

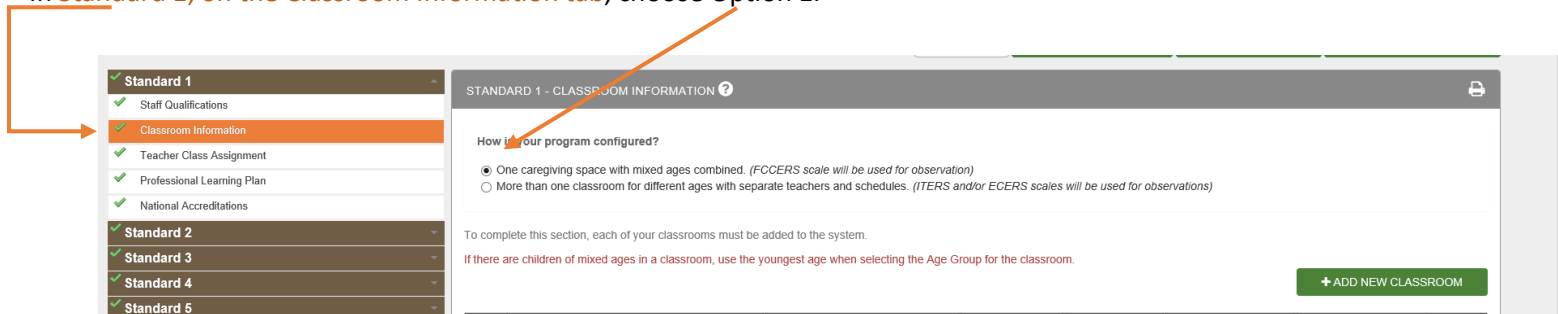
Portfolio and Pre-Observation Submission Guide

Small Child Care Learning Center (FCCERS)

This submission guide was created to assist you in completing the pre-observation information that is now required to be submitted prior to acceptance of the portfolio. This information is for a small center with a capacity of 18 children or less operating primarily in one caregiving space for different age groups. For a typical day, the majority of the time the children are cared for as one group and generally follow the same schedule.

CLASSROOM INFORMATION

In **Standard 1**, on the **Classroom Information** tab, choose **Option 1**.



With this option, **only one classroom should be created**. You will use the “ADD NEW CLASSROOM” button to enter the classroom information. For this type of small center, use the youngest child’s age as the “Age Group”. When you are filling out the information in the Pre-Observation Screens, you will have a chance to list all the ages groups of children cared for in the space.

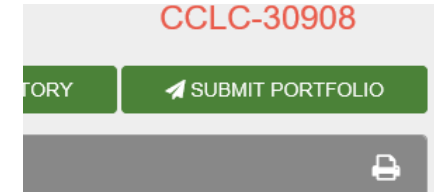
+ ADD NEW CLASSROOM

Edit	Classroom Name	Age Group	# Teachers	# Students Enrolled	Highest Ratio During the day	Lowest Ratio During the day	Delete
	All children	Twos	2	17	2:17	1:3	

Continue to complete all other information in Standards 1-5 until a green check mark appears next to each.

