



ChildNet Policies and Procedures for Child Development Homes

Welcome

Serving Iowa's greatest resource, the children, is a professional choice worthy of noting! Becoming ChildNet Certified is a step towards identifying Child Development Homes (CDH) as a quality indicator to the families that are served.

The ChildNet curriculum and certification process is a product of Iowa Child Care Resource and Referral (CCR&R). ChildNet training is valid only when offered by CCR&R staff or an instructor contracted through a CCR&R Agency. ChildNet Certification and Recertification of a CDH is valid only when conducted and approved by CCR&R staff.

The ChildNet series is intended to prepare a CDH to achieve certification through class participation and technical assistance. Completion of certification within one year of taking the entire series is recommended, but unique cases may occur. A CDH should contact their CCR&R Agency to begin the certification process and refer to the ChildNet 3.0 Participant Manual Enrichment Activities and the *ChildNet Certification Checklist* to prepare.

Policy and Procedure Topics

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Funding provided by the Iowa Department of Human Services through the Child Care Development Fund



General Review

Policies and Procedures

Key Terms

- *Action Plan*
 - Process that identifies the steps to be taken in order to achieve a specific goal - the purpose of an action plan is to clarify what resources are required to reach the goal and to formulate a timeline for when specific tasks need to be completed
- Child Development Associate (CDA) Credential™
 - A nationally recognized credential earned by those working in the early care and education field - the CDA Credential™ is based on a core set of competency standards and includes an assessment process implemented by the Council for Professional Recognition
- ChildNet 3.0 Participant Manual Enrichment Activities
 - Activities created within the ChildNet series to measure outcomes of specific skills learned
 - Aligned with the *ChildNet Certification Checklist*
- *ChildNet Certification Checklist*
 - Checklist that is used for the Child Development Home (CDH) to self-assess actions required for ChildNet Certification
 - The Child Care Consultant and/or Validator will use this checklist to review and validate actions as they are completed
- ChildNet Certification Validation
 - Process to ensure all actions of ChildNet Certification are completed
- ChildNet Recertification
 - The second and additional times a Child Development Home (CDH) has completed the ChildNet Certification process
- ChildNet *Technical Assistance Manual Support*
 - Written guidance given to CCR&R staff who provide technical assistance and consultation to CDH's around the ChildNet series content and certification process
- Good Standing
 - Holding a current registration as a Child Development Home (CDH) according to KinderTrack
- GoToWebinar by LogMeIn®
 - Web-based learning management system platform that will be used to deliver the ChildNet series online in an online format
- Improvement Plan
 - An *Action Plan* process that is created if there are missing requirements on the *ChildNet Certification Checklist* and the *ChildNet Certification Validation Checklist*
 - See definition of an *Action Plan* for further guidance
- Initial ChildNet Certification
 - The first time a CDH has completed the ChildNet Certification process in a location
- Iowa Core Knowledge of Child Development
 - Principles of child development, adapted from the NAEYC 12 Principles of Child Development which assist adults with ideas to increase their knowledge and ability to appropriately respond to children in their lives
- Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR)
 - Comprehensive registry where you can find and enroll in the Department of Human Services (DHS) approved professional development opportunities related to early childhood and school-age professionals

- The registry maintains a record of professional achievements
- Iowa Early Learning Standards (IELS)
 - A set of quality standards that provide a common understanding for what children birth to age 5 should know and be able to do - key areas of IELS:
 1. Social and Emotional Development
 2. Physical Well-Being and Motor Development
 3. Approaches to Learning
 4. Social Studies
 5. Creative Arts
 6. Communication, Language and Literacy
 7. Mathematics
 8. Science
 - Within each area are identified standards, benchmarks, examples and adult supports to provide guidance when supporting a young child's development and learning
- National Association for the Education of Young Children (NAEYC) *Code of Ethical Conduct and Statement of Commitment*
 - Offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education
- Online
 - Web-based training that can be taken via the internet - it may also be referred to as e-learning or distance learning and is generally self-paced but may include a scheduled live webinar
- On-Site
 - Traditional live training where instructor is present and participants attend at a set time and location
- Quality Rating Improvement System (QRIS)
 - Voluntary child care rating system developed to raise the quality of child care in Iowa, raise the number of children in high-quality child care settings and to educate parents about quality in child care
- *Self-Declaration of Insurance*
 - CDH declares they have or have not obtained the necessary insurance to minimize business risk
- TalentLMS
 - Web-based learning management system platform that will be used to deliver the ChildNet series online in an online format
- *Training Policies and Procedures Handbook*
 - CCR&R statewide processes and procedures including, but not limited to: how training courses are implemented, approval of training series, approval of class content and the recruitment & retention of CCR&R Instructors

