



# School-Age Program

## 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Claim must be dated within 90 days of submission to Iowa Health &amp; Human Services (HHS)</li> <li><input type="checkbox"/> Upload approved training certificate into i-PoWeR or the IQ4K application</li> <li><input type="checkbox"/> You will need to select the correct staff who have completed the training</li> <li><input type="checkbox"/> Check the training requirements               <ul style="list-style-type: none"> <li>• <a href="#">School-Age Training Requirements</a></li> <li>• Find training - <a href="#">Training Information &amp; Links</a></li> <li>• <a href="#">CACFP Training Verification</a> steps</li> </ul> </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> <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-assessment and action plan need to be uploaded into the IQ4K application</li> </ul>

### Professional Development

Criteria	Required Documentation
<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	<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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Medication Administration training is valid for five</li> </ul>

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<p>Competency Skills Evaluation Assessment Checklist (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>	<p>years</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>• Check the requirements – <a href="#">School-Age 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 application</li> <li><input type="checkbox"/> Proof of training will pull from i-PoWeR</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/SA Checklist</a></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 support reflection</li> </ul>

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## Environment

Criteria	Required Documentation
<input type="checkbox"/> 10. The <b>Program Administrator</b> or <b>Assistant Administrator</b> completes the Environment Rating Scale (ERS) training SACERS and provides a certificate of completion.	<input type="checkbox"/> SACERS 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 <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> <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

## Teaching and Learning

Criteria	Required Documentation
<input type="checkbox"/> 13. The program develops and implements a curriculum that includes all of the following opportunities each day: <ul style="list-style-type: none"> <li>• Active physical activity</li> <li>• Creative expression</li> <li>• Cooperative games</li> <li>• Free choice with variety of materials</li> <li>• Academic support</li> </ul>	<input type="checkbox"/> Upload a copy of a recent lesson plan and explain how it addresses the listed criteria
<input type="checkbox"/> 14. 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> <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

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