



National Food Service Management Institute
The University of Mississippi



Creating and Maintaining a Wellness Environment in Child Care Centers Participating in the CACFP

Applied Research Division • The University of Southern Mississippi

Ready, Set, Go!
***Creating and Maintaining a Wellness Environment
in Child Care Centers Participating in the CACFP***



**National Food Service Management Institute
The University of Mississippi**

**Applied Research Division
The University of Southern Mississippi**

Item Number R-160-10 (GY 08)
2010

This project has been funded at least in part with federal funds from the U.S. Department of Agriculture, Food and Nutrition Service through an agreement with the National Food Service Management Institute (NFSMI) at The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

The information provided in this publication is the result of independent research produced by NFSMI and is not necessarily in accordance with U.S. Department of Agriculture Food and Nutrition Service (FNS) policy. FNS is the federal agency responsible for all federal domestic child nutrition programs including the National School Lunch Program, the Child and Adult Care Food Program, and the Summer Food Service Program. Individuals are encouraged to contact their local child nutrition program sponsor and/or their Child Nutrition State Agency should there appear to be a conflict with the information contained herein, and any state or federal policy that governs the associated Child Nutrition Program. For more information on the federal Child Nutrition Programs please visit www.fns.usda.gov/cnd.

The University of Mississippi is an EEO/TitleVI/Title IX/Section 504/ADA/ADEA Employer.

© 2010, National Food Service Management Institute, The University of Mississippi

Except as provided below, you may freely use the text and information contained in this document for non-profit or educational use providing the following credit is included:

Suggested Reference Citation:

Lofton, K. & Nettles, M. F. (2010). *Ready, Set, Go! Creating and Maintaining a Wellness Environment in Child Care Centers Participating in the CACFP*. University, MS: National Food Service Management Institute.

The photographs and images in this document may be owned by third parties and used by The University of Mississippi or The University of Southern Mississippi under a licensing agreement. The universities cannot, therefore, grant permission to use these images. For more information, please contact nfsmi@olemiss.edu.

National Food Service Management Institute

The University of Mississippi

Building the Future Through Child Nutrition

The National Food Service Management Institute was authorized by Congress in 1989 and established in 1990 at The University of Mississippi in Oxford and is operated in collaboration with The University of Southern Mississippi in Hattiesburg. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service.

Purpose

The purpose of the National Food Service Management Institute is to improve the operation of child nutrition programs through research, education and training, and information dissemination.

Mission

The mission of the National Food Service Management Institute is to provide information and services that promote the continuous improvement of child nutrition programs.

Vision

The vision of the National Food Service Management Institute is to be the leader in providing education, research, and resources to promote excellence in child nutrition programs.

Contact Information

Headquarters

Administrative Division

The University of Mississippi

Phone: 800-321-3054

Fax: 800-321-3061

www.nfsmi.org

Education and Training Division

Information Services Division

The University of Mississippi

6 Jeanette Phillips Drive

P. O. Drawer 188

University, MS 38677-0188

Applied Research Division

The University of Southern Mississippi

118 College Drive #5060

Hattiesburg, MS 39406-0001

Phone: 601-266-5773

Fax: 888-262-9631

Acknowledgments

Written and Developed by

Kristi L. Lofton, PhD, RD
Assistant Director

Mary Frances Nettles, PhD, RD
Director

Applied Research Division
The University of Southern Mississippi

Graphic Design by

Travis Brewington

NFSMI Executive Director

Katie Wilson, PhD, SNS

Introduction

Child care centers offer a unique atmosphere to promote healthy eating and other health promotion practices to more than 61% of America's children ages six and younger. Not only do child care centers provide an environment in which children learn, but they also serve healthy foods and incorporate regular physical activities that can encourage life-long healthy behaviors. Child care centers embracing wellness concepts provide a positive environment to promote healthy behaviors and help prevent childhood obesity and other illnesses and disorders that could result in long-term illnesses later in life. Child care professionals who support a child care wellness environment provide healthy meals and snacks that meet the Child and Adult Care Food Program (CACFP) requirements, opportunities for active play, and safety provisions that make children feel secure. The active role that child care directors and staff play in maintaining a wellness environment may heighten the impact that child care centers have on children's health and well-being as well as reduce the trends of childhood obesity. The purpose of this project was to identify goals and establish best practices for providing a wellness environment in child care centers based on two practice categories (Resources and Partnerships and Healthy Environment) identified in previous National Food Service Management Institute (NFSMI) research.