Key Roles and Responsibilities

- Child Care Resource and Referral (CCR&R)
 - Child Care Consultant
 - CCR&R staff who provides technical assistance and consultation support to CDH's participating in ChildNet Certification
 - Child Care Consultant Supervisor
 - CCR&R Supervisor who provides support to Child Care Consultants through the ChildNet Certification process
 - Professional Development Specialist
 - CCR&R statewide staff whose roles includes, but is not limited to: creation of series and class curriculums for on-site and online delivery, planning statewide training events and implementation of train-coach-train models
 - Regional Training Specialist
 - CCR&R staff whose role includes, but is not limited to: scheduling of training, processing of attendance and management of instructors

- Training Assistant
 - CCR&R staff whose role is to support the Regional Training Specialist with scheduling, processing of attendance and management of instructors
- Validator
 - Identified CCR&R Agency staff who will complete the ChildNet Certification validation process
- CCR&R Agencies
 - Five regional CCR&R Agencies within the state of Iowa that provide services to Child Development Home programs
- CCR&R Instructor
 - Independently contracted or internal CCR&R staff approved to deliver training content to CDH's via on-site or online format upon completing the instructor requirements as outlined in the *Training Policies and Procedures Handbook*
- CCR&R State Network
 - CCR&R Regional Directors and DHS Representatives
- Child Development Home (CDH)
 - A child care business owner who operates the business out of their home and is registered with the Department of Human Services (DHS) as a Category A, B, C or C1

Curriculum Considerations

- The ChildNet series training is 10 sessions totaling 25 hours - the sessions are:
 - Session 1: Laying the Foundation
 - Session 2: All About Business... Basics
 - Session 3: Guiding the Developing Child
 - Session 4: Routines and Developmentally Appropriate Practice
 - Session 5: Environments and a Child's Learning
 - Session 6: Eat, Sleep and Go!
 - Session 7: Talk, Play, Read, Write and Sing
 - Session 8: Where We Live... Communities, Culture and Diversity
 - Session 9: Keeping Families Engaged
 - Session 10: Putting it All Together
- The ChildNet series may not be taken more than once for training credit within a five-year period
- The ChildNet series is updated and approved every five years
- ChildNet series verification of attendance will be tracked within i-PoWeR
- Printed certificates will be issued for exception only
- If the ChildNet series is updated and 50% or more of the content has changed, the CDH will be required to take the new series based on the CCR&R Agency series transition process and procedure

Quality Initiative Alignment

The ChildNet series content is aligned with multiple state and national quality initiatives, including:

- Quality Rating Improvement System (QRIS)
- Child Development Associate (CDA) Credential™
- Iowa Early Learning Standards (IELS)
- Concepts from the National Association for the Education of Young Children (NAEYC) 12 Principles of Child Development as adapted to the Iowa Core Knowledge of Child Development
- Child Care Aware of America (CCAoA) Family Child Care Resources
- National Association for the Education of Young Children (NAEYC) *Code of Ethical Conduct and Statement of Commitment*



Training Series

Policies and Procedures

Delivery

- ChildNet Series On-Site
 - Participants will attend the ChildNet series at a set location and time.
 - CCR&R Instructors are recruited to present the ChildNet series while following the *Training Policies and Procedures Handbook*.
- ChildNet Series Online
 - Participants will attend the ChildNet series in a hybrid virtual and self-study format.
 - CCR&R Instructors are recruited to present the ChildNet series by the CCR&R State Network and will follow the *Training Policies and Procedures Handbook*.

