

## Physical activity policy

Step 1	Find out if you have a physical activity policy
Step 2	Review or develop a physical activity policy in consultation with staff and whānau
Step 3	Get staff and/or management to sign and date the policy and include a future review date
Step 4	Upload your finished physical activity policy

## Healthy eating policy

Step 1	Find out if you have a healthy eating policy
Step 2	Review or develop a healthy eating policy in consultation with staff and whānau
Step 3	Get staff and/or management to sign and date the policy and include a future review date
Step 4	Upload your finished healthy eating policy

## Food provision

### Food provided by early learning service

Step 1	Review your menu against the Healthy Heart Award menu checklist and make changes if needed
Step 2	Display your menu to whānau
Step 3	Upload your menu and evidence of your displayed menu

## Food provided by whānau

Step 1	Provide lunchbox guidelines to whānau
Step 2	Upload lunchbox guidelines

## Healthy eating learning and teaching

Step 1	Plan for and carry out healthy eating learning activities, ensuring there is staff collaboration
Step 2	Document healthy eating learning activities in learning stories and include learning outcomes
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes

## Physical activity learning and teaching

Step 1	Plan for and carry out physical activity learning, ensuring there is staff collaboration
Step 2	Document physical activity learning in learning stories and include learning outcomes
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes

## Collaboration

Step 1	Let your whānau know that you are on your Healthy Heart Award journey and the benefits for you and them
Step 2	Upload your Healthy Heart Award journey message to whānau

## Professional development

Step 1	Gather healthy eating and physical activity resources for the staff's professional development
Step 2	Upload list of professional development resources

## Physical activity policy

Step 1	Find out if you have a physical activity policy
Step 2	Review or develop a physical activity policy in consultation with staff and whānau
Step 3	Include statements on the following in your policy <ul style="list-style-type: none"><li>• Daily planned physical activity</li><li>• Staff role modelling physical activity</li><li>• Allocation of resources for regular professional development of staff</li></ul>
Step 4	Get staff and/or management to sign and date the policy and include a future review date
Step 5	Upload your finished physical activity policy

## Healthy eating policy

Step 1	Find out if you have a healthy eating policy
Step 2	Review or develop a healthy eating policy in consultation with staff and whānau
Step 3	Include statements on the following in your policy <ul style="list-style-type: none"><li>• Regular (at least once a week) healthy eating education for children</li><li>• Staff role modelling of healthy eating</li><li>• Celebrations and events (including birthdays) support healthy eating practices</li><li>• Fundraising supports healthy eating practices</li><li>• Allocation of resources for regular professional development of staff</li></ul>
Step 4	Get staff and/or management to sign and date the policy and include a future review date
Step 5	Upload your finished healthy eating policy

## Food provision

### Food provided by early learning service

Step 1	Review your menu against the Healthy Heart Award menu checklist and make changes if needed
Step 2	Display your menu to whānau
Step 3	Chef/cook undertakes food safety training
Step 4	Upload your menu, evidence of your displayed menu and food safety training

### Food provided by whānau

Step 1	Review or develop lunchbox guidelines
Step 2	Include recommendations on including everyday (healthy) foods and leaving out occasional (treat) foods
Step 3	Develop procedures that support whānau to follow your lunchbox guidelines including how staff assist whānau who find it difficult
Step 4	Upload lunchbox guidelines, evidence of lunchbox guidelines issue procedures and summary of education and support for whānau

## Healthy eating learning and teaching

Step 1	Plan for and carry out healthy eating learning activities, ensuring there is staff collaboration
Step 2	Document healthy eating learning activities in learning stories and include learning outcomes and staff collaboration
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes and staff collaboration

## Physical activity learning and teaching

Step 1	Plan for and carry out physical activity learning, ensuring there is staff collaboration
Step 2	Document physical activity learning in learning stories and include learning outcomes and staff collaboration
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes and staff collaboration

## Collaboration

Step 1	Let your whānau know that you are on your Healthy Heart Award journey and the benefits for you and them
Step 2	Regular promotion of healthy eating and physical activity to whānau
Step 3	Upload your Healthy Heart Award journey announcement and regular promotion to whānau