This best practice resource is a Web-based, self-assessment checklist designed for child care directors who are implementing or assessing wellness practices in child care centers participating in the CACFP. Child care directors, state agency representatives, sponsoring agency personnel, and child care coordinators and specialists were actively involved in the development of this best practice resource by identifying and confirming definitions, sub-categories (partnerships with other agencies, parent involvement, staff training, healthy meals, emergency preparedness), goals, best practice statements, and resources for the reference list. Based on their recommendations, this resource contains two research-based practice categories with supporting sub-categories, goals, and best practice statements anchored on a 3-point current status scale and a plan of action section for each sub-category. A national review panel of child care professionals were also involved in the evaluation of the best practice resource and provided feedback on the content, status scale, resource format, and the usefulness of the resource as a self-assessment tool for child care professionals.

Ready, Set, Go! Creating and Maintaining a Wellness Environment in Child Care Centers Participating in the CACFP is a user-friendly checklist that focuses on the nutritional and safety aspects of wellness in child care centers. The resource is designed around 155 best practices that contribute to the achievement of 15 goals listed under two practice categories and 13 sub-categories. Child care directors may use sections or the entire resource to assess wellness practices in their centers or identify staff training needs related to child care wellness practices. Each best practice statement is assessed following the 3-point, Current Status or assessment scale (Addressed, Not Addressed, Plan to Address) with Not Applicable as an option to select should the best practice statement not address specific roles of the child care provider or the child care center. Upon assessing the current status of the best practices, child care directors can use the additional space provided in each section to establish a plan of action or set goals to address the best practices.

Introduction

Listed below are additional ways in which to use this best practice resource.

- Identify supportive roles of child care providers in implementing and assessing wellness practices
- Evaluate the roles and contributions of child care staff performing wellness practices
- Identify specific roles of stakeholders and resources necessary for planning and implementing wellness practices in child care centers
- Identify child care standards and practices needed for a healthy wellness environment
- Establish goals for continuous quality improvement

Abbreviations and Definitions

Best Practices

Measurable practices that define achievable, effective, and efficient strategies for Child Nutrition professionals desiring superior performance; steps needed to reach/attain the goal.

Child And Adult Care Food Program (CACFP)

Federal food reimbursement program that provides daily subsidized food service assistance to children and elderly (or mentally or physically impaired adults) adults who are enrolled for care at participating child care centers, adult day care centers, after-school programs, family and group day care homes, and homeless and emergency shelters. These centers and shelters can be public and private non-profit centers, proprietary organizations, schools, private homes, and elderly centers, among others, on condition that they all comply with Federal, State and local licensing and approval requirements.

Goals

Broad objectives that provide the context for what is to be accomplished under each practice category

Stakeholders

Child care provider, child care staff, parents, children in child care centers, state agency representatives, sponsoring agency representatives, community organizations that support wellness practices in child care centers

NFSMI, ARD

National Food Service Management Institute, Applied Research Division

Practice Categories

Research-based factors influencing a healthy wellness environment in child care centers identified in a previous NFSMI study:

Resources and Partnerships

A practice category that supports the acquisition of resources and networking with community organizations to sustain wellness practices in child care.

Healthy Environment

A practice category related to scheduled opportunities for active play, healthy eating practices, and socialization opportunities for children and staff.

Sub-Categories

Secondary categories under the practice categories that includes goals and best practices:

Partnerships with Other Agencies

A sub-category under Resources and Partnerships that relates to the partnerships established between the child care center, sponsoring agencies, and community organizations to promote wellness for the children in child care centers.

Abbreviations and Definitions

Parent Involvement

A sub-category under Resources and Partnerships that relates to collaboration between the child care center and parents to support child care wellness efforts.

Staff Training

A sub-category under Resources and Partnerships that relates to the training of child care staff in health and wellness practices.

Healthy Meals

A sub-category under Healthy Environment that relates to the child care center's commitment to provide healthy meals and snacks according to CACFP guidelines.

