

# Menu planning checklist for long day care

## Early childhood services

### 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 *Getting started with the Menu planning guidelines for long day care.*<sup>1</sup>

Menu planning checklist for long day care																			
<b>Main meals</b>	<b>Tick if meets guideline</b>																		
<p><b>Red meat: beef, lamb, kangaroo</b> Lean red meat is included on the menu at least <b>4</b> times per fortnight.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																		
<p><b>Pork or poultry</b> Lean pork or poultry is included on the menu at least <b>2</b> times per fortnight.</p>	<input type="checkbox"/> <input type="checkbox"/>																		
<p><b>Fish</b> Fish is included on the menu <b>1-2</b> times per fortnight.</p>	<input type="checkbox"/> <input type="checkbox"/>																		
<p><b>Vegetarian</b> Vegetarian meals are included on the menu at least once per fortnight for variety.</p>	<input type="checkbox"/> <input type="checkbox"/>																		
<b>Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans</b>	<b>Tick if meets guideline</b>																		
<p>The menu includes <b>1</b> children’s serve of meat/meat alternatives per child per day.</p>	<table border="0"> <tr> <td></td> <td>Mon</td> <td>Tues</td> <td>Wed</td> <td>Thurs</td> <td>Fri</td> </tr> <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> </table>		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"/>
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<sup>1</sup>Getting started with the Menu planning guidelines for long day care - 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)

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<p><i>One children's serve<sup>2</sup> = 50g raw red meat, pork, poultry; 60g raw/50g canned fish; 35g dry/85g canned legumes; 1 egg; 85g tofu.</i></p>													
<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).</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>	<p style="text-align: right;"><input type="checkbox"/></p> <p style="text-align: right;"><input type="checkbox"/></p>												
<p><b>Vegetarian meals</b></p>	<p><b>Tick if meets guideline</b></p>												
<p><b>Vegetarian meals include:</b></p> <ul style="list-style-type: none"> <li>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)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a food containing iron (if not already included) such as spinach, legumes (e.g. chickpeas), baked beans, peas, tofu, eggs and broccoli</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a fruit or vegetable high in vitamin C (e.g. capsicum, broccoli, kiwifruit, Brussels sprouts, paw paw, cauliflower, orange, mandarin,</li> </ul>	<table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Protein food</th> <th style="text-align: center;">Iron food</th> <th style="text-align: center;">Vitamin C food</th> </tr> </thead> <tbody> <tr> <td>Vegetarian meal #1</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Vegetarian meal #2</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		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"/>
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Vegetarian meal #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

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

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<p>berries, cabbage, cantaloupe, frozen mixed vegetables, broad beans, spinach, sweet potato, potato, pineapple, cherries, raw tomato, zucchini, peas, green beans).</p>																							
<p><b>Fruit</b></p>	<p><b>Tick if meets guideline</b></p>																						
<p>The menu includes at least <b>1</b> children’s serve of fruit per child per day.  <i>One children’s serve<sup>3</sup> = 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>	<table border="0"> <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"/>	<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"/>				
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<p>The menu includes a variety of fruit:</p> <ul style="list-style-type: none"> <li>At least <b>2-3</b> different types each day.</li> <li>At least <b>5</b> different types each week.</li> </ul>	<p><b>2-3 types of fruit per day</b></p> <table border="0"> <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> <p><b>5 types of fruit per week</b></p> <table border="0"> <tbody> <tr> <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"/>	<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"/>
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<p>Dried fruit is not offered more than once per week.</p>	<p><input type="checkbox"/></p>																						
<p><b>Vegetables and legumes/beans</b></p>	<p><b>Tick if meets guideline</b></p>																						
<p>The menu includes at least <b>1-1½</b> children’s serves of vegetables and legumes per child per day.  <i>One children’s serve<sup>4</sup> = 75g fresh/frozen/canned/cooked; 1 cup salad; 30g dry/75g canned legumes.</i></p>	<table border="0"> <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"/>	<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"/>				
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<sup>3</sup> One children’s serve of fruit is equal to half a serve in the *Australian Dietary Guidelines*.

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

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## Early childhood services

<p>The menu includes a variety of vegetables and legumes:</p> <ul style="list-style-type: none"> <li>• At least <b>2-3</b> different types each day.</li> <li>• At least <b>5</b> different types each week.</li> </ul>	<p><b>2-3 types of vegetables per day</b></p> <table border="0"> <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> <p><b>5 types of vegetables per week</b></p> <table border="0"> <tbody> <tr> <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"/>	<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"/>
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<p><b>Milk, yoghurt, cheese and/or alternatives</b></p>	<p><b>Tick if meets guideline</b></p>																						
<p>The menu includes at least <b>2</b> children’s serves of milk, yoghurt, cheese or calcium fortified alternatives per child per day.</p> <p><i>One children’s serve<sup>5</sup> = 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>	<table border="0"> <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"/>	<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"/>				
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<p><b>Grain (cereal) foods</b></p>	<p><b>Tick if meets guideline</b></p>																						
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<sup>5</sup> One children’s serve of milk, yoghurt, cheese and/or alternatives is equal to just under half a serve in the *Australian Dietary Guidelines*.

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<p><i>One children's serve<sup>6</sup>=1 slice bread; ½ roll; 30g dry rice/pasta/noodles/couscous; 30g flour; 35g crispbread.</i></p>																			
<p>High fibre varieties (e.g. wholegrain and wholemeal) are included at least <b>3</b> times per week, preferably every day.</p>	<table border="0"> <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"/>	<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"/>
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<p><b>Foods and drinks that should not be included in the daily menu</b></p>	<p><b>Tick if meets guideline</b></p>																		
<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"> <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 drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas and energy drinks.</li> </ul>	<p><input type="checkbox"/></p>																		
<p><b>Fats and oils</b></p>	<p><b>Tick if meets guideline</b></p>																		

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

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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.	<input type="checkbox"/>
Palm oil, butter, cream, sour cream, coconut cream, copha, ghee and lard are not used in cooking.	<input type="checkbox"/>
<b>Salt</b>	<b>Tick if meets guideline</b>
Salt is not added to cooking or available at the table.	<input type="checkbox"/>
<b>Breakfast</b>	<b>Tick if meets guideline</b>
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"/>
<b>Morning and afternoon tea</b>	<b>Tick if meets guideline</b>
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"/>

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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"/>
<b>Late snack</b>	<b>Tick if meets guideline</b>
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"/>
<b>Drinks</b>	<b>Tick if meets guideline</b>
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"/>
<b>Feeding infants under 12 months of age</b>	<b>Tick if meets guideline</b>
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"/>

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Solid foods are an appropriate texture for infants' developmental stages.	<input type="checkbox"/>
Iron rich nutritious foods are offered every day.	<input type="checkbox"/>
<b>Food and drinks for children with allergies</b>	<b>Tick if meets guideline</b>
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"/>
<b>Food variety</b>	<b>Tick if meets guideline</b>
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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