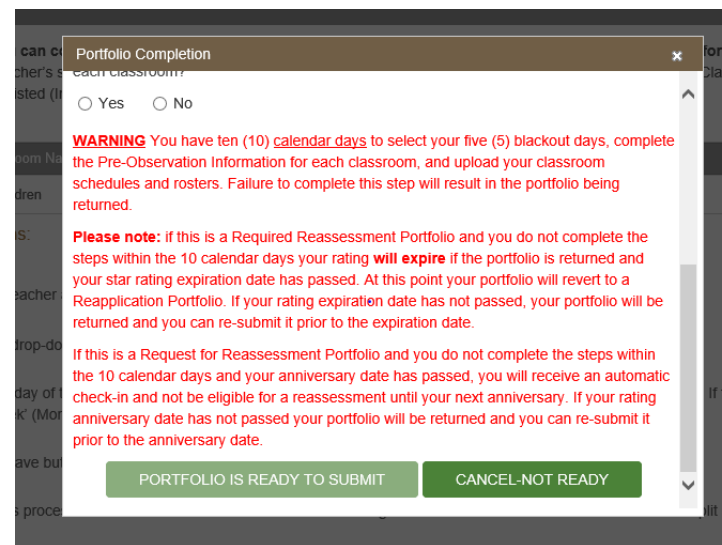
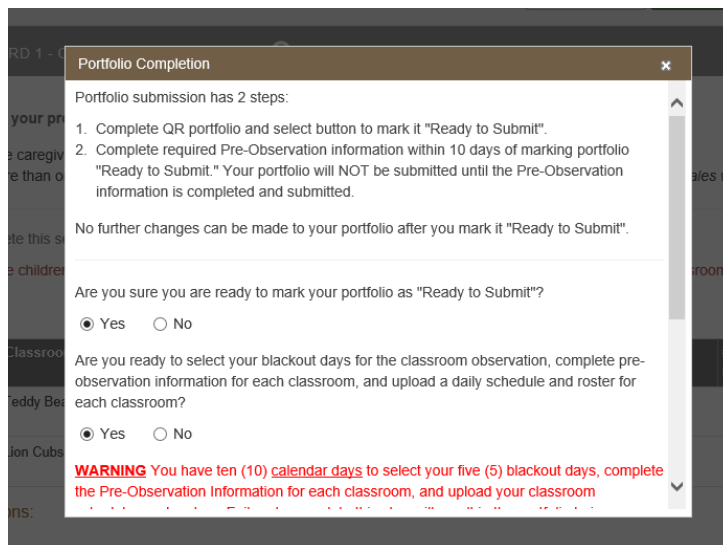
PORTFOLIO COMPLETION

When all standards are complete, as indicated by the green check marks, the "Submit Portfolio" button is enabled.



IMPORTANT: Please remember to go back and review your Classroom Information and Teacher Class Assignment Tabs in Standard 1 to make sure they are up-to-date and current, as these will carry over to the Pre-Observation Information Form section.

After you select the Submit Portfolio button, a **WARNING** box will appear and will ask questions to ensure that you are ready to submit your portfolio.



Once you answer yes to both questions and select the "Portfolio is Ready to Submit," button, the portfolio will become read-only and cannot be updated or changed.

FACILITY INFORMATION

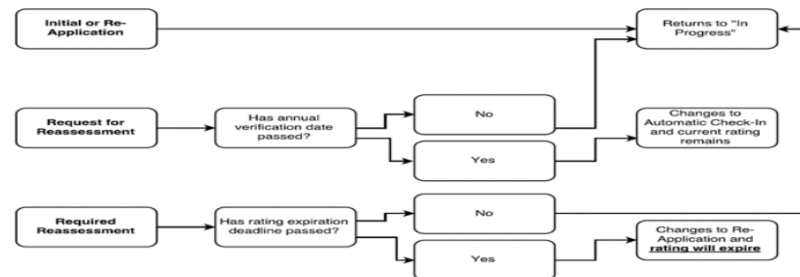
After the portfolio is submitted, you will return to the provider home screen. As indicated on this page, **you will have up to 10 calendar days in which to complete the pre-observation information screens and upload your classroom schedules and rosters.** These 10 days begin counting down the day after you hit ready to submit, so this is why the day that you hit ready to submit the counter is set to 11 days.

If the Pre-Observation forms, schedules, and rosters are not submitted by the date highlighted on this screen, the outcome will vary based on the application type. Regardless if the indicated due date falls on a weekday, weekend, or holiday, this is the absolute last day to submit Pre-Observation forms, schedules, and rosters.

The Portfolio Status will read “Ready to Submit” until the Pre-Observation Information is complete.

Click on the folder in the Pre-Observation Form column to begin inputting the information about each classroom.

Please refer to the full-page Impact Flowchart which can be found under the Training heading at the bottom of the Quality Rated website for important information about the 10-day deadline and how missing it could impact a program’s current rating.



