

## About the Menu planning checklists for family day care

The Menu planning checklists for family day care outline the types and frequency of foods required to meet the nutrition needs of children aged 1 – 5 years in family day care.

There are three checklists depending on the types of mealtimes you provide food for:

- The ‘full day’ checklist should be used for services that serve breakfast, morning tea, lunch, afternoon tea and dinner.
- The ‘half day’ checklist should be used for services that serve morning tea, lunch and afternoon tea. Note this checklist can also be used for services that also serve breakfast.
- The ‘morning tea and afternoon tea’ checklist should be used for services that only serve morning tea and afternoon tea.

These checklists will help you provide healthy foods in line with the [Australian Dietary Guidelines](#) and the [Australian Guide to Healthy Eating](#) and is also consistent with the recommendations in [the Australian Government’s Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood](#).

If you require information about appropriate serving sizes for children, refer to the fact sheet [Getting started with the menu planning guidelines for long day care](#).

## Why they are important

Providing a menu that meets the Menu planning checklists for family day care will also help your service to achieve:

- [Quality Area 2 of the National Quality Standard](#) and the Education and Care Services National Law and Regulations.
- [Achievement Program’s Healthy Eating and Oral Health benchmark](#).
- [Smiles 4 Miles award](#).

They also:

- Support children’s growth and development, mental wellbeing, and oral health. Children can learn better and be more alert when they eat well.
- Reduce children’s risk of developing nutrition-related chronic conditions later in life.
- Engage and support families to also provide and promote healthy eating at home

## Summary

In general, the menu should:

- be based on the five ‘core’ food groups (as recommended by the Australian Dietary Guidelines and the Australian Guide to Healthy Eating):
  - Fruit
  - Vegetables
  - Grain (cereal) foods
  - Milk, yoghurt, cheese and/or alternatives
  - Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans
- sources of added fat, sugar and salt should be limited.
- water should be the main drink provided.

# 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.

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>	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.</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>	<input type="checkbox"/>  <input type="checkbox"/>					

Vegetarian meals	Tick if meets guideline		
<p>Vegetarian meals include:</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, berries, cabbage, cantaloupe, frozen mixed vegetables, broad beans, spinach, sweet potato, potato, pineapple, cherries, raw tomato, zucchini, peas, green beans).</li> </ul>	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"> <li>bread (e.g. wholemeal sliced bread or flat bread)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a food containing protein such as eggs, chicken, tuna, cheese, hummus, baked beans or cold roast meat</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a vegetable (e.g. lettuce, tomato, grated carrot, avocado, cucumber).</li> </ul>	<table border="1"> <thead> <tr> <th data-bbox="852 271 1078 360">Bread</th> <th data-bbox="1083 271 1300 360">Protein food</th> <th data-bbox="1305 271 1522 360">Vegetable</th> </tr> </thead> <tbody> <tr> <td data-bbox="852 367 1078 463" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1083 367 1300 463" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1305 367 1522 463" style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			Bread	Protein food	Vegetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bread	Protein food	Vegetable							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>If sandwiches are provided for the main meal on multiple days per week, the source of protein is varied.</p>	<input type="checkbox"/>								

Fruit	Tick if meets guideline																																							
<p>Fruit is provided twice each day.</p> <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>	<table border="1"> <thead> <tr> <th colspan="7" data-bbox="852 1048 1522 1137">2-3 types of fruit per day</th> </tr> <tr> <th data-bbox="852 1144 978 1218"></th> <th data-bbox="983 1144 1082 1218">Mon</th> <th data-bbox="1086 1144 1185 1218">Tues</th> <th data-bbox="1190 1144 1289 1218">Wed</th> <th data-bbox="1294 1144 1393 1218">Thurs</th> <th data-bbox="1398 1144 1497 1218">Fri</th> <th colspan="1" data-bbox="1501 1144 1522 1218"></th> </tr> </thead> <tbody> <tr> <td data-bbox="852 1225 978 1321">Week 1</td> <td data-bbox="983 1225 1082 1321" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1086 1225 1185 1321" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1190 1225 1289 1321" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1294 1225 1393 1321" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1398 1225 1497 1321" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1501 1225 1522 1321"></td> </tr> <tr> <td data-bbox="852 1328 978 1424">Week 2</td> <td data-bbox="983 1328 1082 1424" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1086 1328 1185 1424" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1190 1328 1289 1424" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1294 1328 1393 1424" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1398 1328 1497 1424" style="text-align: center;"><input type="checkbox"/></td> <td data-bbox="1501 1328 1522 1424"></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="852 1480 1522 1570">5 types of fruit per week</th> </tr> </thead> <tbody> <tr> <td data-bbox="852 1576 995 1673">Week 1</td> <td data-bbox="1000 1576 1522 1673" style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="852 1680 995 1776">Week 2</td> <td data-bbox="1000 1680 1522 1776" style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>						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"/>
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<p>Dried fruit is not offered more than once per week.</p>	<input type="checkbox"/>																																							

### Vegetables and legumes/beans

### Tick if meets guideline

Vegetables and/or legumes/beans are provided 2-3 times each day

The menu includes a variety of vegetables and legumes/beans:

- 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"/>				

### Milk, yoghurt, cheese and/or alternatives

### Tick if meets guideline

Milk, yoghurt, cheese and/or alternatives are provided **3** times per day.

