



*Steps to Nutrition Success Checklist...*  
Family Day Care Homes

**A program self-assessment resource**

**Charlotte Oakley, PhD, RD, FADA  
CACFP Consultant**

**Deborah H. Carr, PhD, RD, LD  
Research Scientist  
Applied Research Division**

**National Food Service Management Institute  
The University of Mississippi**

September 2003

**NFSMI Item Number R-67-03**

### *Acknowledgements*

*We wish to acknowledge the contributions of all who participated in this research project including the development and review of the checklists. The Child and Adult Care Food Program expert panel and reviewers were invaluable during all stages of research and self-assessment tool development.*

This publication has been produced by the National Food Service Management –Applied Research Division, located at the University of Southern Mississippi with headquarters at The University of Mississippi. Funding for the Institute has been provided with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service, to The University of Mississippi. The contents of this publication do not necessarily reflect the views or policies of The University of Mississippi or the U.S. Department of Agriculture, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government. The National Food Service Management Institute complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, or status as a veteran or disabled veteran.

# **National Food Service Management Institute The University of Mississippi**

*Building the Future Through Child Nutrition*

## **Location**

The National Food Service Management Institute (NFSMI) was established by Congress in 1989 at The University of Mississippi in Oxford as the resource center for Child Nutrition Programs. The Institute operates under a grant agreement with the United States Department of Agriculture, Food and Nutrition Service. The NFSMI Applied Research Division is located at The University of Southern Mississippi in Hattiesburg.

## **Mission**

The mission of the NFSMI is to provide information and services that promote the continuous improvement of Child Nutrition Programs.

## **Vision**

The vision of the NFSMI is to be the leader in providing education, research, and resources to promote excellence in Child Nutrition Programs.

## **Programs and Services**

Professional staff development opportunities and technical assistance to facilitate the management and operation of Child Nutrition Programs are provided through:

- ◆ Educational References and Materials
- ◆ Information Services
- ◆ Workshops and Seminars
- ◆ Teleconferences and Satellite Seminars
- ◆ Applied Research

## **Administrative Offices**

### **Education Division**

The University of Mississippi  
P.O. Drawer 188  
University, MS 38677-0188  
Phone: 800-321-3054

### **Applied Research Division**

The University of Southern Mississippi  
Box 10077  
Hattiesburg, MS 39406-0077  
Phone: 601-266-5773

<http://www.nfsmi.org>

## ***Steps to Nutrition Success Checklist*** **Family Day Care Homes**

Welcome to *Steps to Nutrition Success Checklist*. As a professional child care giver you want to provide the best care possible to the children in your family day care home. Quality nutrition programs are an important part of providing best care to children. By participating in the Child and Adult Care Food Program (CACFP) you have taken the first step to nutrition success. When you serve nutritious meals and snacks in a child-friendly setting, you are providing a quality nutrition program.

Completing the *Steps to Nutrition Success Checklist* will help you determine if you are providing a quality nutrition program for the children in your family day care home. When you are doing your job right, it is called **Best Practice**. The *Steps to Nutrition Success Checklist* includes Best Practices for quality nutrition programs. Completing the *Steps to Nutrition Success Checklist* will help you determine if you are using Best Practices in your family day care home.

There are three main sections to the *Steps to Nutrition Success Checklist* - 1) Administration and Operations; 2) Nutrition; and 3) Health, Safety, and Well-Being of Children - Working with Parents and Others in the Community. Just follow the five easy steps below as part of your commitment to serving quality meals and snacks in your family day care home. Involve helpers and parents in completing the checklist whenever possible.

### Five easy steps to follow when using the *Steps to Nutrition Success Checklist*

- Step 1: Complete the *Steps to Nutrition Success Checklist* by marking the response that best describes your family day care home.
- Step 2: Decide which Best Practices you want to add or improve.
- Step 3: Select a few Best Practices at a time and begin to make improvements in your nutrition program.
- Step 4: Take advantage of nutrition education and other resources provided by the state and sponsoring organizations to make improvements. Take time to think about your progress in achieving the Best Practices you are working to improve.
- Step 5: Complete the *Steps to Nutrition Success Checklist* at least once a year to ensure that you continue to provide a quality nutrition program.

