be from a different protective factor.**

View Standard 3 Rating Rubric

Once all of the Improvement Plans are complete, click "SAVE." Check the box in the light green banner at the bottom of the screen to mark this section complete.

Refer to the Standard 3.2 portion of the Rating Rubric for the Family Engagement Self-Assessment and Improvement Plan. The Rubric lists the criteria required as evidence for this section. Points are awarded based on the number of goals developed. Points are also awarded based on the number of Protective Factors that are covered. You are welcome to write as many goals as you see beneficial and meaningful to your program.

The screenshot displays the Quality Rated Child Care portal interface. On the left, a sidebar lists 'Standard 3' with several sub-items, including 'Family Engagement Written Evidence' which is highlighted. The main content area is titled 'STANDARD 3 - FAMILY ENGAGEMENT WRITTEN EVIDENCE'. It provides instructions: 'Submit no more than five samples of the following:' followed by a bulleted list of evidence types:
 

- If reassessment, evidence of implementing prior improvement plan
- Evidence of written policy on **inclusion** and **confidentiality of children's records**
- Evidence of policies and practices that encourage **family engagement** (policy, volunteer opportunities in program, special events, targeted outreach activities, etc.)
- Evidence of **family resource sharing** (samples of materials distributed to families, family handbook, picture of family resource area)

 Below the list, a note states: 'Photographs and documents uploaded as evidence should be clear and legible. Policies that are submitted as evidence should be copied and have applicable portions highlighted, rather than uploading an entire policy handbook.' At the bottom of the main content area is a yellow note: 'Note: The following type of documents are valid to upload in this page: PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF.' An 'UPLOAD EVIDENCE' button is visible. On the right, an 'Family Engagement Written Evidence - Upload' dialog box is open, showing a 'Document Type' dropdown menu with options like 'Evidence of implementing prior improvement plan', 'Evidence of policies and practices', and 'Evidence of written policy'. A 'Description' field and 'UPLOAD'/'CANCEL' buttons are also present in the dialog.

The next section of Standard 3 is Family Engagement Written Evidence. This section allows 5 uploads for the evidence of policies, practices, and/or procedures the program has to support family engagement. To provide this information, click **UPLOAD EVIDENCE** → select the file → the appropriate type of evidence it will represent listed in the drop-down menu → type a description of the evidence being uploaded. Documents must be in a specific format in order to be uploaded in the portfolio. We highly recommend PDF format. Remember that if you are uploading information from your program’s handbook, we encourage you to highlight or copy the applicable information into one document so that the specific information can be easily viewed.

The screenshot displays the Quality Rated Child Care interface. On the left, a sidebar lists 'Standard 3' requirements with checkmarks: Family Engagement Survey, Research Brief, Awareness Videos, Family Engagement Self-Assessment, Family Engagement Improvement Plan (Goal), Family Reassessment Rating Rubric, Knowing Families and Their Culture, and Supporting and Engaging Families. The main content area shows 'PROGRAM NAME' and 'CCLC: XXXXXX'. Below this is a table for '3.3 Family Engagement/Support' with columns for 'Criteria not met', 'Points Possible', and 'Description'. The table lists three criteria: 3.3.1 (2 points), 3.3.2 (4 points), and 3.3.3 (6 points). A 'What to Submit for Standard 3.3' section provides a list of required evidence items. At the bottom, a light green banner contains a checked checkbox and the text 'Check this box to indicate that this section is complete.' An orange arrow points to this checkbox. Another orange arrow points to a 'View Standard 3 Rating Rubric' link.

Criteria not met	Points Possible	Description
3.3.0 Criteria not met	0	
3.3.1	2	The program has policies and practices in place addressing inclusion, confidentiality of child records, family engagement, and shares resources of interest to families.
3.3.2	4	Has completed all of criteria 3.3.1, and completes a plan for <b>three of the strategies</b> for <i>Knowing Families and Their Culture</i> listed on-screen.
3.3.3	6	Has completed all of criteria 3.3.2, and completes a plan for <b>three of the strategies</b> for <i>Supporting and Engaging Families</i> listed on-screen.

