

# QUALITY RATED PORTFOLIO TIMELINE

Start  
Here

- Check that all current staff are listed in Standard 1 Staff Qualifications
- Complete Standard 1 Classroom Information and National Accreditations
- Share Strengthening Families training information and expected due date with staff
- Check CPR/First Aid dates in Standard 2 and schedule class if needed
- Share training opportunities and expectations with staff that will support classroom practices

Three Months  
Before  
Submission

- Complete Standard 2 Assessment
- Complete Standard 2 Nutrition and Physical Activity Results
- Complete Standard 2 Written Health Information/Family Resources
- Complete Standard 3 Family Engagement Self Assessment

Two Months  
Before  
Submission

- Complete Standard 3 Family Engagement Improvement Plans
- Complete Standard 3 Family Engagement Written Evidence
- Complete Standard 4 Lesson Plans
- Complete Standard 4 Curriculum Questionnaire

One Month  
Before  
Submission

- Complete Standard 4 Description of Assessment Tools
- Complete Standard 1 Professional Learning Plan
- Ensure all training certificates are uploaded into GaPDS, including Strengthening Families, and GaPDS profiles are submitted for review
- Ensure CPR/First Aid dates are showing correctly in Standard 2

Submission  
Month

- Complete Standard 1 Staff Qualifications
- Complete Standard 1 Teacher Class Assignment
- Complete Standard 5 Teacher: Student Ratio Count
- Collect information for Pre-Observation Information
- Submit Portfolio
- Submit Pre-Observation Information within 2 business days of the portfolio