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.

<table>
<thead>
<tr>
<th>Edit</th>
<th>Classroom Name</th>
<th>Age Group</th>
<th># Teachers</th>
<th># Students Enrolled</th>
<th>Highest Ratio During the day</th>
<th>Lowest Ratio During the day</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>All children</td>
<td>Twos</td>
<td>2</td>
<td>17</td>
<td>2.17</td>
<td>1.3</td>
<td></td>
</tr>
</tbody>
</table>

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.

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PRE-OBSERVATION INFORMATION

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

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.

You can opt to select no blackout dates

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.

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

**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:** 6:30 AM
- **End Hour:** 6:00 PM

**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 button 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.

### Add Teacher

- **First Name:** Joyce
- **Last Name:** Jones
- **Role:** Select

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

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

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

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.
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.

<table>
<thead>
<tr>
<th>Classroom Name</th>
<th>Age Group</th>
<th>ERS Scale</th>
<th>Pre-Ob Sheet</th>
<th>Upload Schedule/Roster</th>
<th>Translator Required</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>All children</td>
<td>Twas</td>
<td>FCCERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
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<th>Pre-Obs Sheet</th>
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<td></td>
</tr>
</tbody>
</table>

- 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.
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.
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.**

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.**