**Congratulations! You are taking the steps necessary to provide  
the very best nutrition care for children.**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

In this section, you will consider **Best Practices** related to the administration and operation of a quality nutrition program in your family day care home.

**Best Practice Checklist: Guidelines and Procedures**

Child and Adult Care Food Program (CACFP) guidelines and procedures are designed to help you provide the highest quality nutrition program to children. Following these guidelines will assure that you receive reimbursement for meals and snacks. Best practices in quality nutrition programs include following all the guidelines and procedures of the CACFP. Your state agency or sponsor may have additional procedures that you must follow.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Recognize the importance of food and nutrition to healthy child development.				
Follow all nutrition requirements of the CACFP, licensure, or registration to ensure that the food and nutrition needs of children are met.				
Have written food and nutrition procedures for the following: <ul style="list-style-type: none"> <li>• Feeding children with allergies</li> <li>• Foods brought from home</li> <li>• Food substitutions</li> <li>• Feeding children with special needs</li> <li>• Others are developed as needed</li> </ul>				
Submit on time information required by the program sponsor.				
Make sure child care helpers and parents are familiar with all food and nutrition procedures.				
Make sure all food and nutrition procedures are consistent with state and federal regulations.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Best Practice Checklist: Menu Planning and Food Preparation**

Planning menus for meals and snacks in advance is important to meeting the nutrition needs of the children in your care. Taking time to plan menus, healthy cooking methods, and nutrition education are important Best Practices. Reading label directions and using standardized recipes\* are part of running a quality nutrition program. The state agency and sponsor are valuable resources for planning and preparing quality meals and snacks.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Plan meals and snacks that include foods that are age appropriate and children enjoy eating.				
Notice what foods children are eating so that unfamiliar foods will be offered again or prepared in a different way.				
Plan nutrition education activities that help children accept new foods.				
Involve parents in promoting new menus and foods offered in the family day care home.				
Consider the backgrounds of all children when planning menus.				
Plan menus in advance.				
Use recipes or written directions from food packages to be sure there is enough food and foods are prepared correctly.				
Use healthy cooking methods such as steaming instead of boiling and baking, roasting or grilling instead of frying.				
Serve all foods at their peak of freshness and when the quality is the best.				

\* A standardized recipe is a written recipe that has been tested and always provides an acceptable product and the same amount each time it is used.

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Best Practice Checklist: Purchasing Foods**

Purchasing foods can be a challenge. It is important to purchase high quality foods that will meet the nutrition needs of the children in your family day care home and meet your budget. Wise shopping will ensure there is adequate food available throughout the month.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Use food labels and other similar information to help make wise food purchases to save money and assure there is enough food for the entire month.				
Purchase enough food to meet the meal pattern requirements and the needs of the children.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Best Practice Checklist: Mealtime Considerations**

Mealtime is one of the most important parts of the child care day. Creating the right kind of mealtime setting is one of the most important things you can do for the children in your care. Take time to make mealtime relaxing and enjoyable for you and the children. Mealtime is a great time to teach positive attitudes about eating and foods. It is also a wonderful time to explore other concepts such as colors, textures, and many others. Be sure to schedule plenty of time for meals and snacks.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Provide a clean, pleasant, and attractive place for children to eat.				
Arrange tables and seating areas to encourage conversation among the children.				
Serve meals and snacks without distractions.				
Turn off the television and videos during mealtime.				
Sit and share the same meals and snacks with the children.				
Allow children to participate in the meal service by setting the table.				
Make sure children have enough time to eat meals and snacks without hurrying.				
Serve meals and snacks for older children at the same time each day. Feed younger children and infants on demand.				
Make any needed changes in meal schedules to ensure children’s needs are being met.				
Talk to children about foods in a positive way and encourage children to try foods.				
Help children during mealtime.				
Never use mealtime as a time to discipline or scold children.				
Never use food as a way to reward or punish children.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Best Practice Checklist: Food Safety**

