

Use this checklist to plan or review a menu which includes morning tea, and afternoon tea only.

The checklist will help you provide healthy foods in line with the *Australian Dietary Guidelines*<sup>1</sup> and the *Australian Guide to Healthy Eating*<sup>2</sup> that meet the nutrition and developmental needs of 1–5 year old children.

If you require information about appropriate serving sizes for children, refer to the fact sheet *What's in a serve?*<sup>3</sup>

### Menu planning checklist for family day care – morning tea and afternoon tea

Fruit	Tick if meets guideline					
Fruit is provided each day.	Mon	Tues	Wed	Thurs	Fri	
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dried fruit is not offered more than once per week.	<input type="checkbox"/>					
Vegetables and legumes/beans	Tick if meets guideline					
Vegetables and/or legumes/beans are provided each day.	Mon	Tues	Wed	Thurs	Fri	
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk, yoghurt, cheese and/or alternatives	Tick if meets guideline					
Milk, yoghurt, cheese and/or alternatives are provided 1-2 times per day.	Mon	Tues	Wed	Thurs	Fri	
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full fat varieties of milk, yoghurt, cheese and/or alternatives should be used for children less than 2 years. Reduced fat milk, yoghurt, cheese and/or alternatives are suitable for children over 2 years of age.	Mon	Tues	Wed	Thurs	Fri	
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cream, sour cream and butter are not substitutes for milk, yoghurt and cheese.	Mon	Tues	Wed	Thurs	Fri	
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> *Australian Dietary Guidelines*, National Health and Medical Research Council, 2013, [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

<sup>2</sup> *Australian Guide to Healthy Eating*, National Health and Medical Research Council, 2013, [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)

<sup>3</sup> *What's in a serve?*, Healthy Eating Advisory Service, Department of Health and Human Services, State Government of Victoria, 2012, [www.heas.health.vic.gov.au](http://www.heas.health.vic.gov.au)

## Menu planning checklist for family day care – morning tea and afternoon tea

Grain (cereal) foods		Tick if meets guideline				
Grain (cereal) foods are provided at least once per day.		Mon	Tues	Wed	Thurs	Fri
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High fibre varieties (e.g. wholegrain and wholemeal) are included at least 3 times per week, preferable every day.		Mon	Tues	Wed	Thurs	Fri
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fats and oils		Tick if meets guideline				
Polyunsaturated and/or monounsaturated oils and spreads are used in cooking and baking.  Examples include: sunflower, safflower, canola, olive, peanut, sunflower, soybean and sesame oil.			<input type="checkbox"/>			
	Butter, cream, sour cream, coconut cream, copha, palm oil, ghee and lard are not used in cooking or on the menu.		<input type="checkbox"/>			
Foods and drinks that should not be included in the daily menu		Tick if meets guideline				
Foods and drinks which are high in saturated fat, salt and/or sugar or combination of these, with little nutritional value are not provided. Examples of these foods include:			<input type="checkbox"/>			
	<ul style="list-style-type: none"> <li>● chocolate, confectionary, jelly</li> <li>● sweet biscuits, high fat/salt savoury biscuits, chips</li> <li>● high sugar/high fat cakes and slices</li> <li>● cream, ice cream</li> <li>● deep fried foods (e.g. hot chips)</li> <li>● pastry based foods (e.g. pies, sausage rolls and pasties)</li> <li>● most fast food and takeaway foods</li> <li>● some processed meats (e.g. sausages, frankfurts/hot dogs, salami, Strasburg, Devon, some commercial chicken nuggets and fish fingers)</li> <li>● soft drinks, fruit juice and fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas, energy drinks and flavoured milk.</li> </ul>		<input type="checkbox"/>			
Salt		Tick if meets guideline				
Salt is not added to cooking or available at the table.			<input type="checkbox"/>			
Baked items		Tick if meets guideline				
Baked items are not included every day			<input type="checkbox"/>			
Drinks		Tick if meets guideline				
Water is offered at all meals and is available freely throughout the day.			<input type="checkbox"/>			

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## Menu planning checklist for family day care – morning tea and afternoon tea

Food variety	Tick if meets guideline
The menu includes a variety of tastes, colours, textures (e.g. crunchy, soft, etc) and flavours.	<input type="checkbox"/>
Morning tea and afternoon tea are based on foods from the five food groups.	<input type="checkbox"/>

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To receive this document in an accessible format phone 1300 22 52 88 or email [heas@nutritionaustralia.org](mailto:heas@nutritionaustralia.org)

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