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: Food Safety Child Care Training - 4 hours
  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.