



# Center or Preschool Level 2

## 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/>.

## Nutrition and Physical Activity

| Criteria  | Required Documentation   |
|---|--|
| <input type="checkbox"/> 1. The program completes one of the following ( <b>choose ONE</b> ): <ul style="list-style-type: none"> <li>a. Participates in CACFP, NSLP or another departmental-approved Child Nutrition Program (CNP)</li> <li><b>OR</b></li> <li>b. Completes all of the following (as applicable per age served):               <ul style="list-style-type: none"> <li>i. Iowa CACFP Steps to Success Module 2: lessons 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 15 and 17 only (staff planning the menu and their supervisor)</li> <li>ii. Video “CACFP Child Care Center Infant Staff Training” or Iowa CACFP Infant Feeding Training - Steps to Success Module 15 (parts 1 and 2): Feeding Infants in the CACFP (infant lead staff and their supervisor)</li> <li>iii. Video “CACFP Child Care Center Staff Training” or Iowa CACFP Wellness Module – Meaningful Mealtimes (all lead staff responsible for mealtime supervision and their supervisor)</li> </ul> </li> </ul> | <input type="checkbox"/> CACFP, NSLP or CNP claim will need to be uploaded into the IQ4K application<br><input type="checkbox"/> Claim must be dated within 90 days of submission to Iowa Health & Human Services (HHS)<br><input type="checkbox"/> You will need to select the correct staff who have completed the training<br><input type="checkbox"/> Need to enroll in i-PoWeR for CACFP training<br><input type="checkbox"/> Check the training requirements <ul style="list-style-type: none"> <li>• <a href="#">Center Training Requirements</a></li> <li>• <a href="#">Find training - Training Information &amp; Links</a></li> <li>• <a href="#">CACFP Training Verification</a> steps</li> </ul> |
| <input type="checkbox"/> 2. The program identifies and implements one physical activity goal from the completed action plan in Level 1.   | <input type="checkbox"/> Suggested form for goal – <a href="#">Nutrition &amp; Physical Activity Action Plan and Goals</a><br><input type="checkbox"/> Action plan needs to be uploaded into the IQ4K application  |

## Professional Development

| Criteria   | Required Documentation  |
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| <input type="checkbox"/> 3. <b>All staff</b> who administer medication complete the Medication Administration Skills Competency Course (or other training as approved by HHS) and hold a valid certification of completion. All staff who administer medication also successfully complete a Competency Skills Evaluation Assessment Checklist | <input type="checkbox"/> Medication Administration training AND Skills Test certificates from the Child Care Nurse Consultant (CCNC) need to be uploaded into the IQ4K application<br><input type="checkbox"/> Medication Administration training is valid for five years |

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| <p>(or HHS-approved equivalent) and hold a valid certification of completion. There shall be one person who meets this criterion present onsite in the program at all times.</p> | <ul style="list-style-type: none"> <li><input type="checkbox"/> The skills test is valid for two years <ul style="list-style-type: none"> <li>a. Check the requirements - <a href="#">Center Training Requirements</a> and find <a href="#">Training Information &amp; Links</a></li> </ul> </li> <li><input type="checkbox"/> Please contact your <a href="#">local CCNC</a> for more information</li> </ul>   |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 4. <b>All teaching staff</b> complete ten annual training hours of professional development.</li> </ul>          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K system</li> <li><input type="checkbox"/> Training hours will need to be verified in i-PoWeR by an IQ4K Specialist</li> <li><input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the <a href="#">i-PoWeR Center Checklist</a></li> <li><input type="checkbox"/> All staff need to meet requirement at the time the IQ4K Application is submitted</li> </ul> |

### Leadership and Administration

| Criteria   | Required Documentation   |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 5. The <b>Program Administrator</b> completes and annually updates the IQ4K Quality Improvement Action Plan.</li> </ul>            | <ul style="list-style-type: none"> <li><input type="checkbox"/> Required form – <a href="#">Quality Improvement Action Plan</a> to be uploaded into the IQ4K application</li> </ul>  |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 6. All staff receive a written evaluation at least once a year.</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Upload a blank copy of the staff evaluation form into the IQ4K application</li> <li><input type="checkbox"/> Type into the text box or upload documentation on when/how the evaluations are conducted and how they are used to enhance program planning</li> </ul> |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 7. The <b>Program Administrator</b> has a least two years of full-time experience working in the early childhood field.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> The experience will be verified in the employment history of the staff i-PoWeR account</li> <li><input type="checkbox"/> Unverified experience will not count</li> </ul>   |