Best Practices related to food safety should begin with a good understanding of the principles of safe food handling. Be sure to take advantage of training in this important area, and make it a priority in your continuing education plans. Have the necessary supplies and spaces needed for proper hand washing by you and the children and to keep the child care facility clean.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Follow all food safety and health regulations, licensure, registration, or other rules.				
Keep all health and safety inspection reports on file.				
Know whom to ask when help is needed with health and safety regulation questions.				
Use and clean all equipment and other food surfaces properly.				
Use proper hand washing procedures at all times. Wash hands often throughout the day.				
Wash hands of infants and children before meals, after toileting, and other times as needed.				
Know which foods may cause choking and never offer them to young children.				
When shopping for food, these basic safe food handling guidelines* are followed: <ul style="list-style-type: none"> <li>• Purchase refrigerated or frozen items after selecting your non-perishables.</li> <li>• Never choose meat or poultry in packaging that is torn or leaking.</li> <li>• Do not buy food past "Sell-By," "Use-By," or other expiration dates.</li> <li>• Put raw meat and poultry into a plastic bag so meat juices will not cross-contaminate ready-to-eat food or food that is eaten raw, such as vegetables or fruit.</li> <li>• Plan to drive directly home from the grocery store. You may want to take a cooler with ice for the perishables.</li> </ul>				

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Food Safety, *Continued***

Best Practices	Yes	Some	Maybe	NA
<p>When storing food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• Always refrigerate perishable food within 2 hours (1 hour when the temperature is above 90 °F).</li> <li>• Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F or below and the freezer at 0 °F or below.</li> <li>• Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.</li> <li>• Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.</li> <li>• To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.</li> <li>• In general, high acid canned food such as tomatoes, grapefruit, and pineapple can be stored on the shelf for 12 to 18 months. Low-acid canned food such as meat, poultry, fish, and most vegetables will keep 2 to 5 years -- if the can remains in good condition and has been stored in a cool, clean, and dry place. Discard cans that are dented, leaking, bulging, or rusted.</li> </ul>				
<p>When preparing food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• Always wash hands before and after handling food.</li> <li>• Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash hands, cutting board, knife, and countertops with hot, soapy water.</li> <li>• Marinate meat and poultry in a covered dish in the refrigerator.</li> <li>• Sanitize cutting boards by using a solution of 1 teaspoon chlorine bleach in 1 quart of water.</li> </ul>				

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Food Safety, *Continued***

Best Practices	Yes	Some	Maybe	NA
<p>When thawing food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• <b>Refrigerator:</b> The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.</li> <li>• <b>Cold Water:</b> For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.</li> <li>• <b>Microwave:</b> Cook meat and poultry immediately after microwave thawing.</li> </ul>				
<p>When cooking food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• Cook ground meats to 160 °F; ground poultry to 165 °F.</li> <li>• Beef, veal, and lamb steaks, roasts, and chops may be cooked to 145 °F; all cuts of fresh pork, 160 °F.</li> <li>• Whole poultry should reach 180 °F in the thigh; breasts, 170 °F.</li> </ul>				
<p>When serving food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• Hot food should be held at 140 °F or warmer.</li> <li>• Cold food should be held at 40 °F or colder.</li> <li>• When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.</li> <li>• Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90 °F).</li> </ul>				
<p>When saving leftover food, these basic safe food handling guidelines are followed:</p> <ul style="list-style-type: none"> <li>• Discard any food left out at room temperature for more than 2 hours (1 hour if the temperature was above 90 °F).</li> <li>• Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.</li> <li>• Use cooked leftovers within 4 days.</li> <li>• Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.</li> </ul>				

\* “Basics for Handling Food Safely” is available at [http://www.fsis.usda.gov/OA/pubs/facts\\_basics.htm](http://www.fsis.usda.gov/OA/pubs/facts_basics.htm)

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Best Practice Checklist: Planning and Teamwork**

