



School-Age Program

Level 4

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) and identifies and implements one nutrition goal from the completed action plan in Level 1. OR b. If exempt from CACFP, the program identifies and implements one additional nutrition goal 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"/> Suggested form for nutrition goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application
<input type="checkbox"/> 2. The program identifies and implements one additional physical activity goal from the completed action plan in Level 1.	<input type="checkbox"/> Suggested form for physical activity goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application

Professional Development

Criteria	Required Documentation
<input type="checkbox"/> 3. All Teaching Staff complete 12 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 i-PoWeR Center/SA Checklist
<input type="checkbox"/> 4. Thirty percent (30%) or more of staff have completed six hours of HHS or IQ4K-approved training in the area of Social Emotional Behavior Mental Health (SEMBH).	<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 or upload training certificates <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist

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Leadership and Administration

Criteria	Required Documentation
<input type="checkbox"/> 5. The Program Administrator has 120 training hours in a related field AND 10 training hours in leadership, administration or management.	<input type="checkbox"/> The appropriate documentation can be uploaded and verified through i-PoWeR
<input type="checkbox"/> 6. The Program Administrator has at least two years of full-time experience as a Program Administrator.	<input type="checkbox"/> The experience will be verified from the employment history of the staff i-PoWeR account <input type="checkbox"/> Unverified experience will not count
<input type="checkbox"/> 7. The Onsite Supervisor has 90 training hours in a related field and one year of full-time experience as an onsite supervisor.	<input type="checkbox"/> The experience will be verified from the employment history of the staff i-PoWeR account <input type="checkbox"/> Unverified experience will not count

Family and Community Partnerships

Criteria	Required Documentation
<input type="checkbox"/> 8. The program completes one additional 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 into the IQ4K application <input type="checkbox"/> Encouraged to utilize Activity Summary Guidance to support reflection

Environment

Criteria	Required Documentation
<input type="checkbox"/> 9. At least one staff member completes the Environment Rating Scale (ERS) Training series SACERS and provides a certificate of completion.	<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 <input type="checkbox"/> Program will choose the lead teacher names from the drop-down menu in the IQ4K application <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center/SA Checklist
<input type="checkbox"/> 10. 1/3 of classrooms complete the ERS scoresheet (with self-assessment) and improvement plan using the appropriate scale.	<input type="checkbox"/> The appropriate scoresheet and improvement plan will be uploaded into the IQ4K application – must be dated within six months of application being submitted
<input type="checkbox"/> 11. The program scores an average of 2.5 or higher on the Health and Safety Checklist for Early Care and Education Programs.	<input type="checkbox"/> Health & Safety Checklist <input type="checkbox"/> Contact your local CCNC for completion of this checklist <input type="checkbox"/> This checklist is completed BY the CCNC <input type="checkbox"/> Upload just the one-page signed signature form into the IQ4K application – must be signed by program

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	administrator, director or owner and must be dated within two years of the time of application being submitted to HHS
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Teaching and Learning

Criteria	Required Documentation
<input type="checkbox"/> 12. Staff use information gathered about children and families to make changes in their learning environment and activities.	<input type="checkbox"/> Type or upload at least two ways you have done this in your program and describe how it has impacted children/families <input type="checkbox"/> Suggested to use the bottom of the – Assessment Tool form
<input type="checkbox"/> 13. The staff participate in planning with families and/or outside experts, as needed, for children with diverse needs, including those with identified disabilities, dual language learners, identified behavioral needs, and/or specialized health needs.	<input type="checkbox"/> Type or upload written procedure and give two examples. <input type="checkbox"/> If the program doesn't currently have these needs, explain what they would do

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