ChildNet Series On-Site Process

1. CDH who attend the ChildNet on-site series, must follow *Training Policies and Procedures Handbook* as outlined with the CCR&R Agency in which the training is being held. Contact the Regional Training Specialist for more information.
2. The ChildNet series will be available to attend as recommended below to allow time for technical assistance around ChildNet Certification to occur.
 - Week Day
 - One session per week for 10 weeks
 - Seven days apart
 - Saturday
 - Two sessions per week for five weeks
 - Seven days apart
 - Weekday and Saturday
 - Two sessions on Saturday
 - One session on weekday
 - Minimum of 7-10 days apart
3. The CDH will enroll in ChildNet series on i-PoWeR.
 - Online Category C with two providers, each provider will need to register. However, they may join on the same device online, ensuring both are visible in the webcam.
 - Each provider will need to create their own account on TalentLMS and participate in the discussion forums, submit assignments and complete quizzes as appropriate. However, if the assignments are program specific, this can be completed together and providers submit the same document. Examples of what these might be include:
 - Program Policies
 - Mission Statements
 - Records of Receipts
 - Obtaining an Employee Identification Number
 - Acquiring Business Insurance
 - CACFP Membership
 - Note: Activities regarding curriculum, routines and schedules will be completed separately as a requirement to complete the training. However, when setting goals and action plans, and implementing changes in the program, those will be a combined effort as part of the ChildNet Certification process with CCR&R staff. The purpose of the work is to make sure they understand the concepts of the training and how it meets QRIS requirements (if applicable).

- Each provider will receive a *Certificate of Completion* of the ChildNet series for their professional development records. However, only one *ChildNet Certification Certificate* will be issued per program.
- 4. The Regional Training Specialist will approve the CDH to attend ChildNet series.
- 5. The Regional Training Specialist will send a copy of the sign-in sheet of participants enrolled to the appropriate CCR&R staff and the CCR&R Instructor before the start of the training.
- 6. The CDH will attend 10 sessions/25 hours of ChildNet series. It is encouraged to complete all sessions within one year to participate in ChildNet Certification process.
- 7. CCR&R staff may attend Session 1 and Session 10 to be available for any questions around the ChildNet Certification process.
- 8. The CCR&R Instructor will review the ChildNet Certification process, including how the *ChildNet Certification Checklist* aligns with the CDA Credential™, QRIS and IELS in Session 1.
- 9. The CDH will utilize the *ChildNet Certification Checklist* to assess current business practices and skills as they are addressed within the sessions.
- 10. The CDH will complete all assignments of the series to receive training credit. To become ChildNet Certified, the CDH will submit evidence as identified in ChildNet Policies and Procedures. The *Guide for Developing Business Policies for Child Development Homes* will be utilized for the completion of assignments and certification tasks.

