Included in this Presentation

- Creating Portfolios: who, what, when, why and how
- Tips and Examples; “Do’s” and “Don’ts”
- Using portfolio creation to guide reflective practice
Before we get started...

How the Standards are Organized

- **Standards** - essential elements of quality (1 through 10)
- **Topic Areas** - big ideas within standards (A, B, C...)
- **Criteria** - specific details within topic area (01, 02, 03...)
- **Indicators** - parts of criteria (a, b, c...)
Before we get started...

Age Groups

• Universal (U)
• Infant (I)
• Toddler & Two (T)

• Preschool (P)
• Kindergarten (K)
Before we get started...
Understanding Assessment

Assessment Categories

– Required: must be present
– Always: assessed every time, but need not be present
– Random: assessed sometimes
– Emerging: will be assessed in the future
Before we get started...
What are Portfolios?

Written and/or Photographic Sources of Evidence

PP = Program Portfolio
CP = Classroom Portfolio
Portfolios

**PP**
Program Portfolio
Evidence represents current practices of the entire program

**CP**
Classroom Portfolio
Evidence represents current practices of an individual group
Portfolios

Who should do the one?

• Administrators usually complete the Program Portfolio
• Teaching staff usually complete Classroom Portfolios
• Families and Children should also be involved
Portfolios

**How many do you need?**

- One Program Portfolio per program
- Usually one Classroom Portfolio per group served
Remember...

How the Standards are Organized

- **Standards** - essential elements of quality (1 through 10)
- **Topic Areas** - big ideas within standards (A, B, C...)
- **Criteria** - specific details within topic area (01, 02, 03...)
- **Indicators** - parts of criteria (a, b, c...)
Program Portfolios

What is included?

Number of Criterion from each Standard that require Portfolio Evidence

- Standard 1: 4
- Standard 2: 8
- Standard 3: 8
- Standard 4: 15
- Standard 5: 27
- Standard 6: 13
- Standard 7: 25
- Standard 8: 18
- Standard 9: 12
- Standard 10: 42
**Classroom Portfolios**

**What is included?**

<table>
<thead>
<tr>
<th>Number of Standards from each Criterion that require Portfolio Evidence</th>
<th>Criterion Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>61</td>
<td>2</td>
</tr>
<tr>
<td>29</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td>1</td>
<td>9</td>
</tr>
</tbody>
</table>
“Children are provided with varied opportunities and materials...”

- For your portfolio, “varied” means MORE THAN ONE example, BUT
- Giving too many examples is unnecessary and counter-productive!
Addressing Indicators

2.E.07 Children are given opportunities to:

a. recognize and
b. write letters.
Portfolios

How are they presented?
There are many choices!

Computer
Binder
Tablet
File box
Plastic box
Filing Cabinet
Portfolios

How are they organized?

Content Organization

– Photographic and/or written evidence should be presented in alpha-numeric order
– 1.A.01, 1.A.02, 1.B.03, 2.A02, 2.A.03, etc.
Portfolios

How are they organized?

• Be sure to:
  • ADDRESS THE INDICATOR
  • Label, highlight, describe
  • Use placeholders
Portfolios

Addressing Indicators

2.E.07 Children are given opportunities to:

a. recognize and
b. write letters.
Portfolios

How much evidence do I need?

“Children are provided with varied opportunities and materials…”

- For your portfolio, “varied” means MORE THAN ONE example, BUT
- Giving too many examples is unnecessary and counter-productive!
Portfolios

How are they organized?

**LABEL:**

Include the criterion number with each piece of evidence in the portfolio.
Portfolios

How are they organized?

HIGHLIGHT what you want the assessor to see

**Staff Development Plan**

The Butler Preschool program provides opportunities for staff to improve program-planning skills, improve group leadership skills, and to develop teaching styles and techniques. All staff may utilize the Teacher Resource Room.

Staff are required to attend two training days throughout the year. Books, professional organizations, career opportunities, college courses, and workshop information are all provided to the staff.

The Butler Preschool maintains professional memberships in the following organizations: NAEYC, ACEI; and subscribes to monthly publications such as *Child Care Exchange*, *Young Children*, and *Instructor*. Many books and other curriculum materials are purchased throughout the year.
How are they organized?

DESCRIBE:

Add a caption telling the assessor what the photograph represents.

2.C.04.c: The children are developing controlled movement skills when they do this hula hoop exercise.
Portfolios

How are they organized?

Placeholder
A reference in the portfolio to evidence elsewhere in the portfolio

2.L.01:
See the photo evidence for 2.E.05.
Portfolios

**What is “current” evidence?**

A practice that has taken place within 12 months of Candidacy or Renewal Materials Due Date

**What is NOT “current” evidence?**

A practice that has NOT taken place within 12 months of Candidacy or Renewal Materials Due Date

When do you have to update them?
Additional Tips for Portfolios

• Start by gathering all the manuals, forms, and other documentary evidence you already have
• Plan to create additional written policies and procedures
• Start compiling evidence on the “Required” and “Always Assessed” criteria
When you start compiling,

CONSIDER...
Does the evidence clearly convey the intent of the criterion?

All confidential personnel files are kept in a locked cabinet in the director’s office.

Files include: applications; transcripts; health-assessments; professional development records; performance evaluations.

10.E.08
9.C.01: This diagram of our center shows how many children are in each classroom group, the square footage of each classroom, and the number of square feet per child in each room.

<table>
<thead>
<tr>
<th>Classroom 1:</th>
<th>Classroom 2:</th>
<th>Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 3-year-olds</td>
<td>12 2-year-olds</td>
<td>KITCHEN</td>
</tr>
<tr>
<td>Dimensions: 28 ft x 20 ft</td>
<td>Dimensions: 23 ft x 20 ft</td>
<td></td>
</tr>
<tr>
<td>Total = 560 sf (40 sf/child)</td>
<td>Total = 460 sf (38.3 sf/child)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom 3:</th>
<th>Classroom 4:</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 5 &amp; 6-year-olds</td>
<td>16 4-yr-olds</td>
<td>CO</td>
</tr>
<tr>
<td>Dimensions: 28 ft x 28 ft</td>
<td>Dimensions: (L-shaped room)</td>
<td>RR</td>
</tr>
<tr>
<td>Total = 784 sf (39.2 sf/child)</td>
<td>660 sf total</td>
<td>ID</td>
</tr>
<tr>
<td></td>
<td>41 sf/child</td>
<td>O R</td>
</tr>
</tbody>
</table>

Admin. | CORRIDOR | Staff Lounge
Portfolios

Where can I go for more help?

www.naeyc.org/torch
Portfolios

Where can I go for more help?

Need more examples of evidence?

Check out the Program Portfolio Examples and Classroom Portfolio Examples slide shows!