PRE-OBSERVATION INFORMATION

The Pre-Observation Information screen contains important information that should be reviewed carefully before proceeding.

QUALITY RATED CHILD CARE

Welcome Small Center ▾

SMALL CENTER

CCLC-30908

Pre-Observation Form Status: In Progress

← BACK ↗ SUBMIT PRE-OBSERVATION FORM

Pre-Observation Form

- Blackout Days
- Classroom Details

PRE-OBSERVATION INFORMATION

To ensure the timely scheduling and completion of your program's observation it is necessary that the most up-to-date information about your program be shared with the Assessor(s). The screens in this section allow you to submit the most current information about each and every room, allowing our system to automatically complete the random classroom selection (if applicable) and notify the assigned Assessor(s) of the details they need to know in order to immediately schedule the observation subject to their next available opening.

BLACKOUT DAYS

Clicking on the Blackout Days Tab will allow you to select up to 5 blackout days on a calendar interface. Blackout days are those days when your program is open, but you are not operating your typical schedule and so the Assessor(s) would be unlikely to see a "normal" day if they came then. These could include days such as parent/family conferences, photo day, holiday celebration, field trip, or some other unique event.

CLASSROOM DETAILS

Clicking on the Classroom Details Tab will allow you to enter all the required information for each classroom which will speed up the process on the day of the observation. The Assessor(s) will have all the information they need to be able to get started with the observation as soon as they enter your facility, this eliminates the need for a director or administrator to be present at the beginning of an observation period. Information you will be asked includes the operating hours of each classroom, the current staff in each room along with their position (lead teacher, assistant teacher, floater, student intern, or volunteer etc.), whether or not a classroom will require a translator (staff do not speak English to the children) and which language will be required, the birthdates of the oldest and youngest child in each room – along with the current number of children enrolled and the maximum number allowed to be enrolled, and whether any children have identified disabilities and which type. You will also be required to upload a daily schedule and roster of the children's birthdates for each classroom.

Be sure to have all requested information on-hand BEFORE beginning to complete the Pre-observation forms.

BLACKOUT DAYS

The Blackout Days screen consists of a calendar and a comment box. **The calendar is a reflection of the full 90-day window in which the observation can be conducted.** Information provided at the top of this screen will assist you in selecting days on your calendar.

Pre-Observation Form

Blackout Days

Classroom Details

BLACKOUT DAYS

The monthly calendars below show the 90-day period during which your ERS observation(s) will occur. Use the calendars to select your 5 blackout days. Blackout days are days when your program is open, but a typical schedule is unlikely to be seen due to a planned special event. This could include activities such as photo day, family conferences, special party or event around a holiday such as an egg hunt, etc. Days that assessors will not conduct observations due to state holidays or other events are already grayed out and do not need to be selected.

The days shaded in green are the days when an observation may occur. Click on each date in green that you would like to select as a blackout day. The selected day will change to red. Click on the day again to unselect it. If you do not want to select any blackout days, please check the box below.

I do not want to select any blackout days

Note: Maximum of five blackout days can be selected

Portfolio Completed Date: 8/4/2017 3:41:28 PM

August 2017							September 2017							October 2017							November 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
27	28	29	30	31	1	2	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	9

Legend: **Yellow** - Portfolio Completed, **Green** - Open Date, **Red** - Blackout Day, **Gray** - Cannot Select, **Dark Gray** - State Holiday/Meeting

Please use the comment box below to inform the assessor team of any information regarding your program that would be necessary to know in order to schedule the observation. This includes important dates such as when your program is closed due to no children onsite, for example: summer closing dates, spring break (if children are not present), public school holidays that may affect your GA's Pre-K classrooms etc. **It is also important to let the assessor team know when children typically arrive at your program to determine the best time to begin the observation.**

GA Pre-K will not operate Sept 18-22

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

Up to five blackout dates may be selected by clicking the number in any of the **green** boxes on the calendar. The selected dates will then appear in **red**. If you need to make a change in a date, you can un-select them by clicking on the date again. Gray and Dark Gray are dates when observations will not take place.

