

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 1
- ✓ Standard 2
- ✓ Standard 3
- ✓ Standard 4
- ✓ Standard 5
- ✓ Teacher:Student Ratio Count

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 >

Su	Mo	Tu	We	Th	Fr	Sa
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

Class	Status	Complete	In Progress
Preschool	Completed	1	0

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.

Instructions:

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

Portfolio Status: In Progress

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VIEW PORTFOLIO

VIEW HISTORY

SUBMIT PORTFOLIO

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✓ Standard 1

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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:

Preschool

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15		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.

Class	Status	Complete	In Progress
Preschool	Completed	1	0

When the ratios appear, click delete.

Portfolio Status: In Progress

Standard 5 - Teacher:Student Ratio counts must be dated within 30 days of submission of your portfolio.

- ✓ Standard 1
- ✓ Standard 2
- ✓ Standard 3
- ✓ Standard 4
- ✓ Standard 5
- Teacher:Student Ratio Count

STANDARD 5 - TEACHER:STUDENT RATIO COUNTS

Standard 5 requires a program calendar for each classroom. The ratios must be dated within 30 days of submission of your portfolio.

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

Select Classroom:

Su	Mo	Tu	We	Th	Fr	Sa
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

Note: The calendar is color coded. Yellow indicates the date selected to report on. Green indicates a completed date. In-Progress dates are in grey.

Instructions:

- Step 1: Select a classroom.
- Step 2: On the calendar, select the date you want to report on.
- 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 the day, you must enter the number of teachers and the number of students.

Teacher:Student Ratio Counts

Date: 5/24/2022

Classroom: Preschool

Time	# of Teachers	# of Students
6:30 AM	0	0
7:30 AM	1	0
8:30 AM	1	3
9:30 AM	1	3
10:30 AM	1	3
11:30 AM	1	3
12:30 PM	1	3
1:30 PM	1	3
2:30 PM	1	3
3:30 PM	1	3
4:30 PM	1	3
5:30 PM	1	1
6:30 PM	0	0

☒ Complete

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

Are you sure want to delete this day?

OK Cancel

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

1
2
3
4
5

Student Ratio Count

STANDARD 5 - TEACHER:STUDENT RATIO

Standard 5 requires a program day. The ratios must be entered for each program day. For each classroom, you must report the class

Note: The Teacher:Student ratio must be entered for each program day.

Select Classroom:
Preschool

Su	Mo	Tu	We	Th	Fr	Sa
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 to Report Ratio

Note: The calendar is color coded: Green indicates a completed day, Yellow indicates the date selected to report ratio, and In-Progress indicates the current day.

Instructions:

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

Time	# of Teachers	# of Students
6:30 AM	0	0
7:30 AM	1	0
8:30 AM	1	3
9:30 AM	1	3
10:30 AM	1	3
11:30 AM	1	3
12:30 PM	1	3
1:30 PM	1	3
2:30 PM	1	3
3:30 PM	1	3
4:30 PM	1	3
5:30 PM	1	1
6:30 PM	0	0

☒ Complete

SAVE CANCEL DELETE

Portfolio VIEW HISTORY

Status
Completed

completed. Yellow indicates the date selected to report ratio

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.