CHILD CARE RESOURCE & REFERRAL of Southeast Georgia

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
- Plan 4 hours of Child Well-Being training: nutrition, physical activity, children's mental health, and/or language and literacy-review specific requirements in Standard 2
- Share training opportunities and expectations with staff that will support best 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 Upload
- Training certificates into GaPDS for approval, if needed

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
- Ensure all training certificates, including Strengthening Families and Child Well-Being, are uploaded into GaPDS and profiles are submitted for review

One Month Before Submission

- Complete Standard 4 Description of Assessment Tools
- Complete Standard 1 Professional Learning Plan
- Verify 4 eligible Child Well-Being training hours appear correctly in Standard 2 and are verified and approved in GaPDS by the portfolio submission date

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

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