

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

The checklist will help you provide healthy foods in line with the *Australian Dietary Guidelines*¹ and the *Australian Guide to Healthy Eating*² 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?*³

Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans	Tick if meets guideline				
Meat/alternatives are provided each day. Include a variety of options such as red meat, pork, poultry, fish (fresh or canned), eggs, tofu and legumes/beans.	Mon	Tues	Wed	Thurs	Fri
	<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"/>
Lean ham or bacon <u>may</u> be included on the menu once or twice per week. No other processed meats such as sausages, sausage mince, frankfurts, hot dogs, cabana, salami, Strasburg, Devon, middle bacon and some commercial chicken and fish products are included on the menu.		<input type="checkbox"/>			
		<input type="checkbox"/>			
Vegetarian meals	Tick if meets guideline				
Vegetarian meals include: <ul style="list-style-type: none"> a food containing protein such as eggs, legumes (e.g. chickpeas), milk, yoghurt, cheese, soy products (e.g. tofu) or nuts (if centre policy allows) AND <ul style="list-style-type: none"> a food containing iron (if not already included) such as spinach, legumes (e.g. chickpeas), baked beans, peas, tofu, eggs and broccoli AND <ul style="list-style-type: none"> a fruit or vegetable high in vitamin C (e.g. capsicum, broccoli, kiwifruit, Brussels sprouts, paw paw, cauliflower, orange, mandarin, berries, cabbage, cantaloupe, frozen mixed vegetables, broad beans, spinach, sweet potato, potato, pineapple, cherries, raw tomato, zucchini, peas, green beans). 	Protein food	Iron food	Vitamin C food		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

¹ *Australian Dietary Guidelines*, National Health and Medical Research Council, 2013, www.eatforhealth.gov.au

² *Australian Guide to Healthy Eating*, National Health and Medical Research Council, 2013, www.eatforhealth.gov.au

³ *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

Sandwich days	Tick if meets guideline				
<p>When sandwiches are served as a main meal, they include:</p> <ul style="list-style-type: none"> bread (e.g. wholemeal sliced bread or flat bread) <p>AND</p> <ul style="list-style-type: none"> a food containing protein such as eggs, chicken, tuna, cheese, hummus, baked beans or cold roast meat <p>AND</p> <ul style="list-style-type: none"> a vegetable (e.g. lettuce, tomato, grated carrot, avocado, cucumber). 	Bread	Protein food	Vegetable		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If sandwiches are provided for the main meal on multiple days per week, the source of protein is varied.	<input type="checkbox"/>				
Fruit	Tick if meets guideline				
<p>Fruit is provided each day.</p> <p>The menu includes a variety of fruit:</p> <ul style="list-style-type: none"> at least 2–3 different types each day at least 5 different types each week. 	2–3 types of fruit 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"/>
	5 types of fruit per week				
Week 1		<input type="checkbox"/>			
Week 2		<input type="checkbox"/>			
Dried fruit is not offered more than once per week.	<input type="checkbox"/>				
Vegetables and legumes/beans	Tick if meets guideline				
<p>Vegetables and/or legumes/beans are provided each day</p> <p>The menu includes a variety of vegetables and legumes/beans:</p> <ul style="list-style-type: none"> at least 2–3 different types each day at least 5 different types each week. 	2–3 types of vegetables 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"/>
	5 types of vegetables per week				
Week 1		<input type="checkbox"/>			
Week 2		<input type="checkbox"/>			
Milk, yoghurt, cheese and/or alternatives	Tick if meets guideline				
<p>Milk, yoghurt, cheese and/or alternatives are provided twice per day (e.g. morning tea and lunch).</p> <p>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.</p> <p>Cream, sour cream and butter are not substitutes for milk, yoghurt and cheese.</p>	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"/>

Grain (cereal) foods	Tick if meets guideline				
Grain (cereal) foods are provided twice per day.	Mon	Tues	Wed	Thurs	Fri
	<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"/>
High fibre varieties (e.g. wholegrain and wholemeal) are included at least 3 times per week, preferable every day.	Mon	Tues	Wed	Thurs	Fri
	<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"/>
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: <ul style="list-style-type: none"> ● chocolate, confectionary, jelly ● sweet biscuits, high fat/salt savoury biscuits, chips ● high sugar/high fat cakes and slices ● cream, ice cream ● deep fried foods (e.g. hot chips) and pastry based foods (e.g. pies, sausage rolls and pasties) ● most fast food and takeaway foods ● some processed meats (e.g. sausages, frankfurts/hot dogs, salami, strasburg, devon, some commercial chicken nuggets and fish fingers) ● soft drinks, fruit juice and fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas, energy drinks and flavoured milk 		<input type="checkbox"/>			
Salt	Tick if meets guideline				
Salt is not added to cooking or available at the table.		<input type="checkbox"/>			
Morning and afternoon tea	Tick if meets guideline				
Morning and afternoon tea are planned and documented on the menu as part of the total day's food intake.		<input type="checkbox"/>			
Morning tea and afternoon tea are based on foods and drinks from the five food groups.		<input type="checkbox"/>			
Baked items are not included every day.		<input type="checkbox"/>			

Breakfast	Tick if meets guideline		
<p>If breakfast is provided it is based on grains (breads and cereals) as well as milk, yoghurt, cheese and alternatives.</p> <p>There is at least one wholemeal or wholegrain choice provided every day at breakfast. Examples include wholemeal bread, high fibre breakfast cereal.</p> <p>Breakfast cereals are low in added sugars (less than 15g of sugar per 100g if dried fruit is not an ingredient, or less than 25g per 100g if dried fruit is an ingredient).</p>	Grains	<input type="checkbox"/>	
	Milk, yoghurt, cheese/alt	<input type="checkbox"/>	
Drinks	Tick if meets guideline		
Water is offered at all meals and is available freely throughout the day.		<input type="checkbox"/>	
Food variety	Tick if meets guideline		
At least 3 different main meals are available each week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The menu includes a variety of tastes, colours, textures (e.g. crunchy, soft, etc) and flavours.		<input type="checkbox"/>	
If the menu cycle is more than one week long, the main ingredient in a meal is not repeated on the same day each week (e.g. fish is not provided every Friday only).		<input type="checkbox"/>	

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