

Menu planning checklist for family day care

Full day menu

Use this checklist to plan or review a full day’s menu which includes breakfast, morning tea, lunch, afternoon tea and dinner.

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																
<p>Meat/alternatives are provided twice each day (e.g. lunch and dinner).</p> <p>Include a variety of options such as red meat, pork, poultry, fish (fresh or canned), eggs, tofu and legumes/beans.</p>	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> </table>						Mon	Tues	Wed	Thurs	Fri						
	Mon	Tues	Wed	Thurs	Fri												
<p>Lean ham or bacon <u>may</u> be included on the menu once or twice per week.</p> <p>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>	<table border="1"> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>					Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
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"/>												

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

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

Vegetarian meals	Tick if meets guideline		
<p>Vegetarian meals include:</p> <p>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> <p>AND</p> <p>a food containing iron (if not already included) such as spinach, legumes (e.g. chickpeas), baked beans, peas, tofu, eggs and broccoli</p> <p>AND</p> <p>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).</p>	Protein food	Iron food	Vitamin C food
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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"/>

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

<p>If sandwiches are provided for the main meal on multiple days per week, the source of protein is varied.</p>	<input type="checkbox"/>																						
<p>Sandwiches are not offered more than once per day.</p>	<input type="checkbox"/>																						
Fruit	Tick if meets guideline																						
<p>Fruit is provided twice each day. 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. 	<p style="text-align: center;">2-3 types of fruit per day</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #1a5222; color: white;"> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;">5 types of fruit per week</p> <table border="1" style="width: 100%; text-align: center;"> <tbody> <tr style="background-color: #1a5222; color: white;"> <td>Week 1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
	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"/>																		
Week 1	<input type="checkbox"/>																						
Week 2	<input type="checkbox"/>																						
<p>Dried fruit is not offered more than once per week.</p>	<input type="checkbox"/>																						
Vegetables and legumes/beans	Tick if meets guideline																						
<p>Vegetables and/or legumes/beans are provided 2-3 times each day 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. 	<p style="text-align: center;">2-3 types of vegetables per day</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #1a5222; color: white;"> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>														
	Mon	Tues	Wed	Thurs	Fri																		
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

	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 3 times per day.</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>	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
	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>Grain (cereal) foods are provided 4 times per day.</p>	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
	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"/>														

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

	Mon	Tues	Wed	Thurs	Fri
High fibre varieties (e.g. wholegrain and wholemeal) are included 1-2 times per day.	<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) 		<input type="checkbox"/>			

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

<ul style="list-style-type: none"> 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 	
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												
Breakfast is based on grain (cereal) foods. Examples include bread, breakfast cereal, rice and noodles.	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>				
	Mon	Tues	Wed	Thurs	Fri								
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

	Week 2 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																		
There is at least one wholemeal or wholegrain choice provided everyday at breakfast. Examples include wholemeal bread, high fibre breakfast cereal.	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
	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"/>														
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).	<input type="checkbox"/>																		
Milk, yoghurt, cheese and/or alternatives (such as soy drink) are included in breakfast each day.	<table border="1"> <thead> <tr> <th></th> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Week 2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Mon	Tues	Wed	Thurs	Fri	Week 1	<input type="checkbox"/>	Week 2	<input type="checkbox"/>								
	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"/>														
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																		
The menu includes a variety of tastes, colours, textures (e.g. crunchy, soft, etc) and flavours.	<input type="checkbox"/>																		

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016

Menu planning checklist for family day care

Full day menu

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).

To receive this document in an accessible format phone 1300 22 52 88 or email heas@nutritionaustralia.org Except where otherwise indicated, the images in this document show models and illustrative settings only, and do not necessarily depict actual services, facilities or recipients of services. This document may contain images of deceased Aboriginal and Torres Strait Islander peoples. In this document, 'Aboriginal' refers to both Aboriginal and Torres Strait Islander people. 'Indigenous' or 'Koori/Koorie' is retained when part of the title of a report, program or quotation. Copyright © State of Victoria 2016