ChildNet Series Online Process

1. Online ChildNet series is offered as a statewide session and instructors are recruited from around the state, and not necessarily within the region CDH provide care.
2. Specifics around accessing the online training sessions can be received through the Regional Training Specialist.
3. The ChildNet series will be offered as followed:
 - Minimum of one ChildNet series per quarter, as need dictates
 - One session a week
 - Hybrid/blended learning
 - One-hour live webinar with an instructor to provide an overview of the content – Webinars may be scheduled on week nights as appropriate
 - Example: Mondays from 6:30 p.m. - 7:30 p.m. or Tuesdays from 6:30 p.m. - 7:30 p.m.
 - 1.5 hours of self-study to include discussion forums, enrichment activity tied to ChildNet Certification and assessment
 - Example: Monday through Sunday OR Tuesday through Monday
4. CCR&R Agency staff will follow-up and provide technical assistance and feedback as appropriate during each week to support and reinforce the skills and knowledge learned in the ChildNet series.
5. Maximum 25 participants for each series (application process; each region will have the opportunity to have five participants selected based on QRIS and ChildNet Certification need).
6. Due to how the training is delivered, participants are highly encouraged to complete the ChildNet series in the same format they started. The formats and session completion requirements are completely different. It will be especially difficult for a provider taking the on-site (in-person) training and try to switch to the online platform to make-up a session. Participants need to be aware the curriculum presentation, classroom participation and execution of homework is extremely different. Providers who miss a session communicate with their Child Care Consultant or Regional Training Specialist to make up a missing session. They may register for a new online series and take just the missing sessions or register for a new on-site training and take just the missing sessions.
7. Participants must attend the online live webinar and complete all assigned activities to receive credit for the sessions.
 - Sessions: 10
 - Webinar: 1 hour
 - Self-study: 1.5 hours
 - Total series credit: 25 hours



Initial ChildNet Certification Policies and Procedures

Initial Certification Process

1. The initial ChildNet Certification period will correspond with the CDH's registration period. The initial ChildNet Certification may be less than two years depending upon the CDH's registration expiration date.
2. If the program is registered as a Category C, both provider and co-provider will be required to complete the training series and certification process.
3. Consultation visits will be conducted while the CDH is caring for children other than their own.
4. *ChildNet Certification Policies and Procedures for Child Development Homes* will be distributed to the CDH prior to beginning the ChildNet Certification process, upon request and is also accessible on the Training webpage www.iowaccrr.org/training/CN3 under resources.
5. It is the intention of CCR&R that the standards observed during the ChildNet initial certification/recertification process be maintained throughout the entire two-year ChildNet Certification period.
6. The CCR&R Agency will connect with the CDH through email or telephone to discuss intent around ChildNet Certification.
7. If the CDH is interested in participating in the ChildNet Certification process, the CCR&R Agency will refer the CDH to the *ChildNet Certification Checklist* at www.iowaccrr.org/training/CN3 under resources or when it is available at Session 1 of the ChildNet series.
8. The CCR&R Agency may connect with the CDH after each ChildNet session is attended to follow-up and support them on skills and quality activities (also referred to as homework during training) to be implemented as noted on the *ChildNet Certification Checklist*. They may utilize an *Action Plan* to set goals around activities needing completion.
 - The relationship between the provider and the Child Care Consultant will dictate the ChildNet Certification process. The Child Care Consultant will need to communicate with the provider on how to proceed with site-visits and technical assistance.
 - The CCR&R Agency will check the topic ChildNet improvement plan on the *Action Plan* form to identify the activity or best practice that is to be implemented.
 - The CCR&R Agency may also reference the ChildNet 3.0 *Technical Assistance Support* document to provide extra support around the content that is delivered within the training session. The *CCR&R Site Visit Documentation* will be utilized for each consultation for technical assistance.
9. The CDH is encouraged to reference the NAEYC *Code of Ethical Conduct and Statement of Commitment* to navigate ethical scenarios in their child care business and throughout the ChildNet series. The CCR&R Agency will support the CDH as appropriate.
10. The CDH is encouraged to reference the *Guide for Developing Child Care Business Policies for Child Development Homes* as needed to complete business policies as required for ChildNet Certification. The *Policies Aligned by ChildNet 3.0 for Child Development Homes* can also be referenced.
11. The CDH will schedule site visit(s) with the CCR&R Agency as appropriate to complete the activities noted within the *ChildNet Certification Checklist*. On-site/virtual visits will be conducted while the CDH is caring for children other than their own. The Child Care Consultant will work with the provider to ensure all activities listed on the *ChildNet Certification Checklist* are completed and email/mail the required documentation and forms listed on the *ChildNet Certification Validation Checklist*. The documentation and forms will be validated according to regional procedures.
 - An example of a typical certification/validation visit:
 - The designated Validator will bring the reviewed, submitted documentation to the visit.
 - The Validator will provide feedback based on their notes.

