

The Healthy Eating Advisory Service aims to help organisations provide and promote healthier foods and drinks to improve the health of all Victorians.

We encourage a whole-of-organisation approach when supporting you to provide and promote healthy food and drinks. This approach encourages leadership, organisational commitment and ownership for healthy eating changes, increases skills and knowledge and ensures that your efforts to promote healthy eating are sustained and supported in your organisation.

Your outside school hours care details

Service name: _____

Service provider: _____

Contact person: _____ Position: _____

Email: _____ Phone: _____

Postal address: _____ Postcode: _____

Number of children your service menu caters for each day. Please indicate if this varies from day to day: _____

Does your service cater for any allergies (e.g. nut/egg/fish)? If yes, please specify: _____

Is your service registered with the Achievement Program? Yes / No

Healthy eating service checklist

Please complete the following checklist that outlines your service's initial steps towards making healthy changes.

Steps to a healthy eating service	Tick if yes
<p>Has your service made a commitment to create a healthy eating environment? This commitment may include:</p> <ul style="list-style-type: none"> School registration with Achievement Program and selection of Healthy Eating and Oral Health benchmark. For more information visit www.achievementprogram.health.vic.gov.au Senior management committing to healthy eating changes within the organisation. 	<input type="checkbox"/>
<p>Do your service policies reflect a commitment to support healthy eating? Consider using the Healthy Eating Advisory Service's healthy food and drink policy template and amend where required. Available from: www.heas.health.vic.gov.au/early-childhood-services/developing-healthy-eating-policy.</p>	<input type="checkbox"/>
<p>Have you or your food service staff completed the <i>Healthy eating in outside school hours care</i> online training or attended a face-to-face training workshop? This needs to be completed before submitting your menu for review. To register, visit www.heas.health.vic.gov.au/training/training-options.</p>	<input type="checkbox"/>

Post training areas to address before submitting your menu	Tick if yes
All meals, snacks and drinks are written on the menu and recipes are documented.	<input type="checkbox"/>
Unhealthy 'discretionary' foods and drinks are not on the menu.	<input type="checkbox"/>
Water is freely available throughout the day, and this is written on the menu.	<input type="checkbox"/>

After completing training, what were the main changes you made to your menu? Please document below.

Menu submission

After you have completed the **Healthy eating in outside school hours care** training and have made changes to your menu, choose one week to submit for review. Include the recipes and food and drink information provided for each day. Please also submit the same week's menu plan so we can see the overall menu.

What to submit

One week of your menu

Include information about the food and drinks served at:

- Breakfast (if served)
- Afternoon tea (if served)
- All drinks

Recipes

Please provide **detailed** copies of recipes used to prepare the meals and snacks listed on your menu. Each recipe should include:

- the number of serves the recipe provides
- detailed ingredients such as wholemeal pasta, dried lentils, type of cheese
- product information for any packaged foods such as brand names, canned fruit in natural juice/syrup, regular/salt-reduced chicken stock, full fat/reduced fat cheese)
- recipe method

Menu items without a recipe

Please list the **quantity of each food and drink** provided. For example; if afternoon tea is a fruit and veggie platter with corn cakes and milk is provided as a drink, please record as:

Afternoon tea

- Fruit and vegetable platter: 6 apples, 6 bananas, 5 carrots, ½ celery bunch, 3 cucumbers
- 5 x 150g multigrain corn cakes packets
- 2L reduced fat milk, 2L soy milk, calcium fortified

How to submit your menu

Please send us the following documentation with your submission:

- Your menu review booking form
- A copy of one week of your menu plan
- Specific meal, snack and drink information and recipes for the one week menu plan.

Submit to

Email: heas.earlychildhood@nutritionaustralia.org

Fax: 03 9348 0178

Mail: Healthy Eating Advisory Service

118 Cardigan St Carlton VIC 3053

Please allow 4 – 6 week to receive your menu review report.

Once our review is completed, we will email you a report highlighting areas where your menu meets the *Food and drinks guidelines for outside school hours care* and suggestions to help you provide a healthy menu for your service.

Having a menu that meets the *Food and drink guidelines for outside school hours care* is a great way for your service to strengthen its practice in Quality Area 2 of the *National Quality Standard*.

It also can support your school work towards meeting the requirements of the Healthy Eating and Oral Health benchmarks for the Achievement Program.

If you have any queries, please contact us on 1300 22 52 88 or email heas.earlychildhood@nutritionaustralia.org.

Privacy

Nutrition Australia Victorian Division will maintain the confidentiality of information you provide while working with the Healthy Eating Advisory Service to improve your menu. Your information will not be shared in a public domain without your permission. However, we may disclose information to health professionals or program partners for the purpose of providing you with support. We may also provide non-identifying information to other parties for reporting, research or evaluation purposes. We will take all reasonable steps to protect the privacy of your personal information. If you want to access or change any of the information you have supplied, please phone us on 1300 22 52 88.

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org

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