Emergency Preparedness

A sub-category under Healthy Environment that relates to the child care center's plans to respond to emergency situations and maintain the safety of child care staff and children.

Hand Washing

A sub-category under Healthy Environment that relates to the child care center's handwashing policy and procedures to prevent illness and the spread of communicable disease in the child care center.

Food Safety and Sanitation

A sub-category under Healthy Environment that relates to the child care center's commitment to provide healthy meals and snacks to children under safe and sanitary conditions.

Mealtime Environment

A sub-category under Healthy Environment that relates to creating and maintaining a dining environment in the child care center that encourages healthful eating and positive socialization.

Staffing and Curriculum

A sub-category under Healthy Environment that relates to trained child care staff meeting children's health and nutrition needs and teaching and role modeling good healthy behaviors to children.

Safety

A sub-category under Healthy Environment that relates to the child care center's efforts to meet and maintain the center as a safe environment that promotes the growth and development of young children.

Infants

A sub-category under Healthy Environment that relates to the child care director's and staff's efforts to meet the nutritional and developmental needs of infants in the child care center.

Abbreviations and Definitions

Child Care Facility Management

A sub-category under Healthy Environment that relates to assessing and maintaining a safe environment that supports wellness in the child care facility.

Special Food and/or Nutrition Needs

A sub-category under Healthy Environment that relates to meeting the special food and/or nutrition needs of children in the child care center.

Wellness

A comprehensive approach that includes food and nutrition, physical activity, and safety practices to support the growth and development of children in the child care center.

Wellness Plan

A guide for the child care center that includes practices and components of wellness.

Instructions

STEP 1 - CURRENT STATUS

Indicate the current status of each best practice statement pertaining to wellness in your child care center participating in the CACFP by placing a mark in the appropriate column.

Use the Current Scale: Addressed, Not Addressed, Plan to Address, and Not Applicable

Addressed

Best practice *is currently being implemented* in your child care center.

Not Addressed

Best practice *is not currently being implemented* in your child care center.

Plan to Address

We are *planning to implement* this best practice in the future.

STEP 2 – PLAN OF ACTION

Review and assess the best practices identified as needing attention in your child care center. Then, use the plan of action forms at the end of each section to establish a plan for your child care center. Your plan of action can be used to establish new goals and establish a timeline for implementing new wellness practices or evaluate existing best practices and document ways to improve this practice in your child care center.

A photograph of a smiling woman with dark hair and a white top, looking towards the camera. To her right, a baby is visible, wearing a light blue and white striped shirt and holding a colorful toy.

**SECTION ONE
RESOURCES
AND
PARTNERSHIPS**



RESOURCES AND PARTNERSHIPS

PARTNERSHIPS WITH OTHER AGENCIES

Goal: Partnerships are established between the child care director and other professionals to obtain resources and assistance in promoting wellness and healthy behaviors in the centers.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
Partnerships are established with the CACFP sponsoring organization and state agency to facilitate wellness practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director partners with the state and sponsoring agency for guidance on serving children with food allergies and other special food and/or nutrition needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director partners with local health agencies regarding training, resources, and issues related to environmental health inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director partners with local health agencies and their sponsors regarding training in proper food handling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director establishes a partnership with community organizations to develop and implement a wellness plan that promotes health-related activities in their child care center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director partners with community agencies to develop a comprehensive emergency readiness plan (e.g., weather, safety, disaster, and medical).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARTNERSHIPS WITH OTHER AGENCIES

Goal: Partnerships are established between the child care director and other professionals to obtain resources and assistance in promoting wellness and healthy behaviors in the centers.

BEST PRACTICES:	CURRENT STATUS			
	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care director partners with community organizations to recycle bottles, cans, paper, and plastic, when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director networks with other professionals to obtain ideas on creative ways to maintain a healthy environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick blue border, occupying most of the page. It is intended for a user to write a plan of action.