## Professional development

Step 1	Gather healthy eating and physical activity resources for the staff's professional development
Step 2	Review or develop your professional development plan to include healthy eating and physical activity
Step 3	Develop processes to implement and share learnings from healthy eating and physical activity professional development
Step 4	Upload list of professional development resources, professional development plan and implementation and knowledge sharing processes

## Physical activity policy

Step 1	Find out if you have a physical activity policy
Step 2	Review or develop a physical activity policy in consultation with staff and whānau
Step 3	Include statements on the following in your policy <ul style="list-style-type: none"><li>• Daily planned physical activity</li><li>• Staff role modelling physical activity</li><li>• Allocation of resources for regular professional development of staff</li><li>• Allocation of funds for purchasing physical activity resources</li><li>• Limiting screen time</li></ul>
Step 4	Get staff and/or management to sign and date the policy and include a future review date
Step 5	Upload your finished physical activity policy

## Healthy eating policy

Step 1	Find out if you have a healthy eating policy
Step 2	Review or develop a healthy eating policy in consultation with staff and whānau
Step 3	Include statements on the following in your policy <ul style="list-style-type: none"><li>• Regular (at least once a week) healthy eating education for children</li><li>• Staff role modelling of healthy eating</li><li>• Celebrations, events and birthdays support healthy eating practices</li><li>• Fundraising supports healthy eating practices</li><li>• Allocation of resources for regular professional development of staff</li><li>• Promotion and support of breastfeeding</li><li>• Allocation of funds for purchasing healthy eating resources</li></ul>
Step 4	Get staff and/or management to sign and date the policy and include a future review date
Step 5	Upload your finished healthy eating policy

## Food provision

### Food provided by early learning service

Step 1	Review your menu against the Healthy Heart Award menu checklist and make changes if needed
Step 2	Display your menu to whānau
Step 3	Chef/cook undertakes food safety training (within the last 2 years)
Step 4	Upload your menu, evidence of your displayed menu and food safety training

### Food provided by whānau

Step 1	Review or develop lunchbox guidelines
Step 2	Include recommendations on including everyday (healthy) foods and leaving out occasional (treat) foods
Step 3	Develop procedures that support whānau to follow your lunchbox guidelines including how staff assist whānau who find it difficult
Step 4	Throughout the year, plan and carry out regular education and support for whānau on providing a healthy lunchbox
Step 5	Upload lunchbox guidelines, evidence of lunchbox guidelines issue procedures and summary of education and support for whānau

## Healthy eating learning and teaching

Step 1	Plan for and carry out healthy eating learning activities ensuring there is staff collaboration, whānau engagement and child's voice/ownership
Step 2	Document nutrition learning activities in learning stories and include learning outcomes
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes, staff collaboration, whānau engagement and child's voice/ownership

## Physical activity learning and teaching

Step 1	Plan for and carry out physical activity learning, ensuring there is staff collaboration, whānau engagement and child's voice/ownership
Step 2	Document physical activity learning in learning stories and include learning outcomes
Step 3	Upload 6 learning stories spread out across the last year that show learning outcomes, staff collaboration, whānau engagement and child's voice/ownership

## Collaboration

Step 1	Let your whānau know that you are on your Healthy Heart Award journey and the benefits for you and them
Step 2	Regular promotion of healthy eating and physical activity to whānau
Step 3	Engage the wider community around healthy eating and physical activity
Step 4	Upload your Healthy Heart Award journey announcement, promotion to whānau and evidence of your wider community engagement

## Professional development

Step 1	Gather healthy eating and physical activity resources for the staff's professional development
Step 2	Review or develop your professional development plan to include healthy eating and physical activity
Step 3	Develop processes to implement and share learnings from healthy eating and physical activity professional development
Step 4	Staff take part in healthy eating or physical activity professional development workshop(s)
Step 5	Review professional development attended outlining any changes made to teaching practice or environment, and future plans
Step 6	Upload list of professional development resources, professional development plan, implementation and knowledge sharing processes, list of workshops attended, and review of attended professional development