



# Center or Preschool Level 3

## 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 ( <b>choose ONE</b> ): a. Participates in CACFP, NSLP or another departmental-approved Child Nutrition Program (CNP) <b>OR</b> b. If exempt from CACFP, the program identifies and implements two nutrition goals from the completed action plan in Level 1.	<input type="checkbox"/> CACFP, NSLP, CNP claim or approved exemption letter can be uploaded into the IQ4K application <input type="checkbox"/> If a program is exempt, connect with local consultant or IQ4K Specialist for additional form to complete and upload <input type="checkbox"/> Claim must be dated within 90 days of submission to Iowa Health and Human Services (HHS)
<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> <input type="checkbox"/> Goal will need to be uploaded into the IQ4K application

## Professional Development

Criteria	Required Documentation
<input type="checkbox"/> 3. All <b>Teaching Staff</b> complete 10 annual training hours of professional development.	<input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K application <input type="checkbox"/> Proof of training will be verified in i-PoWeR <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>

## Leadership and Administration

Criteria	Required Documentation
<input type="checkbox"/> 4. The <b>Program Administrator</b> completes ( <b>choose ONE</b> ): a. National Accreditation Commission (NAC) or other HHS-approved credential <b>OR</b> b. Thirty training hours in early childhood and ten training hours in leadership, administration or management.	<input type="checkbox"/> The appropriate documentation for NAC or other HHS-approved credential uploaded into IQ4K application <input type="checkbox"/> Training hours will be verified in i-PoWeR

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<ul style="list-style-type: none"> <li><input type="checkbox"/> 5. The <b>Program Administrator</b> has at least three years of full-time experience working in the field or one year of full-time experience as a Program Administrator.</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>
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## Family and Community Partnerships

Criteria	Required Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> 6. The program promotes culturally sensitive practices and procedures.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Programs could demonstrate this by sharing their existing procedure/policies for learning about families in care culture, values and beliefs and how they support those practices - how the program recruits staff representative of the culture of the program and how staff beliefs may impact care</li> <li><input type="checkbox"/> This is NOT about materials in the environment</li> <li><input type="checkbox"/> <a href="#">Culturally Sensitive Practices and Procedures</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 7. 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 support reflection</li> </ul>

## Environment

Criteria	Required Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> 8. Thirty percent (30%) or more of the <b>Lead Teachers</b> complete the <a href="#">Environment Rating Scale</a> (ERS) Training series appropriate to the age group served (choose between ITERS, ECERS or SACERS, if applicable) and provides a certificate of completion. A minimum of one lead teacher per scale, if applicable.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of training will pull from i-PoWeR</li> <li><input type="checkbox"/> The ERS Certificate of Complete from Iowa State University Extension and Outreach (ISU-EO) to be uploaded into i-PoWeR under “credentials” and verified by an IQ4K Specialist</li> <li><input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K application</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> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 9. The program participates in the completion of the Health and Safety Checklist for Early Care and Education Programs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Health &amp; Safety Checklist</a></li> <li><input type="checkbox"/> Contact your <a href="#">local CCNC</a> for completion of this checklist</li> <li><input type="checkbox"/> This checklist is completed <b>BY the CCNC</b></li> <li><input type="checkbox"/> Upload just the one-page signed signature form into the IQ4K application – scoresheet must be signed within two years from submission to HHS</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 10. The program develops and implements a policy regarding oral health (aligned with Caring for Our</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">IQ4K Policy Guidance</a></li> <li><input type="checkbox"/> At a minimum, policies must address each checkbox</li> </ul>

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Children).	<p>in the policy guidance</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application</li> </ul>
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### Teaching Staff Qualifications

Criteria	Required Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> 11. The average score for all <b>Lead Teachers</b> is three points on the IQ4K Teaching Staff Qualifications worksheet.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suggested form - Program completes the <a href="#">Teaching Staff Qualifications</a> worksheet for all lead teachers to confirm average score</li> <li><input type="checkbox"/> Staff upload applicable documentation (i.e. education, training, etc.) into i-PoWeR to be verified</li> </ul>

### Teaching and Learning

Criteria	Required Documentation
<ul style="list-style-type: none"> <li><input type="checkbox"/> 12. The program utilizes an appropriate assessment tool throughout the year that aligns with the curriculum to gather information on each child's strengths, progress and needs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Suggested form – <a href="#">Assessment Tool</a></li> <li><input type="checkbox"/> Information can be typed into the textbox or suggested form can be uploaded</li> <li><input type="checkbox"/> This does not need to be a formal assessment tool, rather, an explanation of <a href="#">how you know</a> your curriculum is meeting the developmental needs of each child</li> <li><input type="checkbox"/> Upload example of assessment tool used for each age group</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 13. The program shares community resources with families as needed, based on the gathered information (i.e. - provide contact information for the local Area Education Agency (AEA) for further evaluation).</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The information can be typed into the textbox or upload how you make needed resources available to families</li> <li><input type="checkbox"/> Explain a minimum of two resources available to support children in care</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 14. The program develops and implements policies and procedures for inclusive practices for children with diverse needs, including those with identified disabilities, dual language learners, identified behavioral needs and/or specialized health needs.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">IQ4K Policy Guidance</a></li> <li><input type="checkbox"/> At a minimum, policies must address each checkbox in the policy guidance</li> <li><input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application</li> </ul>

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