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.

Cream, sour cream and butter are not substitutes for milk, yoghurt and cheese.

#### Mon Tues Wed Thurs Fri

	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

Grain (cereal) foods are provided 4 times per day.

#### Mon Tues Wed Thurs Fri

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

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"> <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> </ul>	<input type="checkbox"/>	

Foods and drinks that should not be included in the daily menu	Tick if meets guideline
<ul style="list-style-type: none"> <li>soft drinks, fruit juice and fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas, energy drinks and flavoured milk</li> </ul>	

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" style="width: 100%; text-align: center;"> <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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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" style="width: 100%; text-align: center;"> <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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
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Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		

Breakfast	Tick if meets guideline																		
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Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
<p>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).</p>	<input type="checkbox"/>																		
<p>Milk, yoghurt, cheese and/or alternatives (such as soy drink) are included in breakfast each day.</p>	<table border="1"> <thead> <tr> <th data-bbox="852 613 976 698"></th> <th data-bbox="981 613 1083 698">Mon</th> <th data-bbox="1088 613 1190 698">Tues</th> <th data-bbox="1195 613 1297 698">Wed</th> <th data-bbox="1302 613 1404 698">Thurs</th> <th data-bbox="1409 613 1527 698">Fri</th> </tr> </thead> <tbody> <tr> <td data-bbox="852 705 976 804">Week 1</td> <td data-bbox="981 705 1083 804"><input type="checkbox"/></td> <td data-bbox="1088 705 1190 804"><input type="checkbox"/></td> <td data-bbox="1195 705 1297 804"><input type="checkbox"/></td> <td data-bbox="1302 705 1404 804"><input type="checkbox"/></td> <td data-bbox="1409 705 1527 804"><input type="checkbox"/></td> </tr> <tr> <td data-bbox="852 810 976 909">Week 2</td> <td data-bbox="981 810 1083 909"><input type="checkbox"/></td> <td data-bbox="1088 810 1190 909"><input type="checkbox"/></td> <td data-bbox="1195 810 1297 909"><input type="checkbox"/></td> <td data-bbox="1302 810 1404 909"><input type="checkbox"/></td> <td data-bbox="1409 810 1527 909"><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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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
<p>Water is offered at all meals and is available freely throughout the day.</p>	<input type="checkbox"/>

Food variety	Tick if meets guideline
<p>The menu includes a variety of tastes, colours, textures (e.g. crunchy, soft, etc) and flavours.</p>	<input type="checkbox"/>
<p>If the menu cycle is more than one week, the main ingredient in a meal is not repeated on the same day each week (e.g. fish is not provided every Friday only).</p>	<input type="checkbox"/>

# Menu Planning Checklist for Family Day Care – Half Day Menu

Use this checklist to plan or review a menu which includes morning tea, lunch and afternoon tea.

Note: this checklist can be used if your service provides breakfast, as well as morning tea, lunch and afternoon tea. If your service also provides dinner, please use the full day menu planning checklist for family day care.

Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans	Tick if meets guideline				
Meat/alternatives are provided each day. Include a variety of options such as red meat, pork, poultry, fish (fresh or canned), eggs, tofu and legumes/beans.	Mon	Tues	Wed	Thurs	Fri
	Week 1	<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"/>
Lean ham or bacon <u>may</u> be included on the menu once or twice per week. 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.		<input type="checkbox"/>			
		<input type="checkbox"/>			

Vegetarian meals	Tick if meets guideline		
Vegetarian meals include: <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> AND <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> AND <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, berries, cabbage, cantaloupe, frozen mixed vegetables, broad beans, spinach, sweet potato, potato,</li> </ul>	Protein food	Iron food	Vitamin C food
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Vegetarian meals	Tick if meets guideline
pineapple, cherries, raw tomato, zucchini, peas, green beans).	

