



School-Age Program

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 (choose ONE): a. Participates in CACFP, NSLP or another departmental-approved Child Nutrition Program (CNP) OR 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 – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Goal will need to be uploaded into the IQ4K application

Professional Development

Criteria	Required Documentation
<input type="checkbox"/> 3. All Teaching Staff 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 pull from i-PoWeR <input type="checkbox"/> 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
<input type="checkbox"/> 4. The Program Administrator completes (choose ONE): a. National Accreditation Commission (NAC) or other HHS-approved credential OR 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"> ❑ 5. The Program Administrator has at least three years of full-time experience working in the field or one year of full-time experience as a Program Administrator. 	<ul style="list-style-type: none"> ❑ The experience will be verified in the employment history of the staff i-PoWeR account ❑ Unverified experience will not count
<ul style="list-style-type: none"> ❑ 6. The Onsite Supervisor has 30 training hours in a related field and two years of full-time experience working in the field. 	<ul style="list-style-type: none"> ❑ The experience will be verified in the employment history of the staff i-PoWeR account ❑ Unverified experience will not count

Family and Community Partnerships

Criteria	Required Documentation
<ul style="list-style-type: none"> ❑ 7. The program promotes culturally sensitive practices and procedures. 	<ul style="list-style-type: none"> ❑ 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 ❑ This is NOT about materials in the environment ❑ Culturally Sensitive Practices and Procedures
<ul style="list-style-type: none"> ❑ 8. The program completes one additional 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

Environment

Criteria	Required Documentation
<ul style="list-style-type: none"> ❑ 9. The Onsite Supervisor completes the Environment Rating Scale (ERS) Training series SACERS and provides a certificate of completion. 	<ul style="list-style-type: none"> ❑ Proof of training will pull from i-PoWeR ❑ 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 ❑ Program will select the Onsite Supervisor name from a drop-down menu in the IQ4K application ❑ Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist
<ul style="list-style-type: none"> ❑ 10. The program participates in the completion of the Health and Safety Checklist for Early Care and Education Programs. 	<ul style="list-style-type: none"> ❑ Health & Safety Checklist ❑ Contact your local CCNC for completion of this checklist ❑ This checklist is completed BY the CCNC

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	<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
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Teaching and Learning

Criteria	Required Documentation
<input type="checkbox"/> 11. Staff utilize an appropriate tool throughout the year that aligns with the curriculum to gather information on each child's strengths, progress and needs.	<input type="checkbox"/> Suggested form – Assessment Tool <input type="checkbox"/> Information can be typed into the textbox or suggested form can be uploaded <input type="checkbox"/> This does not need to be a formal assessment tool, rather, an explanation of how you know your curriculum is meeting the developmental needs of each child
<input type="checkbox"/> 12. 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).	<input type="checkbox"/> The information can be typed into the textbox or upload how you make needed resources available to families <input type="checkbox"/> Explain a minimum of two resources available to support children in care
<input type="checkbox"/> 13. 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.	<input type="checkbox"/> 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

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