- The CDH and Validator will review the *ChildNet Certification Checklist* to ensure all activities are completed.
 - A ChildNet improvement plan will be created if there are missing requirements on the *ChildNet Certification Checklist* and *ChildNet Certification Validation Checklist* form. To create an improvement plan, follow the guidelines below.
 - CCR&R staff will check the topic ChildNet improvement plan on the *Action Plan* form to identify that ChildNet Certification is on hold pending validation of the requirements. The purpose of the *Action Plan* is to identify goals for specific items with target dates, completion dates, resources and notes. The CDH will complete the improvement plan within 30 days.
 - CCR&R staff will follow up with the CDH as needed to ensure improvement plan activities are being completed.
 - If ChildNet Certification is on hold, CCR&R staff will update the CDH's records, as appropriate to statewide policies. This update indicates a change in status and ChildNet Certification will NOT be noted on parent referrals.
 - Refer to CCR&R *Action Plan* form with S.M.A.R.T. Goals training video on the For Employee webpage www.iowaccrr.org for more information on how to create an improvement plan and utilize the *Action Plan* form.
12. The requirements for Category C providers to submit for certification:
 - Both the primary and co-provider must be present and participate in all visits.
 - Each must have completed the current ChildNet series and provide *Certificate of Completion* unless an exception is applied (see process 14).
 - All documentation noted on the *ChildNet Certification Validation Checklist* must be submitted.
 - Each provider must be responsible for knowledge of the program structure, policies and schedules.
 13. The Validator will complete the *ChildNet Certification Validation Checklist* and verify that certification is achieved.
 14. The Validator and CDH will complete and sign the *ChildNet Certification Agreement*. Reference the recertification training hours as a guide for the hours needed to recertify.
 15. The Validator will submit the *ChildNet Certification Agreement* per regional process for certification notification to CDH.
 16. The CCR&R Agency will mail the ChildNet Certification *Certificate of Completion* and *ChildNet Certification Achieved* letter to the CDH. Additional documentation and incentives may also be delivered per CCR&R Agency processes (i.e. copy of ChildNet Certification Agreement, window cling, resource books, noted as ChildNet Certified on parent referrals, etc.)



Recertification

Policies and Procedures

Recertification Process

1. It is the intention of CCR&R that the quality standards observed during the ChildNet Certification/Recertification process be maintained throughout the entire two-year ChildNet Certification period.
2. New *Action Plans* are to be created for each certification period to show continuous quality growth and improvement.
3. If program is registered as a Category C, both provider and co-provider will be required to complete the recertification process.
4. On-site/virtual visits will be conducted while CDH's are caring for children other than their own.
5. The CCR&R Agency will email/mail the CDH a *ChildNet Certification Renewal* letter and include the *Professional Growth & Development Plan for Child Development Homes* form and the *ChildNet Certification Validation Checklist* form prior to the expiration of current ChildNet Certification based on regional policies.
6. The CCR&R Agency will connect with the CDH through email or telephone to discuss intent around ChildNet Recertification.
7. Providers must complete all sessions of ChildNet 3.0 to become ChildNet 3.0 Initially Certified.
 - Initial Certification Training Hours
 - The first time the provider needs to become ChildNet 3.0 Certified, the initial 25 hours of ChildNet 3.0 training are counted as training hours. No additional hours are required.
 - Subsequent Recertification Training Hours
 - The second and all future times the provider becomes ChildNet 3.0 Recertified, they need a total of 32 hours of professional development for each two-year certification period.
 - The initial 25 hours of ChildNet 3.0 training no longer counts unless they retake the series after a five-year period.
 - If a provider's second renewal is shorter than a two-year period, use the 6-months/8-hours formula to calculate required training hours.
 - If the provider lets their certification lapse, they only need 32 hours of training.
8. If the CDH is interested in participating in the ChildNet Recertification process, the CCR&R Agency will refer the CDH to the *ChildNet Certification Checklist* at www.iowaccrr.org/training/CN3 under resources.
9. The CDH will ensure all activities listed on the *ChildNet Certification Validation Checklist* are completed and email/mail the required documentation and forms to the CCR&R Agency within each region. (See CCR&R Agency contacts on the last page.)
10. The CCR&R Agency will review the CDH's documentation and make notes to prepare for the ChildNet Recertification visit. If the CDH has an active improvement plan, the CDH must make all improvements as noted on their *Action Plan* before recertification can be issued.
11. The CCR&R Agency will connect with the CDH 30-45 days prior to expiration of current ChildNet Certification to conduct an on-site visit.
12. The CDH will schedule site visit(s) with the CCR&R Agency as appropriate to complete the activities noted within the *ChildNet Certification Checklist*. During this visit, the CCR&R Agency will ensure the CDH has completed and signed the *ChildNet Certification Agreement*, review forms and documents included on the *ChildNet Certification Validation Checklist* and review required *Action Plans*.
 - New *Action Plans* and goals on identified topics will be required for each certification period to ensure continuous quality improvement.
 - Additionally, the CCR&R Agency will note any updates on the CCR&R *Site Visit Documentation* form.

