

Cooks Connect Mini PD Session 1

Understanding the Menu planning guidelines for long day care

Guided professional development session for cooks networks

Purpose

The purpose of this resource is to guide health promotion officers to run a professional development session on the [Menu planning guidelines for long day care](#) within their cooks network. It contains all the information and expertise you'll need, including background information, training videos, guided activities and worksheets. This guide can be used for face-to-face, online or hybrid cooks networks.

Please note: Contact HEAS for support if you are asked a question which you're unsure how to answer.

Background

The [National Quality Standard \(NQS\)](#) and [National Regulations](#) require long day care services to provide nutritious and varied menus that also meet the cultural, health and religious needs of each child. Victorian services are recommended to use the Healthy Eating Advisory Service's (HEAS) [Menu planning guidelines for long day care](#) when developing menus. These guidelines help long day care services to plan menus that meet the NQS, align with the [Australian Dietary Guidelines](#) and meet the nutritional needs of children aged 1 – 5 years.

The [Menu planning guidelines for long day care](#) specify the minimum number of children's serves from each food group that should be provided to 1 – 5-year-old children each day in long day care, contain recommendations for what to limit or leave off the menu, as well as recommendations for feeding infants under 12 months of age.

This professional development session aims to increase the cooks' knowledge of the [Menu planning guidelines for long day care](#) and teach them how to put what they've learnt into practice.

Lesson plan: Understanding the *Menu planning guidelines for long day care*

Goal	Familiarise cooks with the <i>Menu planning guidelines for long day care</i> and provide opportunities for cooks to begin making changes to their own menu.
Materials required (presenter)	<ul style="list-style-type: none"> • Activity sheet 1 (1 per participant) • Answer sheet 1 (1 for HPO only) • Activity sheet 2 (1 per participant) • Answer sheet 2 (1 for HPO only) • Getting started with the menu planning guidelines • Ingredient quantity guides for centres with 5 to 60 children or centres with 60 to 250 children • Editable Certificate of Completion (Personalised per participant) <p>Optional</p> <ul style="list-style-type: none"> • Professional development survey (1 per participant) • Menu planning guidelines for long day care (full version) • Menu planning checklist for long day care • Menu planning for babies • Food and drink ideas • Allergies and intolerances <p>More helpful resources can be found on the HEAS website https://heas.health.vic.gov.au/</p>
Materials required (participant)	<ul style="list-style-type: none"> • Example full menu for 1 day • Example of all recipe ingredients for 1 lunch meal • Pens, paper

Learning outcomes

1. Understand why healthy eating is important for young children.
2. Understand the requirements of the *Menu planning guidelines for long day care*, including:
 - a. Understand the five 'core' food groups that need to be included on the menu, including the number of serves of each food group required and the quantities of foods that equal one serve.
 - b. Understand which foods should not be included on the menu (discretionary foods).
 - c. Understand the requirements for vegetarian meals, breakfast meals, baked items, fats & oils, salt and spreads.
 - d. Understand the requirements for overall menu food variety and allergies and intolerance alternatives.
3. Understand the key recommendations for feeding infants under 12 months.
4. Know how to read a food label of a milk alternative to identify adequate calcium fortification.
5. Learn how to use the ingredient quantity guides in menu planning.

Lesson plan	Activities	Estimated duration
Introduction	Session outline	5 mins
Part 1: The five food groups	Instructional video 1 Activity 1 Discussion	15 mins
Part 2: What's in a serve?	Instructional video 2 Activity 2 Discussion	10-15 mins
Part 3: Other requirements	Instructional video 3 Discussion	5-10 mins
Summary and consolidation	Session summary Q&A session	5 + mins
Acknowledgement	Certificate of completion	
Next steps		
<p>Homework: Implement one or more changes to your menu based on what has been learned today.</p> <p>Coming soon: Mini PD Session 2: How to use to FoodChecker for long day care.</p>		

Part 1. Five food groups

Instructional video 1

The following video covers:

- Introduction to menu planning
- *Menu planning guidelines for long day care,*
- The five food groups and how many children's serves of each food group are required each day.

The video is developed by dietitians from Nutrition Australia's Healthy Eating Advisory Service.

Play video content >



Activity 1: Five food groups

In this first activity, we are going to look at the five food groups and the serves required per day. We are also going to apply this to one day of your menu and check that we are meeting the number of serves of each food group. At this stage, we aren't going to look at the quantity of foods required to meet one serve, but just using the number of serves required to map out the basic structure of what is provided on the daily menu.

For example, we need to have one children's serve of fruit per child per day, so we will check we have fruit on the menu at least once, and we need two children's serves of grains per day, so checking if we have a grain food on the menu twice, and so on for the rest of the food groups.