PARENT INVOLVEMENT

Goal: The child care director and staff collaborate with parents to promote and support healthy feeding practices and behaviors in the center.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care director and staff provide parents/guardians with education materials to establish their role in promoting and supporting good health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director involves parents/guardians in health-related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director offers parents/guardians access to education sessions and materials on nutrition for infants and young children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff collaborates with parents/guardians regarding the introduction of solid foods both at home and in the child care center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff collaborates with parents/guardians to overcome the challenges of feeding picky eaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents/guardians are encouraged to provide feedback to the child care staff on the child care center menus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick blue border, occupying most of the page. It is intended for the user to write their plan of action.

STAFF TRAINING

Goal: Child care staff is trained to address and support health and wellness practices in the child care center.

BEST PRACTICES:	CURRENT STATUS			
	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care director and staff are trained to address emergency medical situations and perform first aid, rescue breathing, and community (adult/infant/child) CPR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director collaborates with the sponsoring agency, state agency, and/or community agency to provide adequate and necessary training for staff on safety and other health-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director and staff participate in foodservice training provided by sponsors of the CACFP, state agency, or other approved sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff participates in training on safe food handling and sanitation practices to avoid cross-contamination and food-borne illnesses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff participates in training on healthy feeding practices for infants and children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick blue border, occupying most of the page. It is intended for the user to write their plan of action.



SECTION TWO
HEALTHY
ENVIRONMENT



HEALTHY ENVIRONMENT

HEALTHY MEALS

Goal: Child care staff prepares healthy meals and snacks that are age and developmentally appropriate for children in the center.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care center has menus that provide healthy meals and snacks following the current Dietary Guidelines for Americans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care menus are planned and prepared according to the CACFP meal patterns.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care menus are planned and served based on the operating hours of the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care menus are planned to accommodate cultural and ethnic diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care menus include foods that are low to moderate in sugar, fat, and salt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director regularly monitors the preparation and service of approved menu items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care center has regularly scheduled healthy meals and snacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Healthy meals, snacks, and beverages are prepared and served daily in age-appropriate portions following CACFP guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are provided healthy beverages (i.e., water, 100% fruit juice, and low-fat milk) following CACFP meal patterns to meet their fluid needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HEALTHY MEALS

Goal: Child care staff prepares healthy meals and snacks that are age and developmentally appropriate for children in the center.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

The child care center provides drinking water throughout the day.

Concentrated sweets are limited based on the current Dietary Guidelines for Americans.

Additional servings of menu items are available to ensure children have enough to eat.

Homemade treats are prohibited in the child care center.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

EMERGENCY PREPAREDNESS

Goal: The child care director has an emergency readiness plan that is evaluated and updated regularly.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

The child care director develops and implements a comprehensive emergency readiness plan for the center (e.g., weather, safety, disaster, and medical).

The child care director and staff review and update the center’s emergency readiness plan annually.

Emergency telephone numbers (e.g. Poison Control Center, police, fire department, hospital, paramedics, local health department, and child care licensing agency) are posted near all telephones in the child care center.

The child care center maintains adequate food and water inventory in case of an emergency.

Contact information for parents/guardians is current and readily available in case of an emergency.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

HAND WASHING

Goal: The child care center follows appropriate hand washing procedures.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care center has a hand washing policy for staff and children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director regularly checks to ensure soap, warm water, and paper towels are available for staff and children in all hand washing areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands before and after preparing, serving, and eating food items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands before putting on single-use gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands after changing diapers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands after handling bodily fluids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands before and after giving first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff washes their hands after handling garbage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff and children wash their hands upon entering and leaving the center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff and children wash their hands after using the restroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff and children wash their hands after outdoor playtime.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAND WASHING

Goal: The child care center follows appropriate hand washing procedures.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Child care staff washes infants' hands before feeding.

Child care staff assists and/or supervises children washing their hands before and after children's meals and snacks.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

FOOD SAFETY AND SANITATION

Goal: Safe food handling and sanitation procedures are practiced in the child care center.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

- Child care staff complies with safe food handling and sanitation procedures.
- The child care director purchases food items from approved sources.
- The purchase, storage, preparation, and service of meals and snacks meet the CACFP guidelines.
- The child care director routinely conducts a food safety evaluation during food production and meal/snack service.
- The child care director verifies staff members who handle food are free from illness.
- Child care staff ensures age-appropriate food items are served to avoid a choking hazard.
- The child care center has a plan in place to address food preparation and delivery disruptions.
- All food items are clearly labeled and stored.
- Child care staff checks expiration dates of perishable and non-perishable foods.
- Child care staff routinely checks for damaged or spoiled foods, broken or torn packages, and bulging, dented, or leaking cans.
- Foods are stored in safe and secure areas out of the reach of children.