13. The CCR&R Agency may recommend the CDH take certain ChildNet series sessions, as appropriate, if a review of key content is needed to complete the *ChildNet Certification Checklist*. They may utilize an *Action Plan* to set goals around activities needing completion. New *Action Plans* may be required that are different from the ones set during the initial certification.
 - CCR&R staff will check the topic ChildNet improvement plan on the *Action Plan* form to identify the activity or best practice that is to be implemented.
 - CCR&R staff may also reference the ChildNet 3.0 *Technical Assistance Support* document to provide extra support around the content that is delivered within the training session. CCR&R *Site Visit Documentation* will be utilized for each technical assistance or consultation visit.
14. The CDH is encouraged to reference the NAEYC *Code of Ethical Conduct and Statement of Commitment* to navigate ethical scenarios in their child care business and throughout the ChildNet series. CCR&R staff will support the CDH as appropriate.
15. The CDH is encouraged to reference the *Guide for Developing Business Policies for Child Development Homes* and *Policies Aligned by ChildNet 3.0 for Child Development Homes* when updating business policies for recertification.
16. The CDH will schedule site visit(s) with the CCR&R Agency as appropriate to complete the activities noted within the *ChildNet Certification Checklist*. The CCR&R Agency will work with the provider to ensure all activities listed on the *ChildNet Certification Checklist* are completed and email/mail the required documentation and forms listed on the *ChildNet Certification Validation Checklist*. The documentation and forms will be validated according to regional procedures.
 - An example of a typical recertification/validation visit:
 - The designated CCR&R Agency Validator will bring the reviewed, submitted documentation to the visit.
 - The Validator will provide feedback based on their notes.
 - The CDH and Validator will review the *ChildNet Certification Checklist* to ensure all activities are completed.
 - A ChildNet improvement plan will be created if there are missing requirements on the *ChildNet Certification Checklist* and *ChildNet Certification Validation Checklist* form. To create an improvement plan, follow the guidelines below.
 - CCR&R staff will check the topic ChildNet improvement plan on the *Action Plan* form to identify that ChildNet Certification is on hold pending validation of the requirements. The purpose of the *Action Plan* is to identify goals for specific items with target dates, completion dates, resources and notes. The CDH will complete the improvement plan within 30 days.
 - CCR&R staff will follow up with the CDH as needed to ensure improvement plan activities are being completed.
 - If ChildNet Certification is on hold, CCR&R Agency staff will update the CDH's records as appropriate to statewide policies to indicate this change in status and ChildNet Certification will NOT be noted on parent referrals.
 - Refer to CCR&R *Action Plan* form with S.M.A.R.T. Goals training video on the For Employee webpage www.iowaccrr.org for more information on how to create an improvement plan and utilize the *Action Plan* form.
17. The Validator will complete the *ChildNet Certification Validation Checklist* and verify that recertification is achieved.
18. The Validator and CDH will complete and sign the *ChildNet Certification Agreement*.
19. The Validator will submit the *ChildNet Certification Agreement* per regional processes for recertification notification to CDH.
20. The CCR&R Agency will mail the *ChildNet Certification Certificate of Completion* and *ChildNet Certification Achieved* letter to the CDH. Additional documentation and incentives may also be delivered per CCR&R Agency processes (i.e. copy of ChildNet Certification Agreement, window cling, resource books, noted as ChildNet Certified on parent referrals, etc.)




