



Stand Alone School-Age Program

Initial or Re-Application Step-by-Step Guide

INITIAL APPLICATION

Log into your Quality Rated account

- Click the **CREATE APPLICATION** button ([Re-Application](#))
- Review Licensing Information displayed in the application
 - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in KOALA
 - Contact your Child Care consultant listed under the “Facility Information” heading for assistance with changes that you are unable to make
- **Part 1 Site Information** - Enter the following information as appropriate:
 - Owner Information
 - Director Information
 - Classroom Information
 - Enter the number of classrooms for each age group
 - Enter the total number of children enrolled
 - Enter the total number of children served daily
 - Answer ‘Yes’ to the question asking if your program only provides after school care
 - Demographic Information
- **Part 2 Current/Past Technical Assistance Services** - Check all that apply and enter others not listed
- **Part 3 Quality Accreditations** - Enter all current accreditations with expiration dates
- **Part 4 Annual Verification** - Not applicable
- **Part 5 Certification of Application** - Check all current compliance statuses
- Click box at the bottom of the page that says, “*Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy.*”
- Click SAVE at the bottom of the screen
- Click SUBMIT

INITIAL OR RE-APPLICATION PORTFOLIO

After your Application is approved, click the **CREATE NEW PORTFOLIO** button on your Home screen to create your Portfolio.

Carefully check the information in each Standard and [refer to the Rating Rubric for specific details on how points are earned.](#)

Remember to click **SAVE** in each Standard when updating or entering new information.



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STANDARD 1 - Director and Teacher Qualifications

Staff Qualifications

- Review the list of staff members from the GaPDS (Georgia Professional Development System)
 - Every employee must create a GaPDS account or change their previous employer information in the GaPDS, if the employee is already registered. Staff will automatically transfer to Standard 1 when the license number is changed.
 - Uncheck the box for any staff member that is no longer employed (former employees will remain in Staff Qualifications until they change or delete their employer number in the GaPDS)
 - An **Incomplete** status indicates that the staff member **has NOT submitted their GaPDS profile.**
 - > Receiving a PDS number does not indicate that the profile was submitted
 - > The GaPDS Help Desk cannot view a person's profile until it is submitted
- Check credentials for expiration dates. Submit any new credentials obtained.
 - **Allow 60 days for credential verification in the GaPDS**
- Staff must enter all training in the GaPDS
 - Submit all new training certificates. (Certificates can be directly uploaded into the staff member's GaPDS Profile. For detailed information, visit gapds.decal.ga.gov)
 - Training for the previous 12 months from the date the Portfolio is submitted (Ready to Submit status) will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Enter the number of Teachers and Administrators in the boxes located above the list of staff members
- Check the box at the bottom of the screen to indicate that all staff listed are current and active
- Click on SAVE on the bottom of the screen

Classroom Definition

- Add each classroom ("Add New Classroom" button)
 - Enter a classroom name
 - Select the age group
 - Enter the number of teachers and number of students
 - Enter the highest teacher:student ratio during the day
 - Enter the lowest teacher:student ratio during the day
 - Click SAVE
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is complete

Teacher Class Assignment

- Add teacher assignments for EACH classroom
 - Click on the Add (+) icon in the right-hand column of the classroom entry
 - Select a teacher from the dropdown list
 - Select the days of the week for the teacher
 - Enter hours for the teacher
 - Click SAVE at the bottom of the classroom screen
 - Repeat these steps until the teacher assignments for each classroom are complete
- Check the box at the bottom of the screen to indicate that the teacher assignments, days of the week, and hours are correct for EACH classroom



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Professional Learning Plan (PLP)

- Click on the Professional Learning Plan link to retrieve a PLP template
- Each administrator, lead teacher, and assistant teacher should complete a new Professional Learning Plan (remember to include competency area, Quality Rated topic, and hours of training)
- Click the Add icon (+) next to each staff member's name to upload the new Professional Learning Plan
- Check the box at the bottom of the screen to indicate that plans have been uploaded

National Accreditations

- Upload current National Accreditation certificate(s) reflecting the expiration date(s)
- Check the box at the bottom of the screen to indicate all certificates have been uploaded, or if no accreditations have been earned

STANDARD 2 - Child Health, Nutrition, and Physical Activity

Assessment

- Complete the Nutrition and Physical Activity Assessment

Nutrition Results

- Review results of the Nutrition Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

Physical Activity Results

- Review results of the Physical Activity Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

