



School-Age Program

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
<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"/> You will need to select the correct staff who have completed the training <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"> • School-Age 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 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 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"> 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"> Suggested form – Professional Development Plan Program will certify in the IQ4K system that all staff have completed a professional development plan These plans must be kept in a file on-site
<ul style="list-style-type: none"> 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"> Proof of training will pull from i-PoWeR Check the School-Age Training Requirements and find Training Information & Links Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist

Leadership and Administration

Criteria	Required Documentation
<ul style="list-style-type: none"> 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"> Required form - Staff Self-Assessment form annually completed by all staff and kept on file Required form - Program Assessment form annually completed by director and uploaded into the IQ4K application Make sure program administrator signs and dates on the last page of document
<ul style="list-style-type: none"> 7. Meetings for all staff are conducted at least twice a year. 	<ul style="list-style-type: none"> Upload to the IQ4K application: meeting minutes of who attended, dates and what was discussed

Family and Community Partnerships

Criteria	Required Documentation
<ul style="list-style-type: none"> 8. The program provides an orientation for new families. 	<ul style="list-style-type: none"> Suggested form – Orientation Procedure 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"> 9. The program completes one activity annually that promotes partnerships (see Family and Community Partnership Activity Options). 	<ul style="list-style-type: none"> Family and Community Partnership Activity Options Suggested form – Activity Summary Information can be typed into the text box or the suggested form and supporting documents can be uploaded into the IQ4K application Encouraged to utilize Activity Summary Guidance to support reflection

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Environment

Criteria	Required Documentation
<input type="checkbox"/> 10. 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 • Playground Equipment Stability and Fall Surfacing & Inspection • Missing Child • Strangulation Prevention • Sign-in/sign-out tracking system for children and visitors • Technology 	<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"/> 11. The program submits (choose ONE): <ul style="list-style-type: none"> a. <i>IQ4K Interaction and Relationship Self-Assessment</i> (completed annually by teaching staff) OR b. CLASS assessment for the age-level being served (one per classroom completed annually by a trained observer) 	<input type="checkbox"/> Required form - Interaction & Relationship Self-Assessment <input type="checkbox"/> Copy from each annually completed class assessment will need to be uploaded into the IQ4K application, complete for each classroom sign and date

Teaching and Learning

Criteria	Required Documentation
<input type="checkbox"/> 12. The program provides assistance or access to tutors to support homework or student's learning needs.	<input type="checkbox"/> Upload programs policy/procedure
<input type="checkbox"/> 13. 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
<input type="checkbox"/> 14. The program develops and implements a comprehensive and age-appropriate schedule of activities.	<input type="checkbox"/> Upload a copy of daily, weekly or monthly schedule and explain how it meets the needs of ages enrolled in care

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