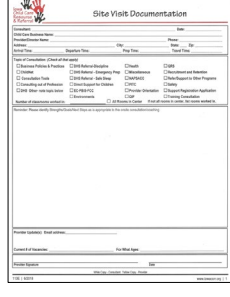

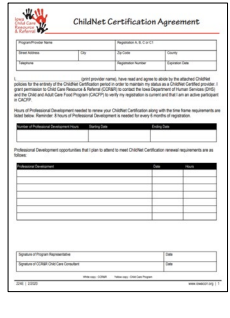
Resources

Policies and Procedures

<p>Training Policies and Procedures Handbook https://iowaccrr.org/resources/files/BGP/100%20TrainingManual.pdf</p>	
<p>Appendix A - Instructor Application https://iowaccrr.org/resources/files/BGP/141%20A-InstructorApp.dotx</p>	
<p>Appendix I - Training Instructional Plan and Content Outline https://iowaccrr.org/resources/files/BGP/137W%20-TrainingContentOutline.dotx</p>	
<p>GoToWebinar Tutorials https://support.goto.com/webinar/videos</p>	
<p>TalentLMS Learning Management System Tutorials https://www.youtube.com/channel/UCRKZko6gzM1ps5mzc4Mi_w/videos</p>	



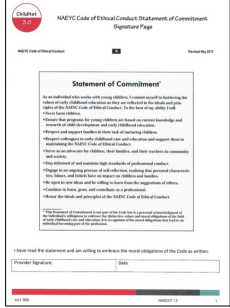
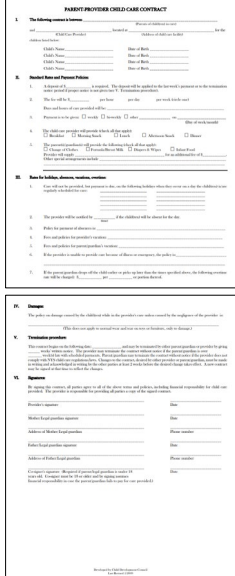


Forms Policies and Procedures

<p>Action Plan https://iowaccrr.org/resources/files/BGP/251%20ActionPlan.pdf</p>	
<p>CCR&R Site Visit Documentation https://iowaccrr.org/resources/files/BGP/113E%20Site%20Visit.pdf</p>	
<p>ChildNet Certification Achieved letter 135E https://drive.google.com/open?id=1zBjPjUb8NdA4UkNfn1FDVPzqlp_vw_rH</p>	
<p>ChildNet Certification Agreement https://iowaccrr.org/resources/files/BGP/224E%20CN%20Certification%20Agreement.pdf</p>	

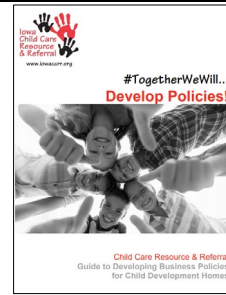


Sample Documentation for Validation Policies and Procedures

<p>Department of Human Services (DHS) Registration</p>	
<p>Iowa Early Learning Standards (IELS) training Verification of Attendance</p>	
<p>NAEYC Code of Ethical Conduct and Statement of Commitment Signature Page</p>	
<p>Business Contract</p>	

Guide to Developing Business Policies for Child Development Homes

<https://iowaccrr.org/resources/files/BGP/255%20CDH%20Policy%20Guide.pdf>



Self-Declaration of Insurance Coverage

<https://iowaccrr.org/resources/files/BGP/237%20Insurance.pdf>

Self-Declaration of Insurance Coverage

Child Care Resource & Referral cannot recommend coverage limits or interpret insurance policy language. We recommend you consult with your insurance professional or attorney regarding coverage for your business.