It is hard to overestimate the importance of planning. Achieving quality in the nutrition program in your family day care home requires a commitment of time and effort to plan for success. Planning will save you time in the long term. Take time to plan all aspects of your nutrition program and involve helpers and parents in your planning.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Review all procedures and meal and snack schedules and plan annually to see if improvements are needed.				
Review nutrition and meal service goals and plans on a regular basis and revise when needed.				
Involve helpers, program sponsor, and parents in planning healthy meals and snacks.				
Use and keep nutrition information and nutrition resources provided by the program sponsor and state agencies overseeing the program.				
Use information on menu planning, meal service, and nutrition education from program sponsors, state agencies, and other reliable sources.				
Set goals and make plans to ensure success of the nutrition program, such as introducing new fruits and vegetables, serving foods prepared with less fat, and using food activities with children.				
Share goals and plans for the nutrition program with helpers and parents.				
Keep all CACFP forms and required information, such as menus, meals counts, and others.				
Ask for information from the program sponsor when needed.				

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: ADMINISTRATION AND OPERATIONS**

**Planning and Teamwork, *Continued***

Best Practices	Yes	Some	Maybe	NA
Use the sponsor monitor's visit to make improvements.				
Use a spending plan and shopping list to help make sure money is available to buy food to meet program requirements.				
Review the cost of food on a regular basis to assure the purchase of nutritious foods.				
Attend training on CACFP regulations, menu planning, food safety, nutrition education, and other topics provided by the program sponsor and state agencies.				
Have an active membership in local, state, and national child care associations.				
Take leadership roles in professional associations.				
Participate in certification programs offered by the program sponsor or state agencies.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

In this section you will consider **Best Practices** related to planning, preparation, and serving child care program meals and snacks that meet the nutrition needs of all the children in your family day care home.

**Best Practice Checklist: Meal Requirements**

The CACFP meal requirements are designed to help you provide the highest quality nutrition program. Following the meal pattern requirements is a first step in planning, preparing, and serving meals and snacks that meet the nutrition needs of growing children. Best Practices in quality nutrition programs include following all the meal requirement of the CACFP.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Menus are planned to meet the CACFP meal pattern requirements for meals and snacks.				
Planned menus are followed and menu substitutions are appropriate.				
Recipes are used to assure the right amounts of foods are prepared and healthy food preparation methods are used.				
Required amounts of food are served at meals and snacks.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Best Practice Checklist: Nutrition Recommendations**

The CACFP meal pattern requirements should be used in combination with the Best Practices listed in this section of the checklist. Special attention is needed for certain nutrients that are hard for children to get, such as vitamin A and fiber. Encouraging children to try a variety of foods will improve their chances of getting all the nutrients and energy they need for growth and development. Respecting the food cultures of children is important, too. Keep up with the latest information about nutrition and children; scientists are learning new facts all the time.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Plan menus that provide foods rich in vitamin A and vitamin C (fruits and vegetables), iron (meats, poultry, green vegetables, and enriched breads and cereals), and calcium (milk, cheese, yogurt, and fortified orange juice).				
Plan meals and snacks that provide the right amounts of calories and fat.				
Plan meals and snacks that provide plenty of fiber by including whole grains and plenty of fruits and vegetables.				
Plan meals and snacks to be sure they are not high in sodium or sugar.				
Plan menus around a wide variety of foods, especially fruits and vegetables.				
Take responsibility for deciding when children are served meals and snacks and what foods are served. Children can decide how much to eat from the foods offered.				
Allow children to decline foods.				
Include foods familiar to children and consistent with their culture and background.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Best Practice Checklist: Special Food and Nutrition Needs**

Not all children have the same nutrition needs; and some children have very special food, nutrition, and feeding needs due to disabilities, allergies, and other considerations. Best Practices in a quality child care nutrition program tend to the special needs of all children enrolled in the family day care home. It is important to allow all children to participate as fully as possible in all child care activities, keeping the special needs of children in mind as you plan daily activities as well as menus. You may need to seek help in providing for children’s special needs. Ask your state agency or sponsor. Be sure to include parents and helpers in your efforts to meet children’s special needs.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Follow written recommendations of a recognized medical authority for special food, nutrition, and feeding needs of children.				
Provide the CACFP sponsor a written statement, from a medical authority, of any special diet instructions.				
Work with the sponsor to meet the special needs of children, within the CACFP guidelines.				
Adapt menus to meet the nutrition and feeding needs of children.				
Include children with special needs in all mealtime activities as much as possible.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Best Practice Checklist: Feeding Infants**

Feeding infants requires special care. Following the Best Practices in this section will help ensure you are feeding infants properly. If you would like more information on feeding infants, ask your sponsor or state agency. The Best Practices in this section are taken from *Feeding Infants: A Guide for Use in the Child Nutrition Program*. All child care providers will find this an important source of information. You can order or print the entire publication directly from the USDA Web site at [http://www.fns.usda.gov/tn/Resources/feeding\\_infants.html](http://www.fns.usda.gov/tn/Resources/feeding_infants.html).