**What to Submit for Standard 3.3**

- o If reassessment, evidence of implementing prior improvement plan
- o 3.3.1: Evidence of written policy on inclusion and confidentiality of children's records; Evidence of policies and practices that encourage family engagement (policy, volunteer opportunities in program, special events, targeted outreach activities, etc.); Evidence of family resource sharing (samples of materials distributed to families, family handbook, picture of family resource area)
- o 3.3.2: Complete 3 strategy plans for Knowing Families and Their Culture (on-screen).
- o 3.3.3: Complete 3 strategy plans for Supporting and Engaging Families (on-screen). For a reassessment, complete different strategies than previously submitted.

Refer to the Standard 3.3 portion of the Rating Rubric for the Family Engagement/Support requirements. The rubric lists the criteria required as evidence for this section. Points are awarded based on the evidence provided. Ensure you provide evidence for all listed criteria in order to receive the possible points. At the bottom of this section of the rubric, guidance is provided for what evidence could be uploaded to meet this criteria in the "What to Submit for Standard 3.3" section.

At the 2-point level, provide evidence of policies and practices that address inclusion, confidentiality of child records, family engagement and shares resources of interest to families. If you are able to provide this information, you can move to the next level for evidence.

Once all evidence is uploaded, check the box in the light green banner at the bottom of the screen to mark this section complete.



**STANDARD 3**

Standard 3

- Family Engagement Survey
- Research Brief
- Assessment Values
- Family Engagement Self-Assessment
- Family Engagement Improvement Plans (Tables)
- Family Engagement Written Evidence
- Family Engagement Case Studies
- Supporting and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME

CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

BACK VIEW PORTFOLIO VIEW HISTORY RESET PORTFOLIO

**STANDARD 3 - KNOWING FAMILIES AND THEIR CULTURE**

Programs utilize strategies to promote stronger relationships between families and program staff. Reflect on the strategies below. Program staff identify if they already engage in any of the suggested strategies, or if a strategy is something they would plan to initiate moving forward. Points are awarded based on the completion of a plan for 3 strategies. Each strategy has a 500 character limit and only 3 strategies may be entered.

**Strategies for better knowing families**

Strategies for better knowing families	Details of what we do or could do
Provide time in program orientation meetings at the beginning of the year for families to get to know one another and connect with staff	
Spencer discussions and support groups	
Find translators and use translated materials whenever necessary	

SAVE

Check this box to indicate that this section is complete.

View Standard 3 Rating Rubric

3.3 Family Engagement/Support		Points Possible
3.3.0	Criteria not met.	0
3.3.1	The program has policies and practices in place addressing inclusion, confidentiality of child records, family engagement, and shares resources of interest to families.	2
3.3.2	Has completed all of criteria 3.3.1, and completes a plan for <b>three of the strategies</b> for <i>Knowing Families and Their Culture</i> listed on-screen.	4
3.3.3	Has completed all of criteria 3.3.2, and completes a plan for <b>three of the strategies</b> for <i>Supporting and Engaging Families</i> listed on-screen.	4

The next section for Standard 3 is Knowing Families and their Culture. Ensure that you read and follow the instructions for completing this section. In this section program staff will reflect on your program's practices, policies and procedures for promoting stronger relationships for supporting families and their culture.

Refer to the Standard 3.3 portion of the Rating Rubric:

At the 4-point level, criteria for 3.3.1 has been met and you are able to provide three of the strategies that your program will implement for getting to know families and their culture. If you can provide these goals you can move to the next level of evidence.

Once all goals are created and input, click "SAVE." Check the box in the light green banner at the bottom of the screen to mark this section complete.

**STANDARD 3**

- Family Engagement Survey
- Research Brief
- Awareness Videos
- Family Engagement Self Assessment
- Family Engagement Improvement Plans (Circles)
- Family Engagement Written Evidence
- Knowing Families and Their Culture
- Supporting and Engaging Families

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME: CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress

STANDARD 3 SUPPORTING AND ENGAGING FAMILIES

Programs utilize strategies to promote stronger relationships between families and program staff. Reflect on the strategies below. Program staff identify if they already engage in any of the suggested strategies, or if a strategy is something they would plan to initiate moving forward. Points are awarded based on the completion of a plan for 3 strategies. Each strategy has a 500 character limit and **only 3 strategies may be entered**.

