



Whānau level



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"> • Daily planned physical activity • Staff role modelling physical activity • Allocation of resources for regular professional development of staff 	
Step 4	Ask staff and/or management to date the policy and include a future review date	
Step 5	Upload your finished physical activity policy, and the evidence of staff/whānau consultation	

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"> • Regular (at least once a week) healthy eating education for children • Staff role modelling of healthy eating • Celebrations and events (including birthdays) support healthy eating practices • Fundraising supports healthy eating practices • Allocation of resources for regular professional development of staff 	
Step 4	Ask staff and/or management to date the policy and include a future review date	
Step 5	Upload your finished healthy eating policy, and evidence of staff/whānau consultation	

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

Lunch box centres who provide morning and afternoon tea should provide one week's menu which reflects the [Everyday and Sometimes food criteria](#).

Step 1	Review or develop lunchbox guidelines specific to your centre and provide to whānau (Learn by Heart Lunchbox guideline template)	
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 and evidence of lunchbox guidelines issue procedures	

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 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 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 staff 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 Learn by Heart checklist of professional development resources, Learn By Heart professional development plan and implementation and knowledge sharing processes	

When you have completed the Whānau award, your service will have:

- ✓ Healthy eating and physical activity policies dated and with a future review date. Policies include guidelines on education, staff role modelling, professional development and healthy celebrations/fundraising
- ✓ A 4 week cycle menu meeting the Heart Foundation menu checklist AND/OR healthy lunchbox guidelines developed for your whānau
- ✓ Regular healthy eating education and daily, planned physical activity incorporated into the curriculum and involving all staff
- ✓ Regular support for whānau around healthy eating, physical activity and communication about your Healthy Heart Award journey
- ✓ A variety of nutrition and physical activity resources for staff. Professional development plan and processes for new knowledge sharing