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Follow the Best Practices outlined in <i>Feeding Infants: A Guide for Use in the Child Nutrition Program</i> .				
Create a safe, caring, and pleasant mealtime; for example, softly talking to babies, cuddling them, and keeping hot foods out of reach.				
Initiate discussions with parents about how the baby is eating and growing, especially if there are concerns.				
Talk to parents about what the baby is eating at home and in child care to be sure the baby is getting what is needed.				
Report any signs of neglect in feeding to the appropriate authorities.				
Carefully follow the infant meal pattern requirements.				
Create a breastfeeding-friendly setting by limiting other foods or beverages until parents indicate the baby is ready.				
Share the benefits of breastfeeding with expectant mothers.				
Offer only age-appropriate foods and beverages to all babies. Work with parents in the introduction of solid foods.				
Feed older babies along with other children so they are part of the mealtime experience.				
Use appropriate feeding equipment for all babies, including those with disabilities.				
Use age-appropriate infant seats and high chairs for babies that are being fed solid foods.				

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Feeding Infants, *Continued***

Best Practices	Yes	Some	Maybe	NA
Always use safety straps in infant seats and high chairs.				
Feed babies and younger children upon demand. Work with parents to understand the baby's hunger cues.				
Feed babies until they are full. Never force an infant to finish a bottle or other foods.				
Hold young babies while they are being fed. Older babies may be fed a bottle while sitting up in the high chair.				
Maintain eye contact with babies during feedings.				
Feed babies slowly. Allow infants at least 20 minutes to feel full. Never make a larger hole in a bottle nipple to make milk come out faster.				
Never feed cereal or other foods from a bottle.				
Never leave babies and young children unattended during mealtime, not even for a few minutes.				
Never prop a bottle or allow older babies to go to bed with a bottle or cup.				
Never allow older babies to feed continually from a bottle or cup.				
Wash hands before and after handling breastmilk, formula, and other baby foods.				
Heat bottles under warm running water. Test on the wrist to be sure the temperature is right. <b>Never use a microwave oven or the stovetop.</b>				
Refrigerate all bottles of breastmilk and formula as soon as they arrive and until ready to use. Never allow bottles to stand at room temperature.				
Use breastmilk and formula only for the baby for whom they are intended.				
Never save unfinished bottles of breastmilk or formula to use at another feeding.				
Thaw bottles of frozen breastmilk in the refrigerator. Only thaw what is needed for one feeding. Do not refreeze.				
Carefully follow directions for mixing infant formulas.				
Clean and sanitize all bottles before using.				
Never feed from the jar of baby food. Portion out the amount needed and promptly refrigerate the rest.				

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Feeding Infants, *Continued***

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Never save unfinished baby food left in the baby's bowl, plate, or cup for another feeding.				
Label all bottles and food containers with the baby's name.				
Label all bottles with the date. Discard according to the following schedule: <ul style="list-style-type: none"> <li>• Discard all formula and breastmilk after 48 hours.</li> <li>• Discard all breastmilk that has been frozen and thawed after 24 hours.</li> <li>• Discard all frozen breastmilk that has never been thawed after 3 months.</li> </ul>				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: NUTRITION**

**Best Practice Checklist: Nutrition Education**

Providing current, age-appropriate nutrition education is an important aspect of the child care curriculum. Nutrition education activities can be used to teach math, science, social studies, and language. Music and art are also great places to use food-related themes.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

