

Self-Assessment

Before you use the materials in this toolkit, please complete this assessment based on your center's/home's practices in the last month. When answering questions, it is important to honestly assess your child care center or home to best identify its strengths and areas that need improvement. This will allow you to set goals to improve your nutrition and physical activity environment, policies and practices. When answering the questions, keep in mind what your facility does the majority of the time, as your practices may fall into more than one category. **If applicable, be sure to involve any key staff members that may help in answering questions accurately. If you do not have staff, please reflect on your own behavior as the owner of a family child care home when responding to the questions in the "Staff" section of this assessment.**

Next, compare your answers with the self-assessment benchmark provided. Finally, create an Action Plan based on the template provided. This will allow you to set goals for improvement, create a timeline for achieving these goals and establish ways to measure your progress.

WATER				
DRINKING WATER IS	Easily visible and available for self-serve	Easily visible and available on request	Visible, but only available during designated water breaks	Not visible
AT SNACK TIME, WATER IS PROVIDED WHEN MILK OR JUICE IS NOT	Always	Sometimes	Rarely	Never
MILK				
MILK SERVED TO CHILDREN 12 THROUGH 23 MONTHS IS	Whole	2%	1%	Fat-free/skim
MILK SERVED TO CHILDREN 2 YEARS AND OLDER IS	Whole	2%	1%	Fat-free/skim
JUICE				
100% FRUIT JUICE IS SERVED TO CHILDREN	2 or more times per day	1 time or less per day	2 times per week or less on different days	Never
100% FRUIT JUICE IS SERVED TO INFANTS	1 or more times per day	1 or more times per week	1 or more times per month	Never
NON-100% JUICE (e.g., juice cocktail) IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
BEVERAGES OTHER THAN MILK, WATER AND 100% FRUIT JUICE (e.g., soda, sports drinks) ARE SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never

GRAINS & BREADS				
WHOLE GRAINS ARE SERVED	2 or more times per day	1 or more times per day	2 – 4 times per week	1 time per week or less
CEREALS WITH MORE THAN 6 GRAMS OF SUGAR ARE SERVED	1 or more times per day	3 – 4 times per week	1 – 2 times per week	Never
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO CHILDREN	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO INFANTS	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never
FRUITS & VEGETABLES				
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
MEATS & MEAT ALTERNATES				
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never
CHEESE FOOD OR CHEESE PRODUCT IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
COMBINATION FOODS				
COMBINATION FOODS (a mixture of 2 or more different meal components) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never
DESSERTS, COBBLERS, PUDDINGS AND JARRED CEREALS WITH FRUIT ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never

PHYSICAL ACTIVITY				
INFANTS SPEND MORE THAN 30 MINUTES IN CONFINING EQUIPMENT (e.g., cribs, infant seats, play pens) WHILE AWAKE	Always	Sometimes	Rarely	Never
CHILDREN GET 20 MINUTES OF PHYSICAL ACTIVITY FOR EVERY 3 HOURS THEY ARE IN CARE	Every day	3 – 4 days per week	1 – 2 days per week	Less than 1 day per week
SCREEN TIME				
CHILDREN UNDER 2 YEARS WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
CHILDREN 2 YEARS AND OLDER WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
CHILDREN 2 YEARS AND OLDER USE A COMPUTER	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never
HOLIDAYS/CELEBRATIONS				
HOLIDAYS ARE CELEBRATED WITH FOODS THAT MEET GUIDELINES OR NON-FOOD ITEMS (e.g., stickers)	All of the time	Most of the time	Some of the time	Rarely or never
PARENTS ARE PROVIDED WITH GUIDELINES FOR HOLIDAY/ CELEBRATION FOODS	Yes		No	
STAFF				
STAFF SITS WITH CHILDREN DURING MEALS	Every day	A few times a week	A few times a month	Never
STAFF EATS THE SAME MEALS/SNACKS AS CHILDREN	Every day	A few times a week	A few times a month	Never
STAFF ENCOURAGES CHILDREN TO TRY NEW FOODS	Every day	A few times a week	A few times a month	Never
STAFF ENGAGES IN PHYSICAL ACTIVITY WITH CHILDREN	Every day	A few times a week	A few times a month	Never
STAFF HELPS CHILDREN LEARN TO RECOGNIZE HUNGER/ FULLNESS CUES	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF MODELS POSITIVE HEALTH HABITS	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF IS PROVIDED WITH TRAINING/CONTINUING EDUCATION ON NUTRITION AND/OR PHYSICAL ACTIVITY FOR CHILDREN	2 or more times per year	1 time per year	Less than 1 time per year	Rarely or never

