



Child Development Home 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/>. Prior to applying for IQ4K, all HHS regulatory requirements should be met.

Nutrition and Physical Activity

Criteria	Required Documentation
<input type="checkbox"/> 1. The provider completes one of the following food safety trainings (choose ONE): ** a. Food Safety in Child Care – four hours (Institute of Child Nutrition online training) OR b. Iowa State University Extension and Outreach (ISU-EO) Food Safety Training (choose one): 1. Food Safety Escape Challenge 2. Safe Food for a Healthy Future 3. ServSafe Food Handler OR c. Other DHS or IQ4K-approved Food Safety training OR d. ServSafe Certification	Choose one training from the list to complete: <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 the IQ4K Application <input type="checkbox"/> ISU ServSafe Certification will need to be uploaded into the IQ4K application <input type="checkbox"/> Check the training requirements <ul style="list-style-type: none"> • Professional Development Requirements • Find training - Training Information & Links
<input type="checkbox"/> 2. The program completes a self-assessment and creates an action plan in the area of nutrition .	<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
<input type="checkbox"/> 3. The program completes a self-assessment and creates an action plan in the area of physical activity .	<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

**C2 - both provider and co-provider need to meet this requirement

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Professional Development

Criteria	Required Documentation
<input type="checkbox"/> 4. The provider completes a professional development plan annually **	<input type="checkbox"/> Suggested form – Professional Development Plan <input type="checkbox"/> This is intended to be a plan on what you will take to meet next levels or maintain levels, not a record of what you have already completed <input type="checkbox"/> Upload into IQ4K application

Family and Community Partnerships

Criteria	Required Documentation
<input type="checkbox"/> 5. The program provides an orientation for new families.	<input type="checkbox"/> Suggested form – Orientation Policy/Guidance <input type="checkbox"/> Information can be typed into the text box or the suggested form can be uploaded
<input type="checkbox"/> 6. The program completes one activity annually that promotes partnerships (see Family and Community Partnership Activity Options).	<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 <input type="checkbox"/> Encouraged to utilize Activity Summary Guidance to support reflection

Environment

Criteria	Required Documentation
<input type="checkbox"/> 7. 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 • Safe Sleep Policy • Missing Child • Strangulation Prevention • Sign-in/sign-out tracking system for children and visitors 	<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 <input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application
<input type="checkbox"/> 8. The provider annually completes the IQ4K Interaction and Relationship Self-Assessment. **	<input type="checkbox"/> Required form - Interaction & Relationship Self-Assessment <input type="checkbox"/> Complete three to four goals at the end <input type="checkbox"/> Sign and date <input type="checkbox"/> The completed form will be uploaded into the IQ4K application
<input type="checkbox"/> 9. The program annually completes the IQ4K Program Assessment.	<input type="checkbox"/> Required form – Program Assessment <input type="checkbox"/> Sign and date on the last page of the document <input type="checkbox"/> The complete form will be uploaded into the IQ4K application annually

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Provider Qualifications

Criteria	Required Documentation
<input type="checkbox"/> 10. The provider has at least one year of child care experience. **	<input type="checkbox"/> This will be verified through i-PoWeR <input type="checkbox"/> Ensure your i-PoWeR account is current by following the i-PoWeR CDH Checklist

Teaching and Learning

Criteria	Required Documentation
<input type="checkbox"/> 11. The provider completes training on the Iowa Early Learning Standards (two hours). **	<input type="checkbox"/> This information will pull from i-PoWeR when the class is completed <input type="checkbox"/> Check the training requirements <ul style="list-style-type: none"> • Professional Development Requirements • Find training - Training Information & Links
<input type="checkbox"/> 12. The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships.	<input type="checkbox"/> Guidance for creating these policies - IQ4K Policy Guidance <input type="checkbox"/> At a minimum, policies must address each checkbox in the policy guidance <input type="checkbox"/> Policies can be typed into the text box or uploaded into the IQ4K application

**C2 - both provider and co-provider need to meet this requirement

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