Program/Provider Name			
Street Address	City	Zip Code	County

I understand there are varieties of insurance coverages that may relate to my child care business. I understand it is my responsibility to acquire appropriate advice related to coverages and agree to do so.

Signature of Program Representative _____

Date _____

Sample Action Plan – Session 3: Interacting with Children in a Positive Manner

<https://iowaccrr.org/resources/files/BGP/281%20SampleActionPlan%20CN%20S3.pdf>

Action Plan

Program Name: _____

Child Care Resource & Referral cannot recommend coverage limits or interpret insurance policy language. We recommend you consult with your insurance professional or attorney regarding coverage for your business.

Area of Improvement	Goal	Strategy	Timeline
1. Make an effort to interact with children in a positive manner.	Interact with children in a positive manner.	1. Use open-ended questions to encourage children to talk and share. 2. Use descriptive comments to acknowledge children's behavior. 3. Use specific praise to reinforce positive behavior. 4. Use redirection to guide children to appropriate behavior. 5. Use natural consequences to teach children about their choices.	1. 10/1/2020 - 10/31/2020

Signature of Program Representative _____

Date _____

Sample Action Plan – Session 4: Area of Improvement Around Developmentally Appropriate Practice (DAP)

<https://iowaccrr.org/resources/files/BGP/282%20SampleActionPlan%20CN%20S4.pdf>

Action Plan

Program Name: _____

Child Care Resource & Referral cannot recommend coverage limits or interpret insurance policy language. We recommend you consult with your insurance professional or attorney regarding coverage for your business.

Area of Improvement	Goal	Strategy	Timeline
1. Implement developmentally appropriate practice (DAP) in the classroom.	Implement DAP in the classroom.	1. Observe children and identify their interests and abilities. 2. Provide a variety of activities that are developmentally appropriate. 3. Encourage children to explore and discover on their own. 4. Use open-ended questions to encourage children to think and problem-solve. 5. Use descriptive comments to acknowledge children's behavior. 6. Use specific praise to reinforce positive behavior. 7. Use redirection to guide children to appropriate behavior. 8. Use natural consequences to teach children about their choices.	1. 10/1/2020 - 10/31/2020

Signature of Program Representative _____

Date _____

Sample Action Plan – Session 5: Change to an Interest Center

<https://iowaccrr.org/resources/files/BGP/283%20SampleActionPlan%20CN%20S5.pdf>

Action Plan

Program Name: _____

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Area of Improvement	Goal	Strategy	Timeline
1. Change to an interest center in the classroom.	Change to an interest center in the classroom.	1. Observe children and identify their interests and abilities. 2. Provide a variety of activities that are developmentally appropriate. 3. Encourage children to explore and discover on their own. 4. Use open-ended questions to encourage children to think and problem-solve. 5. Use descriptive comments to acknowledge children's behavior. 6. Use specific praise to reinforce positive behavior. 7. Use redirection to guide children to appropriate behavior. 8. Use natural consequences to teach children about their choices.	1. 10/1/2020 - 10/31/2020

Signature of Program Representative _____

Date _____

Sample Action Plan – Session 6: Physical Activity Goal
<https://iowaccrr.org/resources/files/BGP/284%20SampleActionPlan%20CN%20S6.pdf>

Sample Action Plan – Session 8: Environment Supportive to and Encouraging Culture
<https://iowaccrr.org/resources/files/BGP/285%20SampleActionPlan%20CN%20S8.pdf>

Child and Adult Care Food Program (CACFP) Participation Certificate

Professional Growth and Development Plan for Child Development Homes
<https://iowaccrr.org/resources/files/BGP/257%20PD%20CDH.pdf>

ChildNet Verification of Attendance