



## IQ4K Program Assessment – Centers

Program Name:

Current IQ4K Level:  1    2    3    4    5

IQ4K Goal Level:    1    2    3    4    5

**Directions/Definitions:** Each category of IQ4K must be addressed. Please refer to the IQ4K application and/or supporting documents for details on requirements. If there are questions when completing this self-assessment, contact your Child Care Resource and Referral Consultant.

### Level 1 – All Categories

IQ4K Area: Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 1:</u></b></p> <p><input type="checkbox"/> Any staff member who prepares meals completes approved food safety training</p> <p><input type="checkbox"/> The program completes a self-assessment and action plan in the area of nutrition</p> <p><input type="checkbox"/> The program completes a self-assessment and action plan in the area of physical activity</p>		

IQ4K Area: Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <input type="checkbox"/> All staff complete annual professional development plans (within 6 months of employment)		
<input type="checkbox"/> All staff complete Passport Training (within 9 months of employment)		
IQ4K Area: Leadership and Administration (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <input type="checkbox"/> All staff complete the IQ4K Staff Self-Assessment and the program administrator completes the IQ4K Program Assessment (both are completed annually)		
IQ4K Area: Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <input type="checkbox"/> The program provides an orientation for new families		
<input type="checkbox"/> The program completes 1 activity (annually) that promotes partnerships		

IQ4K Area: Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program develops and implements the following policies: <ul style="list-style-type: none"> <li>a) Supervision</li> <li>b) Safe Sleep (when applicable)</li> <li>c) Playground Equipment Stability and Fall Surfacing &amp; Inspection (when applicable)</li> <li>d) Missing child</li> <li>e) Strangulation Prevention</li> <li>f) Sign-in/sign-out tracking system for children and visitors</li> </ul> </li> <li><input type="checkbox"/> The program completes one of the following: <ul style="list-style-type: none"> <li>a) IQ4K Interaction and Relationship Self-Assessment (completed annually by all teaching staff)</li> <li>b) CLASS assessment completed for the age-level being served (completed annually, per classroom, by a trained observer)</li> <li>c) TPOT or TPITOS tool (completed annually, per classroom, by a trained observer)</li> </ul> </li> </ul>		
IQ4K Area: Teaching Staff Qualifications (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All lead teachers are participating in Tier 1 training (or higher) on the Career Pathway (within 6 months of employment)</li> </ul>		

IQ4K Area: Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator and at least one lead teacher complete IELS training</li> <li><input type="checkbox"/> The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships</li> </ul>		

**Level 2 – All Categories**

IQ4K Area: Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program participates in CACFP, NSLP or another departmental approved CNP</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>Specified program staff complete all of the identified (approved) nutrition training</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program identifies and implements 1 physical activity goal</li> </ul>		

IQ4K Area: Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff who administer medication complete an approved Medication Administration Skills Training (and hold a valid certificate of completion) AND complete an approved Skills Evaluation Assessment (and hold a valid certificate of completion)</li> <li><input type="checkbox"/> All teaching staff complete 10 hours of training annually</li> </ul>		
IQ4K Area: Leadership and Administration (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator annually completes/updates the IQ4K Quality Improvement Action Plan</li> <li><input type="checkbox"/> All staff receive an annual written evaluation</li> <li><input type="checkbox"/> The program administrator has at least 2 years of full-time experience working in the field</li> </ul>		
IQ4K Area: Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program offers annual conferences to each family</li> <li><input type="checkbox"/> The program completes 1 additional activity (annually) that promotes partnerships</li> </ul>		

IQ4K Area: Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator or assistant administrator completes ERS Training (and holds valid certificate of completion)</li> <li><input type="checkbox"/> The program provides an environment supportive to and encouraging of culture, age, race, ability, special needs, and gender diversity</li> <li><input type="checkbox"/> The program develops and implements a Tobacco-Free/Nicotine-Free policy</li> </ul>		
IQ4K Area: Teaching Staff Qualifications (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All lead teachers meet Tier 1 Step 1 on the Career Pathway</li> </ul>		
IQ4K Area: Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program uses a curriculum aligned with the IELS</li> <li><input type="checkbox"/> The program develops and implements a policy that eliminates or severely limits expulsion, suspension, punitive or other exclusionary discipline</li> <li><input type="checkbox"/> The program develops and implements policies regarding the use of an approved developmental screening tool (completed within 60 days of enrollment and annually thereafter)</li> </ul>		

**Level 3 – All Categories**

IQ4K Area: Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 3:</u></b></p> <p><input type="checkbox"/> The program participates in CACFP, NSLP or another departmental approved CNP</p> <p align="center"><b>OR (if exempt)</b></p> <p>The program identifies and implements two nutrition goals</p> <p><input type="checkbox"/> The program identifies and implements 1 additional physical activity goal</p>		
IQ4K Area: Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 3:</u></b></p> <p><input type="checkbox"/> All teaching staff complete 10 hours of training annually</p>		
IQ4K Area: Leadership and Administration (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 3:</u></b></p> <p><input type="checkbox"/> The program administrator completes NAC or other DHS approved credential</p> <p align="center"><b>OR</b></p> <p>The program administrator completes 30 hrs. in EC and 10 hrs. in leadership, administration, or management</p> <p><input type="checkbox"/> The program administrator has at least 3 years of full-time experience working in the field or 1 year of full-time experience as a Program Administrator</p>		