<b>Best Practices</b>	<b>Yes</b>	<b>Some</b>	<b>Maybe</b>	<b>NA</b>
Conduct nutrition education activities with children.				
Plan nutrition education activities that follow the nutrition recommendations of the <i>Dietary Guidelines for Americans</i> and the <i>Food Guide Pyramid for Children</i> .				
Have available and use age-appropriate, current nutrition education materials.				
Take advantage of lending libraries for nutrition education materials.				
Talk about foods served at mealtime and use stories and other classroom activities that teach about healthy foods.				
Offer snacks for class activities that promote healthy eating habits.				
Let children help prepare healthy snacks.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: HEALTH, SAFETY, AND WELL-BEING OF CHILDREN -  
WORKING WITH PARENTS AND OTHERS IN THE COMMUNITY**

In this section you will consider **Best Practices** related to planning activities for the health, safety, and well-being of all the children in your family day care home.

**Best Practice Checklist: Safety**

Safety is a high priority for all child care providers. You want to ensure that the children in your care are safe from accidental and intentional injury. The well-being of all children is important to you. Being prepared to deal with the unexpected will help you provide Best Practices that keep the children in your care safe.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Know how to prevent choking and how to help a child that is choking.				
Follow kitchen safety procedures, such as proper use of knives, microwave ovens, and all heating appliances.				
Dispose of all trash properly, especially diapers and similar waste.				
Have smoke detectors and fire extinguishers in place and know how to use them correctly. Batteries for fire detectors are checked regularly.				
Have fire evacuation plans and practice regularly with the children.				
Keep pets out of all food preparation and serving areas.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: HEALTH, SAFETY, AND WELL-BEING OF CHILDREN -  
WORKING WITH PARENTS AND OTHERS IN THE COMMUNITY**

**Best Practice Checklist: Emergency Readiness**

Most family day care homes never have to deal with natural disasters or other large-scale emergency situations, but it is critical to be prepared. Best Practices in emergency readiness start with being “ready” with a plan in place to deal with potential situations that might threaten the health, safety, and well-being of the children in your care.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Have a written plan for taking care of sick children and children who become sick while they are in the home.				
Have a written plan for taking care of children when parents are late picking children up at the end of the child care day.				
Have a written plan for taking care of children until parents pick them up when weather or other situations require the home to close unexpectedly.				
Have a plan for providing services during a disaster or other emergency situation.				
Include in the disaster plan a 3-day food and water supply, other emergency supplies, and information as recommended by the Red Cross or Department of Home Land Security.				
Share the disaster plans with all parents.				
Make sure helpers and parents know how to help carry out the disaster plan.				
Make sure helpers and parents know about other community disaster and emergency plans.				

**Comments:**

***Steps to Nutrition Success Checklist***  
**Family Day Care Homes**  
**Best Practices for Quality Nutrition Programs**

**SECTION: HEALTH, SAFETY, AND WELL-BEING OF CHILDREN -  
WORKING WITH PARENTS AND OTHERS IN THE COMMUNITY**

**Best Practice Checklist: Promoting the CACFP**

The benefits of the CACFP to the children in your family day care home are worth sharing. Take opportunities to tell other child care providers about the program and how they can participate. You will want also to share your experiences in the program with the policy makers in your community and state. By spreading the word about CACFP and how it helps you offer a quality child care program through nutritious foods and nutrition education, you are helping make sure the CACFP continues to get the support it needs at the local, state, and federal levels.

Indicate if your program meets each of the Best Practices below. Check “Yes” if you are already doing a Best Practice. Check “Some” if you have started working on a Best Practice. Check “Maybe” if you might work on a Best Practice in the future. Check “NA” (Not applicable) if you do not think the Best Practice is something you need to be doing.

Best Practices	Yes	Some	Maybe	NA
Share benefits of participating in the CACFP with other family day care homes.				
Answer questions from new program participants about the CACFP.				
Tell parents about the benefits of the CACFP.				
Share menus served to children with parents.				
Share ideas for healthy meals and snacks with parents.				
Encourage parents not to use food as a reward or punishment.				
Provide public policy makers, such as legislative personnel and government agencies, with information about the benefits of the CACFP.				
Make the family day care home available to public policy makers to see the benefits of the child nutrition program to children.				

**Comments:**