CPR/First Aid Certification

- All staff persons should enter their CPR and First Aid certification credentials in the GaPDS under "Other Career Data"
- Check the box at the bottom of the screen to indicate that current CPR and First Aid credential information has been entered in the GaPDS

NIOST Health and Safety Webinar

- View the on-screen webinar
- Answer the questions about the webinar content
- Complete the verification statement
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded

Written Health Information/Family Resources

- Upload a sample weekly menu
- Provide evidence of written health information in the indicated topics
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded



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STANDARD 3 - Family Engagement

Family Engagement Survey

- Click on the link to assess your family engagement practices
- Review the checklist and select the practices that you currently use
- Return to the portfolio screen
 - Complete the verification statement
 - Select the range for the number of practices currently used
- Check the box at the bottom of the screen to indicate all items have been completed

Research Brief

- Read the research brief using the provided link
- Complete the verification statement
- Answer the questions
- Check the box at the bottom of the screen to indicate all items have been completed

Awareness Videos

- Staff members view the 2 videos located at the provided links
- Director/administrator checks the boxes beside each staff member's name to confirm viewing
- Director/administrator completes verification statement
- Check the box at the bottom of the screen to indicate this section has been completed

Family Engagement Program Self-Assessment

- Complete a new Family Engagement Self-Assessment
- Read all the instructions first
- A minimum of one item for improvement must be checked
- Only the items checked "include in improvement plan" will appear on the Family Engagement Improvement Plan (Goals) tab for selection
- Check the box at the bottom of the first screen to indicate that the assessment is complete

Family Engagement Improvement Plans (Goals)

- Create a minimum of one Improvement Plan
- Check the box at the bottom of the screen to indicate that all your plans have been added

Family Engagement Written Evidence

- Provide evidence of family engagement policies/practices specified in the rating rubric
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded

Knowing Families and Their Culture

- Enter a plan for 3 strategies (For Re-Application, select 3 strategies not previously chosen)
- Check the box at the bottom of the screen to indicate that your 3 plans are completed

Supporting and Engaging Families

- Enter a plan for 3 strategies (For Re-Application, select 3 strategies not previously chosen)
- Check the box at the bottom of the screen to indicate that your 3 plans are completed



STANDARD 4 - Intentional Teaching Practices

Curriculum Narrative and Questionnaire

- Enter the name of your curriculum
- Describe the curriculum that is used. Include evidence of how the curriculum:
 - is age-appropriate
 - supports development across all five learning domains
 - is culturally, linguistically, and developmentally appropriate
 - is aligned with the Georgia Afterschool and Youth Development Standards (GAYDS)
- Complete the curriculum questionnaire.
- Check the box at the bottom of the screen to indicate that you completed the Questionnaire(s).

Lesson Plans

- Complete one week (five days) of lesson plans for each age group included in Standard 1. Use the Rating Rubric as your guide.
 - Include adaptations to accommodate children's individual needs
 - If applicable, show alignment with Georgia Afterschool and Youth Development Standards (GAYDS)
- Check the box at the bottom of the screen to indicate that you have uploaded a lesson plan for each age group.

Program Assessment

- This section has 2 screens: Staff and Staffing Practices, and Program Practices and Operations
- Answer the questions about your current Staff and Staffing Practices
- Enter a goal for Staffing at the bottom of the screen
- Click SAVE and CONTINUE to go to the next screen
- Answer the questions about your current Programming Practices and Operations
- Enter a goal for Programming at the bottom of the screen
- Click SAVE and CONTINUE to go to the next screen
- Check the box at the bottom of the screen to indicate that you have completed all questions and entered two goals.

Surveys

- Upload one completed family survey and one completed student survey from your program
- If needed, survey templates are provided that can be used to create your own surveys
- Check the box at the bottom of the screen to indicate that both types of completed surveys have been uploaded



STANDARD 5 - Teacher:Student Ratios

Teacher:Student Ratio Counts

- Enter one day of ratios for EACH classroom included in Standard 1.
 - All ratios must be tracked on the SAME day for each classroom
 - The day chosen must be within 30 calendar days of submitting the Portfolio
- Pay attention to the column labels
 - Number of **teachers in first column**
 - Number of **students in the second column**
- Check COMPLETE when all ratios have been entered for a classroom
- Click SAVE on each classroom ratio screen to retain all entered data

Click on the SUBMIT PORTFOLIO button (upper right-hand corner). The portfolio will become read-only and no changes can be made, but the portfolio is not yet fully submitted. You must complete the pre-observation information to complete the submission process.