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD SAFETY AND SANITATION

Goal: Safe food handling and sanitation procedures are practiced in the child care center.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Non-perishable food items are stored off the floor in sealed containers.

The temperatures of the refrigerator and freezer are routinely monitored.

Frozen foods are stored in airtight, moisture-proof packaging.

Cold foods are refrigerated at 41° F or lower to maintain food safety.

Guidelines are established for foods and snacks brought from home.

Perishable foods brought from home are kept in the refrigerator labeled with the child's name, type of food, and date.

Raw meats are stored in the refrigerator below cooked or ready-to-eat foods to prevent cross contamination.

Food is stored, thawed, and cooked at appropriate temperatures.

Food is thawed either in the refrigerator, under cold running water, or in a microwave set at the defrost setting.

Child care staff avoids wearing jewelry other than a plain ring, when preparing and/or serving food.

Gloves are recommended for use in the child care center following local and state guidelines.

FOOD SAFETY AND SANITATION

Goal: Safe food handling and sanitation procedures are practiced in the child care center.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Child care staff who have long nails (i.e., artificial nails) or wear fingernail polish must wear gloves during food production and service.

Child care staff responsible for food production maintains clean and trimmed fingernails.

Gloves are used when hands come in direct contact with food.

Child care staff changes gloves, as needed, when handling food to avoid cross contamination.

All wounds and/or injuries should be covered and protective gloves should be worn during food production and meal/snack service.

The child care staff wears a clean apron during food production and removes the apron upon leaving the food production area.

Food preparation areas, equipment, dishes, and utensils are washed, rinsed, and sanitized according to local, state, and federal regulations.

Food preparation sinks are used solely for food production to avoid food contamination.

Fruits and vegetables are washed with water to remove dirt and residue before serving.

A food thermometer is available for checking food and water temperatures.

FOOD SAFETY AND SANITATION

Goal: Safe food handling and sanitation procedures are practiced in the child care center.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Hot foods are held at 140° F or higher to maintain food safety.

Small foodservice equipment and utensils are washed, rinsed, sanitized, and air-dried.

All foods stored in containers are labeled with the date the food was prepared.

Utensils and dishes washed by hand are cleaned, rinsed, and sanitized in hot water and allowed to air dry, as appropriate.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

MEALTIME ENVIRONMENT

Goal: The mealtime environment is safe, pleasant, and encourages healthy eating.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Child care staff has a positive attitude and enjoys being with children.

The dining space allows children to eat and enjoy meals and snacks.

Materials and toys are properly stored away from the dining area during meals and snacks.

The dining furniture and eating utensils in the child care center are age-appropriate and developmentally suitable for children.

Children are provided adequate time to eat meals and snacks.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

MEALTIME ENVIRONMENT

Goal: The child care director and staff support and model healthy eating behaviors in the child care center.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
Child care staff promotes and maintains a pleasant mealtime environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff sits at the table and eats the same foods with the children during meals and snacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff interacts with the children during meal and snack times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff models and teaches children good manners and healthy eating behaviors during meals and snacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A variety of food items is offered at each meal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are encouraged to eat whole grains, calcium-rich foods, fruits, and vegetables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff introduces new foods with foods that are familiar to children several times to broaden the children's food experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children are encouraged to try new food items offered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff supports a child's decision regarding their food consumption during meals and snacks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

STAFFING AND CURRICULUM

Goal: Trained child care staff understands and meets the needs of infants and children.

BEST PRACTICES:	CURRENT STATUS			
	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care center meets or exceeds federal, state, and local staffing standards in order to adequately supervise the number of children enrolled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff responds to the needs of children who arrive at the center hungry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff restricts the use of food as a reward, punishment, or pacifier.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff practices good personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained child care staff teaches children about healthy eating behaviors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education resources are available for child care staff to teach children about good nutrition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition education toys and activities available in the child care center are age-appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrition education materials are used to increase children's interest in healthy foods and eating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff plans, implements, and participates in nutrition education activities with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

SAFETY

Goal: Trained child care staff addresses safety and health-related issues.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Child care staff models safe behaviors when interacting with children.

