



Center or Preschool Level 1

Instructions for Completion

The forms referenced in this document are suggested, however, the content found on the forms is required. Forms can be found at <https://iowaccrr.org/providers/iq4k/>. All forms will need to be completed within 12 months of submitting application. Prior to applying for IQ4K, all HHS regulatory requirements should be met.

Nutrition and Physical Activity

Criteria	Required Documentation
<p><input type="checkbox"/> 1. Any staff member who prepares meals completes one of the following food safety trainings (choose ONE):</p> <p>a. Food Safety in Child Care – four hours (Institute of Child Nutrition online training)</p> <p>OR</p> <p>b. Iowa State University Extension and Outreach (ISU-EO) Food Safety Training (choose one):</p> <ol style="list-style-type: none"> 1. Food Safety Escape Challenge 2. Safe Food for a Healthy Future 3. ServSafe Food Handler <p>OR</p> <p>c. Other DHS or IQ4K-approved Food Safety training</p> <p>OR</p> <p>d. ServSafe Certification</p>	<p>Choose one training from the list to complete:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food Safety in Child Care will need to be uploaded into i-PoWeR Professional Development and verified by an IQ4K Specialist - after it is verified, will pull from i-PoWeR into IQ4K application <input type="checkbox"/> ISU ServSafe Certification will need to be uploaded into the IQ4K application <input type="checkbox"/> If you have multiple staff involved with preparing/serving meals, they will all need to complete the training. <ul style="list-style-type: none"> • Note: More than one person on-site needs this requirement met <input type="checkbox"/> Check the training requirements <ul style="list-style-type: none"> • Center Training Requirements • Find training - Training Information & Links
<p><input type="checkbox"/> 2. The program completes a self-assessment and creates an action plan in the area of nutrition.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete nutrition self-assessment at NAPSACC OR Healthy Kids Healthy Future must be dated within 12 months <input type="checkbox"/> Suggested form for action plan – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Self-assessment and action plan will need to be uploaded into the IQ4K application, choose the corresponding drop-down option
<p><input type="checkbox"/> 3. The program completes a self-assessment and creates an action plan in the area of physical activity.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete physical activity self-assessment at NAPSACC OR Healthy Kids Healthy Future must be dated within 12 months <input type="checkbox"/> Suggested form for action plan – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Self-assessment and action plan will need to be uploaded into the IQ4K application, choose the corresponding drop-down option

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Professional Development

Criteria	Required Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> 4. All staff complete a professional development plan within six months of employment and the plan is updated annually. 	<ul style="list-style-type: none"> <input type="checkbox"/> Suggested form – Professional Development Plan <input type="checkbox"/> Program will certify in the IQ4K application that all staff have completed a professional development plan <input type="checkbox"/> These plans must be kept in a file on-site
<ul style="list-style-type: none"> <input type="checkbox"/> 5. All staff complete the Iowa State University Extension and Outreach (ISU-EO) training: Passport to Early Childhood Education: Teacher and Staff Orientation. (Newly hired staff have 9 months from their date of hire to complete this requirement.) 	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of training will pull from i-PoWeR <input type="checkbox"/> Check the Center Training Requirements and find Training Information & Links <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center Checklist

Leadership and Administration

Criteria	Required Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> 6. All staff complete the IQ4K Staff Self-Assessment annually. The Program Administrator completes the IQ4K Program Assessment annually. Self-assessments and reviews are used to improve the profession and the organization, not used as punitive. 	<ul style="list-style-type: none"> <input type="checkbox"/> Required form - Staff Self-Assessment form annually completed by all staff and kept on file <input type="checkbox"/> Required form - Program Assessment form annually completed by director and uploaded into the IQ4K application – make sure program administrator signs and dates on last page of document

Family and Community Partnerships

Criteria	Required Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> 7. The program provides an orientation for new families. 	<ul style="list-style-type: none"> <input type="checkbox"/> Suggested form – Orientation Procedure <input type="checkbox"/> Information can be typed into the text box or the suggested form can be uploaded into the IQ4K application
<ul style="list-style-type: none"> <input type="checkbox"/> 8. The program completes one activity annually that promotes partnerships (see Family and Community Partnership Activity Options). 	<ul style="list-style-type: none"> <input type="checkbox"/> Family and Community Partnership Activity Options <input type="checkbox"/> Suggested form – Activity Summary <input type="checkbox"/> Information can be typed into the text box or the suggested form and supporting documents can be uploaded into the IQ4K application <input type="checkbox"/> Encouraged to utilize Activity Summary Guidance to support reflection

Environment

Criteria	Required Documentation
<ul style="list-style-type: none"> <input type="checkbox"/> 9. The program develops and implements policies regarding (as applicable to age served, aligned with Caring for Our Children): <ul style="list-style-type: none"> • Supervision 	<ul style="list-style-type: none"> <input type="checkbox"/> Guidance for creating these policies – IQ4K Policy Guidance <input type="checkbox"/> At minimum, policies must address each checkbox in the policy guidance

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<ul style="list-style-type: none"> • Safe Sleep Policy • Playground Equipment Stability and Fall Surfacing & Inspection • Missing Child • Strangulation Prevention • Sign-in/sign-out tracking system for children and visitors 	<ul style="list-style-type: none"> □ Policies can be typed into the text box or uploaded into the IQ4K application
<ul style="list-style-type: none"> □ 10. The program submits (choose ONE): <ul style="list-style-type: none"> • <i>IQ4K Interaction and Relationship Self-Assessment</i> (completed annually by teaching staff) OR • CLASS assessment for the age-level being served (one per classroom completed annually by a trained observer) OR • Teaching Pyramid Observation Tool (TPOT) or Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) (one per classroom completed annually by a trained observer) 	<ul style="list-style-type: none"> □ Required form - Interaction & Relationship Self-Assessment □ Copy from each annually completed CLASS assessment will need to be uploaded into the IQ4K application, complete for each classroom sign and date □ Copy of completed TPOT and TPITOS annually for each classroom will need to be uploaded into the IQ4K application <ul style="list-style-type: none"> • This option is for PBIS PW programs only

Teaching and Staff Qualifications

Criteria	Required Documentation
<ul style="list-style-type: none"> □ 11. All Lead Teachers are participating in Tier 1 training or meet a higher Tier qualification on the Iowa Early Care and Education Teaching Roles Career Pathway within 6 months of starting employment (this level is met if the program is in compliance with the regulatory requirement of all staff taking Essentials Preservice Series). 	<ul style="list-style-type: none"> □ This will be verified through i-PoWeR □ Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center Checklist

Teaching and Learning

Criteria	Required Documentation
<ul style="list-style-type: none"> □ 12. The Program Administrator and at least one Lead Teacher have been trained on the Iowa Early Learning Standards (2 hours). 	<ul style="list-style-type: none"> □ This information will pull from i-PoWeR □ Check the training requirements <ul style="list-style-type: none"> • Center Training Requirements • Find training - Training Information & Links
<ul style="list-style-type: none"> □ 13. The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships. 	<ul style="list-style-type: none"> □ Guidance for creating these policies - IQ4K Policy Guidance □ At a minimum, policies must address each checkbox in the policy guidance □ Policies can be typed into the text box or uploaded into the IQ4K application

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