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

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		
CPR/First Aid ☐ Entered in other career data and 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 <u>all</u> 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://youtu.be/fEQfOPdh3gs?si=ppALjuj0ezUwdm3V

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) of disabilities: ☐ 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		