Child care staff teaches children about safe play.

Adult supervision is required for children to exit the child care center.

Child care staff routinely checks dining furniture for hazards that can cause an injury (e.g., loose or wobbly equipment, sharp or protruding surfaces).

Shelves and other furniture that could fall or be pulled over are secured to the wall and/or floor.

Heavy items are prohibited from being stacked on furniture or shelves to prevent injuries.

A working fire extinguisher is located in the kitchen for emergencies.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a plan of action.

SAFETY

Goal: The child care director has standard operating procedures for emergency medical situations.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not Addressed

Plan to Address

Not Applicable

Child care staff follows the center’s plan to report injuries of children to the director and parents/guardians, as appropriate.

Child care staff records all injuries on an injury or incident report.

The child care director and staff review injury reports periodically to assess, revise, and/or develop injury prevention strategies.

The child care director and staff collaborate with parents/guardians to address issues related to child care safety and injury.

Trained child care staff responds to medical situations based on standard operating procedures.

First aid kits are readily available in the child care center and playground area.

First aid kits are regularly checked to ensure all required supplies are included, outdated supplies are replaced, and supplies are restocked after each use.

A portable first aid kit is available for all field trips and outings.

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

INFANTS

Goal: Trained child care staff implements healthy feeding practices for infants.

CURRENT STATUS

BEST PRACTICES:

Addressed

Not
Addressed

Plan to
Address

Not
Applicable

Child care staff follows infant feeding guidelines including the transition from bottle feeding to drinking from a cup and eating regular foods.

Infant formula is mixed according to product instructions.

All bottles are clearly labeled with the infant's name and date of preparation.

Bottle feedings are scheduled appropriately to meet the fluid needs of the infant.

Heating an infant's bottle in the microwave is prohibited.

Infants are prohibited from having bottles in the crib.

Infants are held during feeding to promote bonding and to prevent baby bottle tooth decay and choking.

The child care center prohibits serving fruit juice to infants in bottles.

Plan of Action

A large, empty rectangular box with a thick green border, occupying the central portion of the page. This box is intended for the user to write their Plan of Action.

CHILD CARE FACILITY MANAGEMENT

Goal: The child care center maintains a safe, clean, and sanitary environment.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care center has a regular cleaning schedule for the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care center has a regular cleaning schedule for the foodservice area and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care staff mixes and applies cleaning and sanitizing solutions according to the product manufacturer's directions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surfaces are cleaned with disposable, single-use paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors are cleaned daily and cleared of any clutter; specifically in the areas of walkway traffic, food production, and meal/snack service, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spills on the floor are cleaned immediately and access to the area is limited until the floor is dry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walls, ceiling, floors, shelves, light fixtures, and racks are swept and cleaned on a routine basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care restrooms are regularly cleaned and maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms have warm running water and are adequately stocked with soap and paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director purchases garbage containers with tight fitting lids designated for the food production area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHILD CARE FACILITY MANAGEMENT

Goal: The child care center maintains a safe, clean, and sanitary environment.

CURRENT STATUS

BEST PRACTICES:

	Addressed	Not Addressed	Plan to Address	Not Applicable
Garbage containers are durable, leak-resistant, water-resistant, pest-resistant, and are easy to clean and sanitize.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nontoxic arts and crafts materials are stored separately from food in the child care center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incense, moth balls, and chemical air fresheners are prohibited in the child care center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning and sanitation chemicals are used under strict compliance following labeled instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals are stored in original containers away from food to prevent accidental misuse and cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals used for cleaning and sanitation are properly labeled and stored out of the reach of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Natural or approved pest and weed control methods are used in and around the child care center, as appropriate, when children are not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care center is a smoke, drug, and alcohol-free environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a plan of action.

SPECIAL FOOD AND/OR NUTRITION NEEDS

Goal: The child care center has procedures in place to address special food and/or nutrition needs of children.