IQ4K Area: Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program promotes culturally sensitive practices and procedures</li> <li><input type="checkbox"/> The program completes 1 additional activity (annually) that promotes partnerships</li> </ul>		
IQ4K Area: Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 30% of lead teachers complete ERS training appropriate to the age group served (and hold a valid certificate of completion)</li> <li><input type="checkbox"/> The program participates in the completion of the Health and Safety Checklist</li> <li><input type="checkbox"/> The program develops and implements a policy regarding oral health</li> </ul>		
IQ4K Area: Teaching Staff Qualifications (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The average score of all lead teachers is 3 points on the IQ4K Teaching Staff Qualifications Worksheet</li> </ul>		



IQ4K Area: Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 3:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program utilizes an appropriate assessment tool to gather information on each child's strengths, progress and needs</li> <li><input type="checkbox"/> The program shares community resources with families as needed, based on gathered information</li> <li><input type="checkbox"/> The program develops and implements policies and procedures for inclusive practices for children with diverse needs.</li> </ul>		

**Level 4 – All Categories**

IQ4K Area: Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program participates in CACFP, NSLP or another departmental approved CNP <b>AND</b> identifies and implements 1 nutrition goal</li> </ul> <p style="text-align: center;"><b>OR (if exempt)</b></p> <p>The program identifies and implements 1 additional nutrition goal</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program identifies and implements 1 additional physical activity goal</li> </ul>		
IQ4K Area: Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All teaching staff complete 12 hours of training annually</li> <li><input type="checkbox"/> 60% of all lead teachers complete the age applicable EC PBIS Training</li> </ul>		

<b>IQ4K Area: Leadership and Administration (Centers/Pre-Schools Only)</b>	<b>Current Level/ Meet all requirements</b>	<b>Requirements to reach the next level</b>
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator meets Tier 1 on the Program Administrator Pathway</li> <li><input type="checkbox"/> The program administrator has at least 2 years of full-time experience as a Program Administrator</li> </ul>		
<b>IQ4K Area: Family and Community Partnerships</b>	<b>Current Level/ Meet all requirements</b>	<b>Requirements to reach the next level</b>
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program completes 1 additional activity (annually) that promotes partnerships</li> </ul>		
<b>IQ4K Area: Environment</b>	<b>Current Level/ Meet all requirements</b>	<b>Requirements to reach the next level</b>
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 60% of lead teachers complete ERS training appropriate to the age group served (and hold a valid certificate of completion)</li> <li><input type="checkbox"/> 1/3 of all classrooms complete an ERS scoresheet and improvement plan.</li> <li><input type="checkbox"/> The program scores an average of 2.5 on the Health and Safety Checklist</li> </ul>		
<b>IQ4K Area: Teaching Staff Qualifications (Centers/Pre-Schools Only)</b>	<b>Current Level/ Meet all requirements</b>	<b>Requirements to reach the next level</b>
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The average score of all teaching staff is 4 points on the IQ4K Teaching Staff Qualifications Worksheet</li> </ul>		

IQ4K Area: Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 4:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program uses assessment data and information gathered about children and families to make changes in their learning environment and activities</li> <li><input type="checkbox"/> The program participates in planning with families and/or outside experts (as needed) for children with diverse needs.</li> </ul>		

**Level 5 – All Categories**

IQ4K Area: Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program participates in CACFP, NSLP or another departmental approved CNP <b>AND</b> identifies and implements 1 additional nutrition goal</li> </ul> <p style="text-align: center;"><b>OR (if exempt)</b></p> <p>The program identifies and implements 1 additional nutrition goal</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program identifies and implements 1 additional physical activity goal</li> </ul>		
IQ4K Area: Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All teaching staff complete 12 hours of training annually</li> <li><input type="checkbox"/> 60% or more of all lead teachers and the internal coach complete the applicable EC PBIS Trainings.</li> </ul>		

IQ4K Area: Leadership and Administration (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator meets Tier 2 on the Program Administrator Pathway</li> <li><input type="checkbox"/> The program administrator has at least 3 years of full-time experience as a Program Administrator</li> </ul>		
IQ4K Area: Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program completes 1 additional activity (annually) that promotes partnerships</li> <li><input type="checkbox"/> The program offers one additional conference with each family of 4-year-old children in care, per year, to discuss each child's progress, strengths, and needs in all developmental areas. Assessment information is shared with the family.</li> </ul>		
IQ4K Area: Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 80% of lead teachers complete ERS training appropriate to the age group served (and hold a valid certificate of completion)</li> <li><input type="checkbox"/> 1/3 of all classrooms receive an overall score of 5.0 on the ERS Assessment</li> <li><input type="checkbox"/> The program scores 2.75 on the Health and Safety Checklist</li> </ul>		

IQ4K Area: Teaching Staff Qualifications (Centers/Pre-Schools Only)	Current Level/ Meet all requirements	Requirements to reach the next level
<b>Level 5:</b> <input type="checkbox"/> The average score of all teaching staff is 8 points on the IQ4K Teaching Staff Qualifications Worksheet		
IQ4K Area: Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<b>Level 5:</b> <input type="checkbox"/> The program works with families and other experts to implement instructional and/or environmental adaptations that support learning for each child. <input type="checkbox"/> The program's leadership team completes PW PBIS Training.		

Form Completed by (Signature): \_\_\_\_\_

Printed Name and Title of Person Completing Form: \_\_\_\_\_

Date Completed: \_\_\_\_\_