



Rito 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	Ask staff and/or management to 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	Ask staff and/or management to 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

Lunch box centres who provide morning and afternoon tea should provide one week's menu which includes whole or less processed foods, based around fruit, vegetables and wholegrains, low in added sugar, salt and saturated fat.

Step 1	Provide lunchbox guidelines to whānau	
Step 2	Upload lunchbox guidelines and how they are shared with 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	
Step 3	Upload 6 learning stories spread out across the 2-year enrolment period, including 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 2-year enrolment period, including 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 announcement to whānau	

Professional development

Step 1	Gather healthy eating and physical activity resources for staff professional development	
Step 2	Upload Learn by Heart checklist of professional development resources	

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

- ✓ Healthy eating and physical activity policies dated and with a future review date
- ✓ A 2-4 week cycle menu meeting the Heart Foundation menu checklist AND/OR healthy lunchbox guidelines for whānau
- ✓ Regular healthy eating education and daily, planned physical activity incorporated into the curriculum
- ✓ Communication with whānau about healthy eating, physical activity and the Healthy Heart Award
- ✓ A variety of nutrition and physical activity resources for staff



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 includes whole or less processed foods, based around fruit, vegetables and wholegrains, low in added sugar, salt and saturated fat.

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 2-year enrolment period, including 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 2-year enrolment period, including 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 (at least 4 examples)	

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



Pā-Harakeke 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	<p>Include statements on the following in your policy</p> <ul style="list-style-type: none"> • Daily planned physical activity • Staff role modelling physical activity • Allocation of resources for regular professional development of staff • Allocation of funds for purchasing physical activity resources • Limiting screen time 	
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 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	<p>Include statements on the following in your policy</p> <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 • Promotion and support of breastfeeding • Allocation of funds for purchasing healthy eating resources 	
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 includes whole or less processed foods, based around fruit, vegetables and wholegrains, low in added sugar, salt and saturated fat.

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	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 issue procedures and summary of education and support for whānau (at least 4 examples)	

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 healthy eating learning activities in learning stories and include learning outcomes, staff collaboration, whānau engagement and child's voice/ownership	
Step 3	Upload 6 learning stories spread out across the 2-year enrolment period 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, staff collaboration, whānau engagement and child's voice/ownership	
Step 3	Upload 6 learning stories spread out across the 2-year enrolment period 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 (at least 4 examples) and evidence of your wider community engagement	

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	Staff take part in healthy eating or physical activity professional development workshop(s) within the 2-year enrolment period	
Step 5	Review professional development attended, outlining any changes made to teaching practice or environment, and future plans	
Step 6	Upload Learn by Heart checklist of professional development resources, Learn by Heart professional development plan, implementation and knowledge sharing processes, list of workshops attended, certificate and review of attended professional development	

When you have completed the Pā-Harakeke 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, purchasing resources, breastfeeding and screen-use
- ✓ A 4 week cycle menu meeting the Heart Foundation menu checklist AND/OR healthy lunchbox guidelines developed for your whānau with regular, ongoing support
- ✓ Regular healthy eating education and daily, planned physical activity incorporated into the curriculum which involves staff, whānau and captures child's voice
- ✓ Ongoing support and engagement with whānau and the wider community around healthy eating, physical activity and your Healthy Heart Award journey
- ✓ A variety of nutrition and physical activity resources for staff. Professional development plan and processes for new knowledge sharing. Attended professional development within the 2-year enrolment period.