Quality Rated Portfolio Checklist

Program Name: Click or tap here to enter text.

Introduction Video Link: https://youtu.be/2jkhxjiarfs?si=usWBezYY75kUw4TR

STANDARD 1		Date Completed: Click or tap to enter a date.
Item	**Date Completed**	**Comments/Questions**
Director PDS ☐ Correct role ☐ Active/Pending status ☐ Training documentation ☐ Education documentation/Career level (30 days)	Click or tap to enter a date.	
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)	Click or tap to enter a date.	
Classroom Information ☐ All ages currently enrolled ☐FCC-all ages currently enrolled	Click or tap to enter a date.	
Teacher Class Assignment	Click or tap to enter a date.	
Professional Learning Plans	Click or tap to enter a date.	
National Accreditation Certificate (if applicable) *40-Hour Director Training certificate can be uploaded in this section*	Click or tap to enter a date.	

Standard 1 Video Link: https://youtu.be/ehYbfF670ZI?si=WZ05dfl4lNFpYpKz

STANDARD 2		Date Completed: Click or tap to enter a date.
Item	**Date Completed**	**Comments/Questions**
Nutrition and Physical Activity Assessment	Click or tap to enter a date.	
Nutrition Action Plan ☐ 3 plans from different indicators in the domain	Click or tap to enter a date.	
Physical Activity Action Plan ☐ 3 plans from different indicators in the domain	Click or tap to enter a date.	
CPR/First Aid ☐ Entered in other career data and verified by PDS ____% Of Staff Completed:	Click or tap to enter a date.	
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
	Click or tap to enter a date.	

Standard 2 Video Link: https://youtu.be/fEQfOPdh3gs?si=ppALjuj0ezUwdm3V

STANDARD 3		Date Completed: Click or tap to enter a date.
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:**	Click or tap to enter a date.	
Family Engagement Self-Assessment	Click or tap to enter a date.	
Family Engagement Improvement Plan ☐ 1 strategy for each of the 4 Protective Factors	Click or tap to enter a date.	
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)	Click or tap to enter a date.	

Standard 3: https://youtu.be/X21ulfzDiNE?si=9nqLiZ_US8h1EDg0

STANDARD 4		Date Completed: Click or tap to enter a date.
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
	Click or tap to enter a date.	

Lesson Plans
    ☐ 1 complete week per age group
    ☐ Must include:
        ☐ Individualized adaptations
        ☐ GELDS codes
	Click or tap to enter a date.	

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)
	Click or tap to enter a date.	

Standard 4: https://youtu.be/zAPOPtCVOeE?si=YiR32SqL_v_E2eKV

STANDARD 5		Date Completed: Click or tap to enter a date.
Item	**Date Completed**	**Comments/Questions**
Ratios ☐ Entered for one day open to close for each classroom listed in Standard 1	Click or tap to enter a date.	

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: Click or tap to enter a date.	
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.:	Click or tap to enter a date.	
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	Click or tap to enter a date.	
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	Click or tap to enter a date.	