The **comment box** should include any additional weeks the facility will be closed or information about the typical time that children are arriving at the center.

IMPORTANT: Once the pre-observation information has been submitted and the portfolio is locked, you will not be able to change your blackout dates!

CLASSROOM DETAIL

The Classroom Details screen pre-populates the classroom you entered in Standard 1 Classroom Information in your portfolio.

SMALL CENTER

CCLC-28243

Pre-Observation Form Status: In Progress

← BACK SUBMIT PRE-OBSERVATION FORM

Pre-Observation Form

- Blackout Days
- Classroom Details

CLASSROOM DETAILS

The classroom details below show each room as listed in your portfolio along with the Environment Rating Scale (ERS) selected for use during the observation.

Click on the Pre-Observation Sheet Icon to enter the following information for each classroom:

- Current operating hours.
- The language a translator would need to speak if the teacher(s) speak a language other than English to the children for most of the day.
- The maximum number of children you allow at one time (this may or may not be your licensed capacity) as well as the number of children currently enrolled in the classroom.
- The birthdates of the youngest and oldest child and if any children have any identified disabilities or special needs.
- If you are a family child care learning home, enter the number of children enrolled by the following age groups: infants, toddlers, preschool, and school age (6-12 yrs).

Click on the Upload Schedule/Roster Icon to upload your class schedule and roster for each classroom:

- Ahead of time, create a document for each classroom containing the current schedule and roster showing the birthdate of each child in the room. **Do not include children's names.** Save your document as a PDF, JPG, or PNG file type.
- Name each document with the classroom or lead teacher's name and save each document into a folder on your desktop.
- Upload each document for each appropriate classroom, following the directions on the screen.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
All children	Twos	FCCERS			<input type="checkbox"/>	<input type="checkbox"/>

Check this box when you have provided all the required information. Uncheck this box to make changes.

You will be able to verify that the FCCERS scale will be used to assess this childcare space.

This icon is available **FIRST** to enter information for the Pre-Observation Sheet for **your entire** classroom. This information is used to notify the assessor of the various ages of the children in the room, the time the room operates and other important information needed prior to his/her arrival.

This icon is available **AFTER** you have completed the Pre-Obs Sheet. You will upload your classroom schedule and roster here.

PLEASE NOTE: the schedule AND roster MUST be uploaded as 1 document. If you need assistance with combining the schedule and the roster, please contact your local Resource & Referral Agency to have a consultant work with you on creating this combined document.

Follow the instructions on the screen to complete the form for your entire caregiving space.

CLASSROOM DETAILS - TEDDY BEARS

Section I: Classroom Operating Hours

This classroom's operating hours are defaulted to your program's operating hours as defined in KOALA. If this classroom operates with different hours please update to show the correct time by clicking on the down arrow and selecting the correct start and end hours.

Start Hour: End Hour:

CLASSROOM operating hours- please ensure this information is accurate to reflect the time when children are cared for in the space.

Section II: Staff Information

The teacher(s) associated with this classroom in the portfolio appear in the list below. If the teacher(s) are correct select their primary role from the drop down box. If the teacher(s) listed are no longer associated with this classroom they can be deleted and a new teacher added. To delete a teacher click on the red trash can. To add a new teacher click on the Add Teacher box and follow the directions on the screen. All teachers listed in the portfolio will appear and any can be selected. You also have the option to check "Other" if you have a new teacher who was not included in the portfolio. You can add the new teacher's name and primary role. **Please note: include any student interns or classroom volunteers who regularly work with the children and would likely be present in the classroom during much of the 3 hour observation. In addition, part-time staff members who come and go frequently should be listed, such as "floaters" or other regular staff members who provide extra help or breaks for classroom staff.**

First Name	Last Name	Role	
Joyce	Jones	Select--	

ADD TEACHER

If you have an assistant, volunteer, or student intern who will be working with the children during a good portion of the time the assessor is on-site, please include those names by selecting the "Add Teacher" button.

