



## IQ4K Program Assessment – School Age

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> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Program Administrator and any staff member who prepares meals completes approved food safety training</li> <li><input type="checkbox"/> The program completes a self-assessment and action plan in the area of nutrition</li> <li><input type="checkbox"/> The program completes a self-assessment and action plan in the area of physical activity</li> </ul>		

IQ4K Area Professional Development	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 1:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff complete annual professional development plans (within 6 months of employment)</li> <li><input type="checkbox"/> All staff complete Passport Training (within 9 months of employment)</li> </ul>		
IQ4K Area Leadership and Administration	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 1:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All staff complete the IQ4K Staff Self-Assessment and the program administrator completes the IQ4K Program Assessment (both are completed annually)</li> <li><input type="checkbox"/> Meeting for ALL STAFF conducted at least twice a year</li> </ul>		
IQ4K Area Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 1:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program provides an orientation for new families</li> <li><input type="checkbox"/> The program completes 1 activity (annually) that promotes partnerships</li> </ul>		

IQ4K Area Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 1:</u></b></p> <p><input type="checkbox"/> The program develops and implements the following policies:</p> <ul style="list-style-type: none"> <li><b>a)</b> Supervision</li> <li><b>b)</b> Bullying Prevention</li> <li><b>c)</b> Playground Equipment Stability and Fall Surfacing &amp; Inspection (when applicable)</li> <li><b>d)</b> Missing child</li> <li><b>e)</b> Strangulation Prevention</li> <li><b>f)</b> Sign-in/sign-out tracking system for children and visitors</li> <li><b>g)</b> Technology</li> </ul> <p><input type="checkbox"/> The program completes one of the following:</p> <ul style="list-style-type: none"> <li><b>a)</b> IQ4K Interaction and Relationship Self-Assessment (completed annually by all teaching staff)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li><b>b)</b> CLASS assessment completed for the age-level being served (completed annually, per classroom, by a trained observer)</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 provides assistance or access to tutors to support homework or student's learning needs</li> <li><input type="checkbox"/> The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships</li> <li><input type="checkbox"/> The program develops and implements a comprehensive and age-appropriate schedule of activities</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 style="padding-left: 40px;">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	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 (SACERS) 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 and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 2:</b></p> <p><input type="checkbox"/> The program uses a curriculum that includes all of the following opportunities for each day: active physical activity, creative expression, cooperative games, free choice with a variety of materials, and academic support</p> <p><input type="checkbox"/> The program develops and implements a policy that eliminates or severely limits expulsion, suspension, punitive or other exclusionary discipline</p>		

**Level 3 – All Categories**

IQ4K Area Nutrition and Physical Activity	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 3:</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>Level 3:</b></p> <p><input type="checkbox"/> All staff complete 10 hours of training annually</p>		

IQ4K Area Leadership and Administration	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 style="text-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> <p><input type="checkbox"/> The Onsite Supervisor has 30 training hours in a related field and 2 years of full-time experience working in the field</p>		
IQ4K Area Family and Community Partnerships	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 promotes culturally sensitive practices and procedures</p> <p><input type="checkbox"/> The program completes 1 additional activity (annually) that promotes partnerships</p>		
IQ4K Area Environment	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 3:</u></b></p> <p><input type="checkbox"/> The Onsite Supervisor completes ERS training (SACERS) and provides a valid certificate of completion</p> <p><input type="checkbox"/> The program participates in the completion of the Health and Safety Checklist</p>		



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"/> Staff utilize an appropriate tool throughout the year 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> <li style="text-align: center;"><b>OR (if exempt)</b></li> <li>The program identifies and implements 1 additional nutrition goal</li> <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 staff complete 12 hours of training annually</li> <li><input type="checkbox"/> 30% or more of all staff complete 6 hours of DHS or IQ4K approved training in the area of Social Emotional Behavioral Mental Health(SEBMH)</li> </ul>		

IQ4K Area Leadership and Administration	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 4:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator has 120 training hours in a related field AND 10 hours in leadership, administration or management</li> <li><input type="checkbox"/> The program administrator has at least 2 years of full-time experience as a Program Administrator</li> <li><input type="checkbox"/> The Onsite supervisor has 90 training hours in a related field and 1 year of full-time experience as an onsite supervisor</li> </ul>		
IQ4K Area Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 4:</u></b></p> <ul style="list-style-type: none"> <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><u>Level 4:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one staff member completes ERS training (SACERS) and provides a valid certificate of completion</li> <li><input type="checkbox"/> 1/3 of all classrooms complete an ERS scoresheet with self-assessment and improvement plan.</li> <li><input type="checkbox"/> The program scores an average of 2.5 or higher on the Health and Safety Checklist</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"/> Staff use information gathered about children and families to make changes in their learning environment and activities</li> <li><input type="checkbox"/> Staff participate 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 <b>OR (if exempt)</b> The program identifies and implements 1 additional nutrition goal</li> <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 staff complete 12 hours of training annually</li> <li><input type="checkbox"/> 60% or more of all staff have completed 6 hours of DHS or IQ4K-approved training in the area of Social Emotional Behavioral Mental Health(SEBMH)</li> </ul>		

IQ4K Area Leadership and Administration	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 5:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The program administrator has 9 hours in a related field AND 12 training hours in leadership, administration or management</li> <li><input type="checkbox"/> The program administrator has at least 3 years of full-time experience as a Program Administrator</li> <li><input type="checkbox"/> The Onsite Supervisor has 6 credit hours in a related field and 2 years of full-time experience as an onsite supervisor</li> </ul>		
IQ4K Area Family and Community Partnerships	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b><u>Level 5:</u></b></p> <ul style="list-style-type: none"> <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><u>Level 5:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 80% of lead teachers complete ERS training (SACERS) and provides a valid certificate of completion</li> <li><input type="checkbox"/> 1/3 of all classrooms receive an overall score of 5.0 or higher on the ERS Assessment</li> <li><input type="checkbox"/> The program scores 2.75 or higher on the Health and Safety Checklist</li> </ul>		

IQ4K Area Teaching and Learning	Current Level/ Meet all requirements	Requirements to reach the next level
<p><b>Level 5:</b>  <input type="checkbox"/> Staff work with families and other experts to implement instructional and/or environmental adaptations that support learning for each child.</p>		

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

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

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