

In your portfolio, select Standard 5.

QUALITY RATED CHILD CARE

Welcome Jeresha White ▾

Portfolio Status: In Progress

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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:

From the dropdown menu, select the classroom. If there are multiple classrooms, the following steps will need to be taken for EVERY classroom BEFORE the dates can be updated.

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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: - Date Selected, - Completed, - 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:



After classroom is selected, click in the date originally input for the ratios.

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STANDARD 5 - TEACHER:STUDENT RATIO COUNT ?

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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.

When the ratios appear, click delete.

Teacher:Student Ratio Counts

Date: 5/24/2022

Classroom: Preschool

Time	# of Teachers	# of Students
6:30 AM	<input type="text" value="0"/>	<input type="text" value="0"/>
7:30 AM	<input type="text" value="1"/>	<input type="text" value="0"/>
8:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
9:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
10:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
11:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
12:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
1:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
2:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
3:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
4:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
5:30 PM	<input type="text" value="1"/>	<input type="text" value="1"/>
6:30 PM	<input type="text" value="0"/>	<input type="text" value="0"/>

Complete

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STANDARD 5 - TEACHER:STUDENT RATIO COUNTS

Standard 5 requires a program calendar for each classroom for each business day. The ratios must be entered for each business day.

Note: The Teacher:Student Ratio Counts must be dated within 30 days of submission of your portfolio.

Select Classroom: Preschool

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26				
1	2	3				
8	9	10				
15	16	17				
22	23	24				
29	30	31				

Legend: Yellow - Date Selected

Note: The calendar is color coded: Green indicates a date that is completed. Yellow indicates the date selected to report ratios.

Instructions:

- Step 1: Select a classroom for which you want to enter ratios.
- Step 2: On the calendar, click the date for which you want to enter ratios.
- Step 3: Enter your ratios.

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 facility hours, you must enter the start and end times from the information stored in our system.

Click OK to confirm that you want to delete the ratios.

Are you sure want to delete this day?

Time	# of Teachers	# of Students
6:30 AM	<input type="text" value="0"/>	<input type="text" value="0"/>
7:30 AM	<input type="text" value="1"/>	<input type="text" value="0"/>
8:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
9:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
10:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
11:30 AM	<input type="text" value="1"/>	<input type="text" value="3"/>
12:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
1:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
2:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
3:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
4:30 PM	<input type="text" value="1"/>	<input type="text" value="3"/>
5:30 PM	<input type="text" value="1"/>	<input type="text" value="1"/>
6:30 PM	<input type="text" value="0"/>	<input type="text" value="0"/>

Complete

STANDARD 5 - TEACHER: S

Standard 5 requires a program business day. The ratios must

Note: The Teacher: Student r

Select Classroom:
Preschool

Su	Mo	Tu	W
24	25	26	
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30	31	

Legend: Yellow - Date Selected

Note: The calendar is color coded green and an In-Progress date

Instructions:

- Step 1: Select a classroom
- Step 2: On the calendar
- Step 3: Enter your ratios

Teacher: Student Ratio counts must be dated within 30 days of submission of your

Status: In Progress

PORTFOLIO VIEW HISTORY

Completed

completed. Yellow indicates the date selected to report ratios

screen will appear.

the start and end times from the information stored in our licen

Repeat this process for each classroom. 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.

Once you have completed this step for each classroom, you can enter new ratios and dates.