



School-Age Program Level 1

Nutrition and Physical Activity

- The program administrator and any staff member who prepares meals completes one of the following food safety trainings (**choose ONE**):
 - a. Food Safety in Child Care-4 hours (Institute of Child Nutrition online training)
OR
 - b. Iowa State University Extension and Outreach (ISU-EO) Food Safety Training (choose one): 1. Food Safety Escape Challenge, 2. Safe Food for a Healthy Future. 3. ServSafe Food Handler
OR
 - c. Other DHS or IQ4K-approved Food Safety training
OR
 - d. ServSafe
- The program completes a self-assessment and creates an action plan in the area of nutrition.
- The program completes a self-assessment and creates an action plan in the area of physical activity.

Professional Development

- All Staff complete a professional development plan within 6 months of employment and the plan is updated annually.
- All Staff complete the Iowa State University Extension and Outreach training: Passport to Early Childhood Education: Teacher and Staff Orientation

Leadership and Administration

- All Staff** annually complete the IQ4K Staff Self-Assessment. The **Program Administrator** completes the IQ4K Program Assessment annually. Self-assessments and reviews are used to improve the professional and the organization, not used as punitive.
- Meetings for all staff are conducted at least twice a year.

Family and Community Partnerships

- The program provides an orientation for new families.
- The program completes 1 activity annually that promotes partnerships (see Family and Community Partnership Activity Options).

Environment

- The program develops and implements, as applicable to ages served, the following policies aligned to Caring for Our Children:
 - a. Supervision
 - b. Bullying Prevention
 - c. Playground Equipment Stability and Fall Surfacing & Inspection
 - d. Missing child
 - e. Strangulation Prevention
 - f. Sign-in/sign-out tracking system for children and visitors
 - g. Technology
- The program submits (choose ONE):
 - a. 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)

Teaching and Learning

- The program provides assistance or access to tutors to support homework or student's learning needs.
- The program develops and implements a comprehensive discipline/behavior policy that promotes positive relationships.
- The program develops and implements a comprehensive and age-appropriate schedule of activities.