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children? Yes No

If you answer **YES** to the question above, you will be asked to select the language.

This question pertains to whether the teacher(s) in this classroom speak mostly a language *other than English* to the children *throughout the day* not just for a special learning time. It helps the assessor team know whether they will need an interpreter in this classroom to capture the language being spoken to the children.

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

Section III: Student Information

Maximum number of children allowed in the classroom/group at one time:

Number of children currently enrolled:

Number of children enrolled in each age group:

Infants
Toddlers (1-2 years)
Preschool/Kindergarten (3-5 years)
School-agers (6+ years)

You will now input the number of children in each age category here who are cared for in the space.

Birthdates for the children in the class:

Oldest Child:

Youngest Child:

Number of children in the classroom with an identified disability:

Indicate the type(s) of disability by checking all that apply:

- Physical/Sensory
- Cognitive/Language
- Social Emotional
- Other

PLEASE be sure to click on the Month and Year then select the day of the week to input the correct date.

Pre-Obs Sheet



NOTE:

If you are working on inputting information in the Pre-Obs Sheet and need to leave the information, the original icon will change to this “sheet” icon once you have opened the screen and will remain this icon.

Once ALL information has been completed, check the “save” box and click on “Submit pre-observation forms”.

Check this box when you have provided all the required information. Uncheck this box to make changes.

← PRE-OBSERVATION CLASSROOM

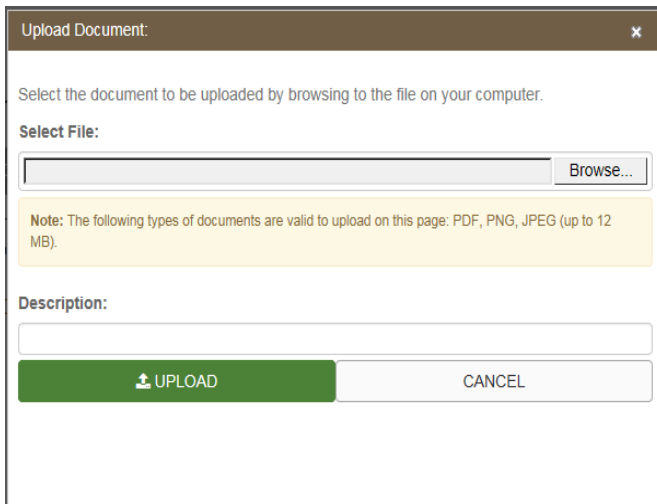
Upload Schedule/Roster Icon

For each classroom, you will upload **one file** containing both your classroom schedule and roster. **Acceptable file types are PDF, JPG, or PNG.**

Select this icon to upload the information.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
All children	Twos	FCCERS			<input type="checkbox"/>	<input type="checkbox"/>

This will be the view of the upload button if you are using Internet Explorer or Firefox as your browser:



Upload Document: ×

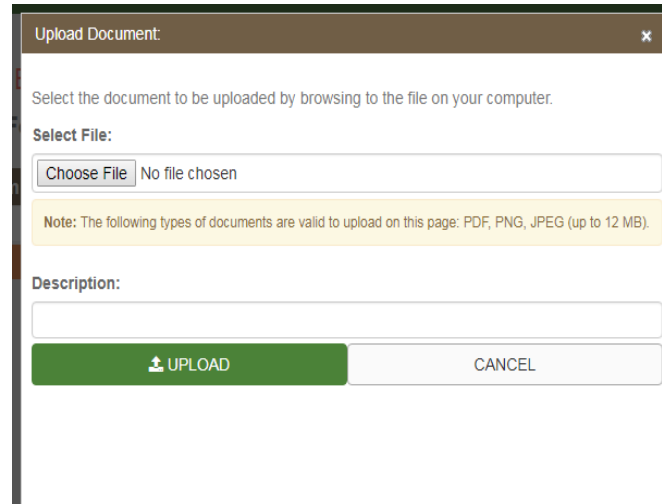
Select the document to be uploaded by browsing to the file on your computer.

Select File:

Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB).