SELF-EFFICACY/ATTITUDES				
I AM CONFIDENT IN MY ABILITY TO UPHOLD DE CACFP/DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO UPHOLD DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DE CACFP/DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE CHILDREN IN HEALTHY EATING AND PHYSICAL ACTIVITY.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE STAFF IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE PARENTS IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree

Self-Assessment Benchmark

An assessment representing a center that conforms 100% to DE CACFP/Delacare nutrition and physical activity rules is shown on the following pages. **Rules are indicated by shaded boxes.** Recommendations, or the ideal scenario, are indicated with the following symbol: †. If an answer is both **shaded** and accompanied by the “†” symbol, it means that the rule and recommendation are the same. If no response choice is marked **shaded**, then no official rule currently exists. You should use this assessment as a benchmark for the practices at your center/home, first aiming to meet the rules, and if you want to increase quality even farther, the recommendations!

Self-Assessment Benchmark

WATER				
DRINKING WATER IS	Easily visible and available for self-serve†	Easily visible and available on request*	Visible, but only available during designated water breaks	Not visible
AT SNACK TIME, WATER IS PROVIDED WHEN MILK OR JUICE IS NOT	Always†	Sometimes	Rarely	Never
MILK				
MILK SERVED TO CHILDREN 12 THROUGH 23 MONTHS IS	Whole†	2%	1%	Fat-free/skim
MILK SERVED TO CHILDREN 2 YEARS AND OLDER IS	Whole	2%	1%†	Fat-free/skim†
JUICE				
100% FRUIT JUICE IS SERVED TO CHILDREN	2 or more times per day	1 time or less per day†	2 times per week or less on different days†	Never†
100% FRUIT JUICE IS SERVED TO INFANTS	1 or more times per day	1 or more times per week	1 or more times per month	Never†
NON-100% JUICE (e.g., juice cocktail) IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
BEVERAGES OTHER THAN MILK, WATER, AND 100% FRUIT JUICE (e.g., soda, sports drinks) ARE SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never†
GRAINS & BREADS				
WHOLE GRAINS ARE SERVED	2 or more times per day†	1 or more times per day	2 – 4 times per week	1 time per week or less
CEREALS WITH MORE THAN 6 GRAMS OF SUGAR ARE SERVED	1 or more times per day	3 – 4 times per week	1 – 2 times per week	Never†
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO CHILDREN	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never†
SWEET BREADS/GRAINS (e.g., donuts, cookies, Danishes) ARE SERVED TO INFANTS	1 or more times per day	3 – 4 times per week	Once in a 2-week cycle or less	Never†

Shading = Regulation; † = Recommendation; * = This rule applies only to Early Care and Education & School Age Centers

FRUITS & VEGETABLES				
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
FRIED OR PRE-FRIED AND THEN BAKED FRUITS OR VEGETABLES (e.g., French fries, hash browns, tater tots) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
MEATS & MEAT ALTERNATES				
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO CHILDREN	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
PROCESSED MEATS (e.g., bologna, hot dogs, sausage) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) WITH MORE THAN 35% OF CALORIES FROM FAT ARE SERVED	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
FRIED OR PRE-FRIED AND THEN BAKED MEATS (e.g., chicken nuggets, fish sticks) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Once in a 2-week cycle or less	Never [†]
CHEESE FOOD OR CHEESE PRODUCT IS SERVED	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never [†]
COMBINATION FOODS				
COMBINATION FOODS (a mixture of 2 or more different meal components) ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never [†]
DESSERTS, COBBLERS, PUDDINGS AND JARRED CEREALS WITH FRUIT ARE SERVED TO INFANTS	1 or more times per week	Less than 1 time per week	Less than 1 time per month	Never [†]
PHYSICAL ACTIVITY				
INFANTS SPEND MORE THAN 30 MINUTES IN CONFINING EQUIPMENT (e.g., cribs, infant seats, play pens) WHILE AWAKE	Always	Sometimes	Rarely	Never [†]
CHILDREN GET 20 MINUTES OF PHYSICAL ACTIVITY FOR EVERY 3 HOURS THEY ARE IN CARE	Every day [†]	3 – 4 days per week	1 – 2 days per week	Less than 1 day per week