As well as the basic instructions for the activity, have some discussion points ready to encourage conversation amongst the group. Discussion points can be especially helpful for online Cooks Network sessions. Example questions are included in the answer sheet. You may like to use some of the example questions included in the answer sheet.

Download and distribute: [Activity sheet 1](#) to network members

Download resource: [Getting started with the menu planning guidelines](#)

Download: [Answer sheet 1](#) including example discussion points

Part 2. What's in a serve?

Instructional video 2

In the next video, we are going to extend our knowledge of the food groups and look at the quantity of food required to meet 1 children's serve of each food group.

Play video content >



Activity 2: Ingredient quantity guides

In this activity, we will build upon activity 1 and begin to calculate the quantities of ingredients required to meet:

- » 1 children's serve of lean meat or alternative per child
- » 1 children's serve of vegetables per child
- » 1 children's serve of grain (cereal) foods per child

in the **lunch** meal on your selected one-day menu.

To calculate the quantities required, this activity will involve the *Ingredient quantity guides*. The *Ingredient quantity guides* identify the quantity of common foods in each food group that are needed to meet the required serves, depending on the number of children at your service. There is an ingredient quantity guide for each food group and the calculations for the number of children your service provides for goes up to 250.

Use the ingredient quantity guide to calculate the amount of food required to meet the serves of each food group listed above.

Objectives

- Understand the quantities required to meet 1 children's serve of:
 - Lean meat or meat alternatives
 - Vegetables and legumes
 - Grain (cereal) foods.
- Identify the quantity of food for each of the above food groups in one of your lunch meals.

Download and distribute: [Activity sheet 2](#) to network members

Download quantity guides: for [centres with up to 60 children](#) or [centres up to 250 children](#)

Download: [Answer sheet 2](#) with example discussion points

Part 3. Other requirements

This video will identify the other requirements of the *Menu planning guidelines for long day care*, including elements such as drinks, breakfast, baked items, food variety, what to leave off the menu and feeding infants under 12 months. This video will also touch on some of the HEAS resources to support you to meet the menu planning guidelines. Note there is no activity after video 3. After video 3 is a good time to summarise the key learnings, share useful resources and open the session up to question-and-answer time and/or group discussion (see supporting information below).

Play video content >



Mini-PD Session 1 summary

Mini-PD Session 1 explored the requirements of the *Menu planning guidelines for long day care*, including:

- » The five 'core' food groups that need to be included on the menu, including the number of serves of each food group required and the quantities of foods that equal 1 serve.
- » Which foods should not be included on the menu (discretionary foods).
- » The requirements for vegetarian meals, breakfast meals, baked items, fats and oils, salt and spreads.
- » The requirements for overall menu food variety and allergies and intolerance alternatives.

Supporting resources

Remember there are several resources available to help you implement the *Menu planning guidelines for long day care*. See links below:

- » [Getting started with the menu planning guidelines](#)
- » [Menu planning guidelines for long day care \(full version\)](#)
- » [Menu planning checklist for long day care](#)
- » Ingredient quantity guides for [centres with 5 to 60 children](#) or [centres with 60 to 250 children](#)

Q&A session

In addition to the suggested questions and prompts listed under each activity above, some general questions you can ask to facilitate discussion with the group, following the presentation and activities, include:

- What have you learned today about the *Menu planning guidelines for long day care* that you didn't already know?
- What improvements could you make to your menu after learning more about the menu planning guidelines?
- What's one thing you are going to do differently after today's session?
- Are there any areas of the guidelines you still feel unsure about?
- What are the main challenges in meeting the Menu planning guidelines at your centre?
- What are some strategies or practices you have in place that help you meet the requirements of the Menu planning guidelines?
- Do you have any tips or tricks that you use to help your centre meet the Menu planning guidelines that you can share with the group?

Seek feedback

It is helpful to collect feedback from participants on their experiences of the professional development session in order to evaluate the effectiveness of the topic and the usefulness for the cooks. This data can also be helpful to include in your reporting requirements to demonstrate impact of your cooks network.

- Use our [Professional development survey](#) template

Provide acknowledgement

Use the HEAS branded certificates of completion to acknowledge and reward cooks for participating in the professional development session. You may also like to co-brand this with your organisation. Encourage them to display it in their centre or share with their manager.

- Download and personalise a [Certificate of Completion](#)

For more support and resources

For more support or advice regarding your Cooks Network or implementing the *Menu planning guidelines for long day care*, contact the Healthy Eating Advisory Service on the details below:

- HEAS Infoline phone number - 1300 22 52 88
- HEAS email - heas@nutritionaustralia.org.au.

More resources can be found on the HEAS website - <https://heas.health.vic.gov.au/>.

Free training modules for cooks and educators can be found here:

<https://heas.health.vic.gov.au/training-programs/>

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

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