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 www.iowaccrr.org/provider/iq4k.

Nutrition and Physical Activity

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 1. Any staff member who prepares meals completes one of the following food safety trainings (<strong>choose ONE</strong>):&lt;br&gt;  a. <a href="#">Food Safety in Child Care</a> – four hours (Institute of Child Nutrition online training)&lt;br&gt;  OR&lt;br&gt;  b. Iowa State University Extension and Outreach (ISU-EO) Food Safety Training (choose one):&lt;br&gt;      1. Food Safety Escape Challenge&lt;br&gt;      2. Safe Food for a Healthy Future&lt;br&gt;      3. ServSafe Food Handler&lt;br&gt;  OR&lt;br&gt;  c. Other DHS or IQ4K-approved Food Safety training&lt;br&gt;  OR&lt;br&gt;  d. ServSafe Certification</td>
<td>Choose one training from the list to complete:&lt;br&gt;  □ Food Safety in Child Care will need to be uploaded into i-PoWeR Professional Development and verified by an IQ4K Specialist&lt;br&gt;  □ ISU ServSafe Certification will need to be uploaded into the IQ4K application&lt;br&gt;  □ If you have multiple staff involved with preparing/serving meals, they will all need to complete the training.&lt;br&gt;      • Note: More than one person on-site needs this requirement met&lt;br&gt;  □ Check the training requirements&lt;br&gt;      • Center Training Requirements&lt;br&gt;      • Find training - <a href="#">Training Information &amp; Links</a></td>
</tr>
<tr>
<td>□ 2. The program completes a self-assessment and creates an action plan in the area of <strong>nutrition</strong>.</td>
<td>□ Complete nutrition self-assessment annually at <a href="#">NAPSACC</a> OR <a href="#">Healthy Kids Healthy Future</a>&lt;br&gt;  □ Suggested form for action plan – <a href="#">Nutrition &amp; Physical Activity Action Plan and Goals</a>&lt;br&gt;  □ Self-assessment and action plan will need to be uploaded into the IQ4K application, choose the corresponding drop-down option</td>
</tr>
<tr>
<td>□ 3. The program completes a self-assessment and creates an action plan in the area of <strong>physical activity</strong>.</td>
<td>□ Complete physical activity self-assessment annually at <a href="#">NAPSACC</a> OR <a href="#">Healthy Kids Healthy Future</a>&lt;br&gt;  □ Suggested form for action plan – <a href="#">Nutrition &amp; Physical Activity Action Plan and Goals</a>&lt;br&gt;  □ Self-assessment and action plan will need to be uploaded into the IQ4K application, choose the corresponding drop-down option</td>
</tr>
</tbody>
</table>
### Professional Development

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 4. All staff complete a professional development plan within six months of employment and the plan is updated annually. | □ Suggested form – Professional Development Plan  
□ Program will certify in the IQ4K system that all staff have completed a professional development plan  
□ These plans must be kept in a file on-site |
| □ 5. All staff complete the Iowa State University Extension and Outreach (ISU-EO) training: Passport to Early Childhood Education: Teacher and Staff Orientation. ( Newly hired staff have 9 months from their date of hire to complete this requirement.) | □ Proof of training will pull from i-PoWeR  
□ Check the Center Training Requirements and find Training Information & Links  
□ Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center Checklist |

### Leadership and Administration

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 6. All staff complete the IQ4K Staff Self-Assessment annually. The Program Administrator completes the IQ4K Program Assessment annually. Self-assessments and reviews are used to improve the profession and the organization, not used as punitive. | □ Required form - Staff Self-Assessment form annually completed by all staff and kept on file  
□ Required form - Program Assessment form annually completed by director and uploaded into the IQ4K application |

### Family and Community Partnerships

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 7. The program provides an orientation for new families. | □ Suggested form – Orientation Procedure  
□ Information can be typed into the text box or the suggested form can be uploaded into the IQ4K application |
| □ 8. The program completes one activity annually that promotes partnerships (see Family and Community Partnership Activity Options). | □ 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 |

### Environment

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 9. The program develops and implements policies regarding (as applicable to age served, aligned with Caring for Our Children):  
  • Supervision  
  • Safe Sleep Policy  
  • Playground Equipment Stability and Fall Surfacing & Inspection  
  • Missing Child  
  • Strangulation Prevention  
  • Sign-in/sign-out tracking system for children and visitors | □ Guidance for creating these policies – IQ4K Policy Guidance  
□ At minimum, policies must address each checkbox in the policy guidance  
□ Policies can be typed into the text box or uploaded into the IQ4K application |
10. The program submits (choose ONE):
   a. **IQ4K Interaction and Relationship Self-Assessment** (completed annually by teaching staff)
   OR
   b. CLASS assessment for the age-level being served (one per classroom completed annually by a trained observer)
   OR
   c. Teaching Pyramid Observation Tool (TPOT) or Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) (one per classroom completed annually by a trained observer)

   □ Required form - [Interaction & Relationship Self-Assessment](#)
   □ Copy from each annually completed class assessment will need to be uploaded into the IQ4K application, complete for each classroom sign and date
   □ Copy of completed TPOT and TPITOS annually for each classroom will need to be uploaded into the IQ4K application

---

### Teaching and Staff Qualifications

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 11. All **Lead Teachers** are participating in Tier 1 training or meet a higher Tier qualification on the Iowa Early Care and Education Teaching Roles Career Pathway within 6 months of starting employment (this level is met if the program is in compliance with the regulatory requirement of all staff taking Essentials Preservice Series). | □ This will be verified through i-PoWeR  
 □ Ensure the program and staff i-PoWeR accounts are current by following videos found on the [i-PoWeR Center Checklist](#) |

### Teaching and Learning

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Required Documentation</th>
</tr>
</thead>
</table>
| □ 12. The **Program Administrator** and at least one **Lead Teacher** have been trained on the Iowa Early Learning Standards (2 hours). | □ This information will pull from i-PoWeR  
 □ Check the training requirements  
   • [Center Training Requirements](#)  
   • [Find training - Training Information & Links](#) |
| □ 13. The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships. | □ Guidance for creating these policies - [IQ4K Policy Guidance](#)  
 □ At a minimum, policies must address each checkbox in the policy guidance  
 □ Policies can be typed into the text box or uploaded into the IQ4K application |