BEST PRACTICES:	CURRENT STATUS			
	Addressed	Not Addressed	Plan to Address	Not Applicable
The child care center follows CACFP and child care guidelines and standards to address special food and/or nutrition needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The child care director, staff, and parents communicate often to address children's special food and/or nutrition needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parents are required to provide information related to food allergies and other special food and/or nutrition needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff is trained to recognize and respond to symptoms of an allergic reaction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child care staff intervenes and prevents the trading of food brought for children with food allergies and other special food and/or nutrition needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plan of Action

A large, empty rectangular box with a thick green border, occupying most of the page. It is intended for a user to write a plan of action.

Childcare Wellness Resources

Action Guide for Child Care Nutrition and Physical Activity Policies: Best Practices for Creating a Healthy Child Care Environment (2010)

Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education.

http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/CCAG_ActionGuide.pdf

American Dietetic Association's Position Paper: Benchmarks for Nutrition Programs in Child Care Settings (2009)

American Dietetic Association

www.eatright.org

Are You Ready for an Emergency? (2003)

National Food Service Management Institute

<http://www.nfsmi.org/documentlibraryfiles/PDF/20080611083002.pdf>

Building Blocks for Fun and Healthy Meals: A Menu Planner for the Child and Adult Care Food Program (Spring 2000)

United States Department of Agriculture, Food and Nutrition Service

<http://www.fns.usda.gov/tn/Resources/buildingblocks.html>

CARE Connection for CACFP Child Care Providers (2009)

National Food Service Management Institute

<http://www.nfsmi.org/Templates/TemplateDivision.aspx?qs=cEIEPTc=>

Child Care Food Program Wellness Tool Kit: CACFP Best Practice

The Food Research and Action Center

Florida Child Care Food Program Promotes Improved Nutrition with Education and Higher Standards

http://www.frac.org/pdf/florida_childcare_food_program_promotes_improved_nutrition.pdf

Child Care Champions of Colorado

http://www.frac.org/pdf/childcare_champions_colorado.pdf

CHOICE: Creating Healthy Opportunities In Child Care Environments (2006)

Ferrera, M. A., & Zuroski, S. Contra Costa Child Care Council: Concord, CA.

http://w2.cocokids.org/_cs/downloadables/cc-healthnutrition-choicetoolkit.pdf

Feeding Infants: A Guide for Use in the Child Nutrition Programs

United States Department of Agriculture, Food and Nutrition Services, Team Nutrition Resource

http://www.fns.usda.gov/tn/resources/feeding_infants.pdf

Childcare Wellness Resources

Healthy Kids, Healthy Care

National Resource Center for Health and Safety in Child Care and Early Education
<http://healthykids.us>

Child Care Providers' Health and Well Being Applicable Standards from: Caring For Our Children National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care 2nd Ed

<http://nrckids.org/CFOC/PDFVersion/National%20Health%20and%20Safety%20Performance%20Standards.pdf>

Keeping Germs Out of the Kitchen (1996)

Alaska Department of Environmental Conservation
http://dec.state.ak.us/EH/old_dec/deh/sanitat/bacteria.htm

Mealtime Memos: Healthy Classroom Celebrations

National Food Service Management Institute
<http://www.nfsmi.org/documentlibraryfiles/PDF/20080609020451.pdf>

More Than Mudpies: A Nutrition Curriculum Guide for Preschool Children 5th ed. (2009)

National Food Service Management Institute
<http://www.nfsmi.org/documentlibraryfiles/PDF/20090120023846.pdf>

Preschool Injuries in Child Care Centers: Nursing Strategies for Prevention (1997)

M. Ulione & M. Dooling. Journal of Pediatric Health Care, 11, 111-116.

Serving Safe Foods in Child Care (2010)

National Food Service Management Institute Trainer's Guide
<http://www.nfsmi.org/documentlibraryfiles/PDF/20100330020949.pdf>

Participants' Manual
<http://www.nfsmi.org/documentlibraryfiles/PDF/20100330021606.pdf>

Webinars
<http://www.nfsmi.org/ResourceOverview.aspx?ID=305>



National Food Service Management Institute

The University of Mississippi

P. O. Drawer 188

University, MS 38677-0188

www.nfsmi.org

© 2010 National Food Service Management Institute

The University of Mississippi

NFSMI-R-160-10 (GY 08)