Description:

This will be the view of the upload box if you are using Chrome as your browser:



Upload Document: ×

Select the document to be uploaded by browsing to the file on your computer.

Select File:

No file chosen

Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB).

Description:

PLEASE NOTE: the schedule AND roster MUST be uploaded as 1 document. If you need assistance with combining the schedule and the roster, please contact your local Resource & Referral Agency to have a consultant work with you on creating this combined document.

Completing the Pre-Observation Forms:

- ✓ When all information has been completed, the “Complete” column will be checked.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
All children	Twos	FCCERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>

- ✓ Save all information and indicate at the bottom of the screen that all information is complete.

Saved successfully

- Check this box when you have provided all the required information. Uncheck this box to make changes.

- ✓ When the green check marks appear for both tabs under Pre-Observation Form, the “Submit Pre-Observation Form” button will be available.


Pre-Observation Form Status: In Progress ← BACK ➤ SUBMIT PRE-OBSERVATION FORM

Pre-Observation Form	CLASSROOM DETAILS
<input checked="" type="checkbox"/> Blackout Days	The classroom details below show each room as listed in your portfolio along with the Environment Rating Scale (ERS) selected for use during the observation.
<input checked="" type="checkbox"/> Classroom Details	


FORM SUBMISSION

Once you have selected the “Submit Pre-Observation Form”, an acknowledgement box will appear.

When you feel confident that you have completed all information as is described in the bulleted list, choose “Submit Pre-Observation and Portfolio” or cancel to go back to the Pre-Observation screens.

Click on the Pre-Observation Sheet Icon  to enter the following information for each classroom:

- Current operating hours
- The language spoken in the classroom
- The maximum number of children in the classroom
- The birthdates of all children in the classroom
- If you are a family child care home, the names of all family members living in the home

Click on the Upload Pre-Observation Form Icon  to upload your pre-observation form.

- Ahead of time, upload your pre-observation form as a PDF document as a file to the system.
- Name each document with the classroom name.
- Upload each document to the system.

Classroom Name

Teddy Bears					
Lion Cubs	Threes	ECERS			

Form Submission

- I have completed my blackout dates.
- I have classroom pre-observation information for all classrooms.
- I have uploaded daily schedules and rosters for all classrooms.
- I understand that the Pre-Observation Information **will not be returned** and **no updates** can be made after its submission.
- I am ready for the assessment team to schedule my on-site assessment.

SUBMIT PRE-OBSERVATION AND PORTFOLIO CANCEL

Saved successfully

RETURN TO HOME SCREEN

When you have submitted your portfolio and pre-observation information, you will receive an email confirming submission. You will return to the provider home screen and see that your portfolio is in pending approval status and that the pre-observation forms are completed. **At this point, all information becomes read-only and you are not able to go back and submit or edit information.**

The screenshot shows the Quality Rated Child Care provider home screen. At the top left is the Quality Rated Child Care logo. At the top right, it says "Welcome Small Center". Below the logo is a home icon. The main content area is titled "SMALL CENTER" and "CCLC-30908". It displays user information: "User Name: CCLC-30908" and "Renewal Due Date: Sep 16, 2017". There is a Quality Rated Child Care logo with a 3-star rating and a link to "View ERS Observations". On the right, there are links for "Signup for Orientation", "Request Technical Assistance", "Email the Help Desk", "Marketing Resources", "View/Print Certificate", and "View Provider History". Below this is a "MY APPLICATIONS" section with a table:

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	Status: Approved Submitted: 09/02/2016	Status: Pending Approval	Status: Completed			

After your portfolio is accepted by a Quality Rated manager, you will receive a second email notifying you of acceptance. The portfolio status will change to approved and the pre-observation form status will remain as completed.

When an assessor schedules the observation date, you will receive a third email that will notify you of the 30-day window in which your observation is scheduled to occur.

For more information, please contact your local Resource and Referral Agency, or the Quality Rated Help Desk. You can find additional print resources under the Training heading at the bottom of the Quality Rated website. Thank you for participating in Quality Rated.