Sandwich days	Tick if meets guideline						
<p>When sandwiches are served as a main meal, they include:</p> <ul style="list-style-type: none"> <li>bread (e.g. wholemeal sliced bread or flat bread)</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a food containing protein such as eggs, chicken, tuna, cheese, hummus, baked beans or cold roast meat</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>a vegetable (e.g. lettuce, tomato, grated carrot, avocado, cucumber).</li> </ul>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #1a4d4d; color: white;"> <th>Bread</th> <th>Protein food</th> <th>Vegetable</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Bread	Protein food	Vegetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bread	Protein food	Vegetable					
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If sandwiches are provided for the main meal on multiple days per week, the source of protein is varied.	<input type="checkbox"/>						

Fruit	Tick if meets guideline																												
<p>Fruit is provided each day.</p> <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>	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #1a4d4d; color: white;"> <th colspan="6">2-3 types of fruit per day</th> </tr> <tr style="background-color: #1a4d4d; 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> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #1a4d4d; color: white;"> <th colspan="2">5 types of fruit per week</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	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"/>
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Fruit	Tick if meets guideline		
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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>Vegetables and/or legumes/beans are provided each day.</p> <p>The menu includes a variety of vegetables and legumes/beans:</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>	2-3 types of vegetables per day																		
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Milk, yoghurt, cheese and/or alternatives	Tick if meets guideline																		
<p>Milk, yoghurt, cheese and/or alternatives are provided <b>twice</b> per day (morning tea and lunch).</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 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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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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"> <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> </ul>	<input type="checkbox"/>

Foods and drinks that should not be included in the daily menu	Tick if meets guideline
<ul style="list-style-type: none"> <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 juice and fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas, energy drinks and flavoured milk</li> </ul>	

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
<p>If breakfast is provided it is based on grains (breads and cereals) as well as milk, yoghurt, cheese and alternatives.</p> <p>There is at least one wholemeal or wholegrain choice provided every day at breakfast. Examples include wholemeal bread, high fibre breakfast cereal.</p>	<p style="text-align: center;">Grains</p> <p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;">Milk, yoghurt, cheese/alternative</p> <p style="text-align: center;"><input type="checkbox"/></p>

Breakfast	Tick if meets guideline
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).	

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"/>
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).	<input type="checkbox"/>

# Menu Planning Checklist for Family Day Care – Morning Tea & Afternoon Tea

Use this checklist to plan or review a menu which includes morning tea and afternoon tea only.

Fruit	Tick if meets guideline																						
Fruit is provided each day.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #1a4d4d; color: white;"></th> <th style="background-color: #1a4d4d; color: white;">Mon</th> <th style="background-color: #1a4d4d; color: white;">Tues</th> <th style="background-color: #1a4d4d; color: white;">Wed</th> <th style="background-color: #1a4d4d; color: white;">Thurs</th> <th style="background-color: #1a4d4d; color: white;">Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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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Dried fruit is not offered more than once per week.	<input type="checkbox"/>																						

Vegetables and legumes/beans	Tick if meets guideline																						
Vegetables and/or legumes/beans are provided each day.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #1a4d4d; color: white;"></th> <th style="background-color: #1a4d4d; color: white;">Mon</th> <th style="background-color: #1a4d4d; color: white;">Tues</th> <th style="background-color: #1a4d4d; color: white;">Wed</th> <th style="background-color: #1a4d4d; color: white;">Thurs</th> <th style="background-color: #1a4d4d; color: white;">Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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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Milk, yoghurt, cheese and/or alternatives	Tick if meets guideline																						
<p>Milk, yoghurt, cheese and/or alternatives are provided <b>1-2 times</b> per day (morning tea and/or afternoon tea). 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #1a4d4d; color: white;"></th> <th style="background-color: #1a4d4d; color: white;">Mon</th> <th style="background-color: #1a4d4d; color: white;">Tues</th> <th style="background-color: #1a4d4d; color: white;">Wed</th> <th style="background-color: #1a4d4d; color: white;">Thurs</th> <th style="background-color: #1a4d4d; color: white;">Fri</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Week 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> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><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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Grain (cereal) foods	Tick if meets guideline					
Grain (cereal) foods are provided at least once per day.	Mon    Tues    Wed    Thurs    Fri					
	Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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High fibre varieties (e.g. wholegrain and wholemeal) are included at least 3 times per week, preferably every day.	Mon    Tues    Wed    Thurs    Fri					
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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"> <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> </ul>	<input type="checkbox"/>	

Foods and drinks that should not be included in the daily menu	Tick if meets guideline
<ul style="list-style-type: none"> <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 juice and fruit drinks, cordial, sports drinks, sports waters, flavoured waters, flavoured mineral waters, iced teas, energy drinks and flavoured milk</li> </ul>	

Salt	Tick if meets guideline
Salt is not added to cooking or available at the table.	<input type="checkbox"/>

Baked items	Tick if meets guideline
Baked items are not included every day.	<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"/>
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).	<input type="checkbox"/>