**INSTRUCTIONS**

**SAVE**

Check this box to indicate that this section is complete

View Standard 3 Rating Rubric

3.3 Family Engagement/Support		Points Possible
3.3.0 Criteria not met.		0
3.3.1 The program has policies and practices in place addressing inclusion, confidentiality of child records, family engagement, and shares resources of interest to families.		2
3.3.2 Has completed all of criteria 3.3.1, <b>and</b> completes a plan for <b>three of the strategies</b> for <i>Knowing Families and Their Culture</i> listed on-screen		4
3.3.3 Has completed all of criteria 3.3.1, <b>and</b> completes a plan for <b>three of the strategies</b> for <i>Supporting and Engaging Families</i> listed on-screen		6

The last section for Standard 3 is Supporting and Engaging Families. Ensure that you read and follow the instructions for completing this section. In this section program staff will reflect on your program's practices, policies and procedures for promoting stronger relationships between families and staff through engaging and supportive strategies.

Refer to the Standard 3.3 portion of the Rating Rubric:

At the 6-point level, the previous evidence for 3.3.2 has been provided and you are able to provide three of the strategies for Supporting and Engaging Families to receive 6 possible points.

Once all goals are created and input, click "SAVE." Check the box in the light green banner at the bottom of the screen to mark this section complete.

The screenshot displays the Quality Rated Child Care interface. At the top left, a purple banner reads "STANDARD 3". The top right corner shows "Welcome Director". The main header area includes a home icon, "PROGRAM NAME", and "CCLC: XXXXXX". Below this, it indicates "SCHOOL-AGE ONLY" and "Portfolio Status: In Progress". A navigation bar contains buttons for "BACK", "VIEW PORTFOLIO", "VIEW HISTORY", and "SUBMIT PORTFOLIO". A dropdown menu for "Standard 3" is open, listing eight items, each with a green checkmark: "Family Engagement Survey", "Research Brief", "Awareness Videos", "Family Engagement Self Assessment", "Family Engagement Improvement Plans (Goals)", "Family Engagement Written Evidence", "Knowing Families and Their Culture", and "Supporting and Engaging Families". An orange arrow points to the "Standard 3" header of the dropdown.

A green check mark 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 can be activated.

## Additional Resources

STANDARD 3		Date Completed:
Item	Date Completed	Comments/Questions
<p><b>Family Partnership Awareness</b></p> <p>Program administrator will complete the following:</p> <p><input type="checkbox"/> Assess Your Family Engagement survey and answer the question</p> <p><input type="checkbox"/> Read Family Engagement Research Brief and answer questions</p> <p>Staff have viewed online videos: <a href="#">@manifesto: with Families and Benefits of Family Engagement</a></p> <p>* Once completed, staff will enter their information into the Awareness Videos section.</p> <p>___% of Staff Completed:</p>		
<p><b>Family Engagement Self-Assessment</b></p> <p>Family Engagement Improvement Plan:</p> <p><input type="checkbox"/> 3 strategy for each of the 4 protective factors</p>		
<p>Family Engagement Written Evidence Evidence can be policies, forms, narratives, etc.</p>		
<p><b>Policies/practices highlighting:</b></p> <p><input type="checkbox"/> Inclusion</p> <p><input type="checkbox"/> Confidentiality of children's records</p> <p><input type="checkbox"/> Family engagement</p> <p><input type="checkbox"/> Resources of interest to families</p>		
<p><b>Knowing Families and Their Culture</b></p> <p><input type="checkbox"/> Complete 3 strategy plans</p>		
<p><b>Supporting and Engaging Families:</b></p> <p><input type="checkbox"/> Complete 3 strategy plans</p>		

The Child Care Resource & Referral Agency has created a resource to help you to complete each standard of the portfolio. The Standard 3 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 3 of the Portfolio.

## Additional Resources

The image shows a screenshot of the website for Child Care Resource & Referral of Southeast Georgia, located at Savannah Technical College. The website features a blue header with the organization's logo and name. Below the header is a navigation menu with the following items: OUR AGENCY, QUALITY RATED, FAMILIES, PROFESSIONALS, and GRANTS. A yellow arrow points from the 'QUALITY RATED' menu item to a dropdown menu that is open. This dropdown menu contains the following items: QUALITY RATED, Families, Professionals, Quality Rated Forms & Resources, Quality Rated Portfolio Resources, and FAQs. The 'Quality Rated Portfolio Resources' item is highlighted with a yellow box. Below the navigation menu is a section titled 'QUALITY RATED PORTFOLIO RESOURCES' with a link to '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 3.