### Family and Community Partnerships

| Criteria  | Required Documentation  |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 8. The program offers one conference with each family annually to discuss each child’s progress, strengths and needs in all developmental areas. The assessment information is shared with the family.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Suggested form – <a href="#">Annual Conferences</a></li> <li><input type="checkbox"/> Information can be typed into the text box or the suggested form can be uploaded into the IQ4K application</li> </ul>   |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 9. The program completes one additional activity annually that promotes partnerships (see Family and Community Partnership Activity Options).</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Family and Community Partnership Activity Options</a></li> <li><input type="checkbox"/> Suggested form – <a href="#">Activity Summary</a></li> <li><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</li> <li><input type="checkbox"/> Encouraged to utilize <a href="#">Activity Summary Guidance</a> to</li> </ul> |

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|  | support reflection |
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## Environment

| Criteria   | Required Documentation   |
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| <input type="checkbox"/> 10. The <b>Program Administrator</b> or <b>Assistant Administrator</b> completes the Environment Rating Scale (ERS) training (choose between ITERS, ECERS or SACERS, if applicable) and provides a certificate of completion. | <input type="checkbox"/> ERS Certificate of Completion from ISU will need to be uploaded into i-PoWeR under 'Credentials' and verified by the IQ4K Specialist  |
| <input type="checkbox"/> 11. The program provides an environment supportive to and encouraging of, culture, age, race, ability, special needs and gender diversity.  | <input type="checkbox"/> Upload pictures of at least three different materials and how they are used in the program<br><input type="checkbox"/> Suggested form – <a href="#">Supporting Culture &amp; Diversity</a>  |
| <input type="checkbox"/> 12. The program develops and implements a Tobacco-Free and Nicotine-Free policy aligned with the Iowa Department of Health and Human Services policy guidelines (see resource guide).   | <input type="checkbox"/> <a href="#">IQ4K Policy Guidance</a><br><input type="checkbox"/> At a minimum, policies must address each checkbox in the policy guidance<br><input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application |

## Teaching and Staff Qualifications

| Criteria  | Required Documentation   |
|---|--|
| <input type="checkbox"/> 13. All <b>Lead Teachers</b> meet Tier 1, Step 1 (40 hours of training towards a Child Development Associate® (CDA) Credential™) or meet a higher Tier qualification on the Iowa Early Care and Education Teaching Roles Career Pathway. | <input type="checkbox"/> This will be verified through i-PoWeR<br><input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the <a href="#">i-PoWeR Center Checklist</a> |

## Teaching and Learning

| Criteria   | Required Documentation   |
|--|--|
| <input type="checkbox"/> 14. The program uses a curriculum that is aligned with the Iowa Early Learning Standards, addresses the multiple domain areas and is specific to the ages of the children the program serves.   | <input type="checkbox"/> Explain what curriculum you currently use and describe how it aligns with the IELS.<br><input type="checkbox"/> Suggested Form - <a href="#">Curriculum Alignment</a> , can be uploaded into the IQ4K application                                   |
| <input type="checkbox"/> 15. The program develops and implements a policy that eliminates or severely limits expulsion, suspension, punitive or other exclusionary discipline.   | <input type="checkbox"/> <a href="#">IQ4K Policy Guidance</a><br><input type="checkbox"/> At a minimum, policies must address each checkbox in the policy guidance<br><input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application |
| <input type="checkbox"/> 16. The program develops and implements policies regarding the use of an approved developmental screening tool for all children in care within 60 days of enrollment and at least annually to identify children who may need additional evaluation and/or | <input type="checkbox"/> Blank copy of the screening tool used will need to be uploaded into the IQ4K application - this cannot be self-created (i.e.- CDC Milestones, ASQ, ISU Ages & Stages)<br><input type="checkbox"/> The information can be typed into the text box or |

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| intervention strategies. | uploaded into the IQ4K application<br><input type="checkbox"/> <a href="#">Why is developmental screening important?</a><br><input type="checkbox"/> <a href="#">IQ4K Policy Guidance</a> |
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