

Use this checklist to plan or review two weeks of your menu cycle.

The number of serves recommended is the minimum required to meet the nutrition and developmental needs of 1–5 year old children in care. For more information about serving sizes, refer to the fact sheet *What's in a serve?*¹

Menu planning checklist for long day care

Main meals	Tick if meets guideline					
<p>Red meat: beef, lamb, kangaroo Lean red meat is included on the menu at least 4 times per fortnight.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pork or poultry Lean pork or poultry is included on the menu at least 2 times per fortnight.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fish Fish is included on the menu 1–2 times per fortnight.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Vegetarian Vegetarian meals are included on the menu at least once per fortnight for variety.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans	Tick if meets guideline					
<p>The menu includes 1 children's serve of meat/meat alternatives per child per day. <i>One children's serve</i>² = 50g raw red meat, pork, poultry; 60g raw/50g canned fish; 35g dry/85g canned legumes; 1 egg; 85g tofu.</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"/>
<p>Lean ham or bacon <u>may</u> be included on the menu once or twice per week (either once as a major ingredient and once as a minor ingredient, or twice as a minor ingredient). 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹What'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

² One children's serve of lean meat, poultry, fish or alternatives is equal to half a serve in the *Australian Dietary Guidelines*.

Menu planning checklist for long day care

Vegetarian meals	Tick if meets guideline					
<p>Vegetarian meals include:</p> <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) <p>AND</p> <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 <p>AND</p> <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			
	Vegetarian meal #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Vegetarian meal #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fruit	Tick if meets guideline					
<p>The menu includes at least 1 children's serve of fruit per child per day. <i>One children's serve³ = 75g fresh/canned/cooked fruit.</i> <i>Fruit juice is a concentrated source of sugar and should not be offered as a drink.</i></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"/>	
<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>The menu includes at least 1–1½ children's serves of vegetables and legumes per child per day. <i>One children's serve⁴ = 75g fresh/frozen/canned/cooked; 1 cup salad; 30g dry/75g canned legumes.</i></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"/>	
<p>The menu includes a variety of vegetables and legumes:</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"/>				

³ One children's serve of fruit is equal to half a serve in the *Australian Dietary Guidelines*.

⁴ One children's serve of vegetables and legumes/beans is equal to one serve in the *Australian Dietary Guidelines*.

Menu planning checklist for long day care

Milk, yoghurt, cheese and/or alternatives	Tick if meets guideline					
<p>The menu includes at least 2 children's serves of milk, yoghurt, cheese or calcium fortified alternatives per child per day.</p> <p><i>One children's serve⁵ = 100ml milk/soy drink; 80g yoghurt; 100ml custard; 15g hard cheese; 50g ricotta cheese.</i></p> <p><i>Full fat varieties of milk, yoghurt, cheese and alternatives should be used for children less than 2 years. Reduced-fat milk, yoghurt, cheese and alternatives are suitable for children over 2 years of age.</i></p> <p><i>Cream, sour cream and butter are not substitutes for milk, yoghurt and cheese.</i></p> <p><i>Flavoured milk is not an appropriate drink for young children and should not be included in the daily menu.</i></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					
<p>The menu includes at least 2 children's serves of grain (cereal) foods per child per day'.</p> <p><i>One children's serve⁶=1 slice bread; ½ roll; 30g dry rice/pasta/noodles/couscous; 30g flour; 35g crispbread.</i></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"/>
<p>High fibre varieties (e.g. wholegrain and wholemeal) are included at least 3 times per week, preferably every day.</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"/>
Foods and drinks that should not be included in the daily menu	Tick if meets guideline					
<p>Foods and drinks which are high in saturated fat, added sugar and/or added salt, and low in fibre with little nutritional value are not provided. Examples of these foods include:</p> <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) ● 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 drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas and energy drinks. 						
				<input type="checkbox"/>		
Fats and oils	Tick if meets guideline					
<p>Polyunsaturated (e.g. sunflower, safflower) and/or monounsaturated (e.g. canola, olive, peanut, sunflower, soybean, sesame) oils and spreads are used in cooking and baking.</p>				<input type="checkbox"/>		

⁵ One children's serve of milk, yoghurt, cheese and/or alternatives is equal to just under half a serve in the *Australian Dietary Guidelines*.

⁶ One children's serve of grain (cereal) foods is equal to one serve in the *Australian Dietary Guidelines*.

Menu planning checklist for long day care

Palm oil, butter, cream, sour cream, coconut cream, copha, ghee and lard are not used in cooking.	<input type="checkbox"/>
Salt	Tick if meets guideline
Salt is not added to cooking or available at the table.	<input type="checkbox"/>
Breakfast	Tick if meets guideline
If breakfast is provided it is based on grains (breads and cereals) as well as milk, yoghurt, cheese and alternatives.	Grains <input type="checkbox"/> Milk, yoghurt, cheese/alternatives <input type="checkbox"/>
At least one wholemeal or wholegrain choice is provided every day.	<input type="checkbox"/>
Breakfast cereals are low in added sugars. <i>(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).</i>	<input type="checkbox"/>
Morning and afternoon tea	Tick if meets guideline
Morning and afternoon tea are planned and documented on the menu.	<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 provided every day. <i>Baked items must be low in added sugars and preferably include some fruit and/or vegetables and wholemeal flour.</i>	<input type="checkbox"/>
Late snack	Tick if meets guideline
An extra snack is provided for children attending 8 or more hours of care and is documented on the menu.	<input type="checkbox"/>
Late snack is based on foods and drinks from the five food groups.	<input type="checkbox"/>
Drinks	Tick if meets guideline
Water is offered at all meals and is available freely throughout the day.	<input type="checkbox"/>
Soft drinks, fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas and energy drinks are not included on the menu. <i>Flavoured milk and fruit juice are not appropriate drinks for young children and should not be included in the daily menu.</i>	<input type="checkbox"/>
Feeding infants under 12 months of age	Tick if meets guideline
Breast milk, infant formula and cooled boiled tap water are the only drinks provided to infants under 12 months of age.	<input type="checkbox"/>
From around 6 months, age-appropriate solid foods are offered.	<input type="checkbox"/>
Solid foods are an appropriate texture for infants' developmental stages.	<input type="checkbox"/>

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Iron rich nutritious foods are offered every day.	<input type="checkbox"/>
Food and drinks for children with allergies	Tick if meets guideline
Children with allergies are provided with suitable alternatives to foods and drinks that are not tolerated.	<input type="checkbox"/>
Foods and drinks for children with allergies are documented on the menu.	<input type="checkbox"/>
Food variety	Tick if meets guideline
The menu includes a variety of meals from different cultures.	<input type="checkbox"/>
The menu includes a variety of tastes, colours, textures (e.g. crunchy, soft, etc) and flavours.	<input type="checkbox"/>
Main meals are not repeated in a two-week menu cycle.	<input type="checkbox"/>
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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