SCREEN TIME				
CHILDREN UNDER 2 YEARS WATCH TV/DVDS*	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day**	Never†
CHILDREN 2 YEARS AND OLDER WATCH TV/DVDS	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never†
CHILDREN 2 YEARS AND OLDER USE A COMPUTER	2 or more hours per day	1 – 2 hours per day	No more than 1 hour per day	Never†
HOLIDAYS/CELEBRATIONS				
HOLIDAYS ARE CELEBRATED WITH FOODS THAT MEET GUIDELINES OR NON-FOOD ITEMS (e.g., stickers)	All of the time†	Most of the time	Some of the time	Rarely or never
PARENTS ARE PROVIDED WITH GUIDELINES FOR HOLIDAY/CELEBRATION FOODS	Yes†		No	
STAFF				
STAFF SITS WITH CHILDREN DURING MEALS	Every day†	A few times a week	A few times a month	Never
STAFF EATS THE SAME MEALS/SNACKS AS CHILDREN	Every day†	A few times a week	A few times a month	Never
STAFF ENCOURAGES CHILDREN TO TRY NEW FOODS	Every day†	A few times a week	A few times a month	Never
STAFF ENGAGES IN PHYSICAL ACTIVITY WITH CHILDREN	Every day†	A few times a week	A few times a month	Never
STAFF HELPS CHILDREN LEARN TO RECOGNIZE HUNGER/FULLNESS CUES	Strongly agree†	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF MODELS POSITIVE HEALTH HABITS	Strongly agree†	Somewhat agree	Somewhat disagree	Strongly disagree
STAFF IS PROVIDED WITH TRAINING/CONTINUING EDUCATION ON NUTRITION AND/OR PHYSICAL ACTIVITY FOR CHILDREN	2 times or more per year†	1 time per year	Less than 1 time per year	Rarely or never

** = In Family/Large Family Child Care Homes, children under 2 years of age are permitted to watch (1) hour of TV/DVDs per day, with parent permission.

SELF-EFFICACY/ATTITUDES				
I AM CONFIDENT IN MY ABILITY TO UPHOLD DE CACFP/DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO UPHOLD DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DE CACFP/ DELACARE NUTRITION RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I UNDERSTAND DELACARE PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE CHILDREN IN HEALTHY EATING AND PHYSICAL ACTIVITY.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE STAFF IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree
I AM CONFIDENT IN MY ABILITY TO ENGAGE PARENTS IN UPHOLDING DE CACFP/DELACARE NUTRITION AND PHYSICAL ACTIVITY RULES.	Strongly agree	Somewhat agree	Somewhat disagree	Strongly disagree

Action Plan Template (see next page)

Directions:

- Using this form as a template, develop an action plan for improving your home's adherence to DE CACFP/Delacare Rules. If you work at a center, collaborate with staff to develop the plan. Identify 2 - 4 goals you wish to achieve and how you plan to do this. Consider what individuals will be involved, resources at your disposal and potential barriers. Also create a timeline for achieving these goals and ways in which you will measure your progress. Modify the form as needed.
- Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new action plans for new phases of your quality improvement effort.

Action Plan Template

GOAL	ACTION STEPS	RESPONSIBILITY	TIMELINE	RESOURCES	POTENTIAL BARRIERS	MEASUREMENT
EXAMPLE	<p>What steps will you take to achieve your goal?</p> <p>Contact food service vendor and request whole grain bread instead of white bread; provide definition of a whole grain product.</p> <p>Send letter home to parents requesting they send in only whole grain bread; provide definition of a whole grain product.</p>	<p>Who will do it?</p> <p>Center director will contact vendor.</p> <p>Classroom teachers will send letter home to parents; will also talk to parents during pick-up and drop-off.</p>	<p>By when? (Day/Month)</p> <p>Within 60 days.</p> <p>Within 60 days.</p>	<p>What resources will help you achieve your goal?</p> <p>The toolkit, i.e. sample letter to parents, information about whole grain products, etc.</p>	<p>Who or what may prevent you from achieving your goal?</p> <p>Availability of whole grain products from vendor.</p> <p>Children don't like whole grain bread.</p> <p>Parents don't want to change how they pack children's meals.</p>	<p>How will you measure your progress toward your goal?</p> <p>Review menu cycles submitted to sponsoring organization or OCCL to ensure a whole grain product is served daily.</p> <p>Each week, record foods that children are bringing from home that do not meet guidelines. This number should decrease as parents understand the rule.</p>
GOAL 1						
GOAL 2						

Adapted from: Healthy Lifestyle Initiative. University of Missouri-Extension. <http://extension.missouri.edu/healthylife/Action%20Plan%20Template2.doc>

