



Healthy Food and Drink Toolkit Early Learning Services

February 2021



This document is a compilation of resources produced by the Ministry of Health and the Ministry of Education, February 2021.

To access and download individual resources contained in this document, customisable versions of templates and an introductory video animation, go to www.health.govt.nz/our-work/preventative-health-wellness/nutrition/healthy-active-learning. At this same site, you can download an electronic copy of the Ministry of Health's *Healthy Food and Drink Guidance - Early Learning Services*.



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Why healthy food and drink environments are important

Te hiranga o ngā wāhi kai me te inu hauora

E tipu ai te pakiaka tangata, me whakatō he purapura wairua. Whakahaukūtia te whenua ki te waiora pūmau kia puta ai ko te hauora.

For the roots of humanity to grow well, spiritual seeds must first be sown. Irrigate with the enduring waters of life, and hauora will result.

Drinking wai and eating healthy kai are essential to hauora.

Te Whāriki, the early years curriculum, acknowledges that all children have rights to the protection and promotion of their health and wellbeing.¹ Because the early years are a period of significant growth and development, and also because most children spend time in early learning services, kaiako have a responsibility to prioritise children's wellbeing and health | mana atua – te oranga nui:

Wellbeing | Mana Atua

Goal 1: Children experience an environment where their health is promoted. Over time and with guidance and encouragement, children become increasingly capable of keeping themselves healthy and caring for themselves | te oranga nui.²


The choices we make about kai and wai are influenced by our environments. These environments include people, places, our values and beliefs and our communities.

In te ao Māori, kai and wai have their own whakapapa and associated tikanga, karakia and pūrākau. Traditionally, Māori ate only whole foods. They gathered these foods from the bush, sea, rivers and lakes or grew them in māra kai. For generations, tāngata whenua understood the unique relationship between the wellbeing of the whenua and the environment (including the importance of access to pure, clean water) and their role as kaitiaki – caretakers of te taiao.

¹ Ministry of Education. 2017. *Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa – Early childhood curriculum*. Wellington: Ministry of Education, p 12.

² Ibid, p 27.





In our learning environments, important values like manaakitanga and whanaungatanga mean we support tamariki to develop healthy eating habits in a way that is relevant and meaningful to them. We put tamariki at the centre, enabling everyone to be involved in deciding what matters, and strengthening their commitment towards the kaupapa of healthy living. We provide a holistic learning environment that cultivates oranga tinana, oranga wairua, oranga hinengaro, oranga ngākau me te oranga whānau – physical, spiritual, mental, emotional and whānau wellbeing.

In our multicultural nation, these ideas are important to everyone. Healthy diets grow strong bodies and contribute to healthy lives.

Our tamariki eat much of their food each weekday in early learning services. We know that their attendance, attention and behaviour improve in education settings where healthy eating is accepted practice.

All licensed early learning services are required to comply with criteria for preparing and serving food and drink on their premises.

You can also promote a supportive environment by developing a healthy food and drink policy with help from your kaiako, whānau, cooks and the wider community.

A healthy food and drink policy helps you:

- create environments that make healthy choices easy
- ensure your service is ‘walking the talk’ – modelling the kinds of healthy behaviours and health-promoting actions that you teach in your curriculum
- show your commitment to improving the health and wellbeing of your tamariki, kaiako, whānau and the community
- support tamariki to make positive choices and develop healthy food and drink preferences.

We have created these resources to help you develop and implement a policy that will make a real difference.

Thanks to all the early learning services who helped develop these resources – ngā mihi maioha ki a koutou katoa.

What a healthy food and drink policy covers Ko tā te kaupapa here kai tōtika me te inu hauora

A healthy food and drink policy is a living document that helps you develop and maintain a shared vision for a healthy food and drink environment. It builds on the great mahi you are already doing to improve the hauora of your tamariki. When developing or updating your policy, you could consider the following areas.



Benefits of having a policy Ngā painga o tētahi kaupapa here

Having a healthy food and drink policy enables you to:

- set out a coordinated approach to increasing the availability of healthy food and drink options
- reinforce healthy eating messages, for example, by making the food and drink you provide consistent with the formal curriculum
- establish effective partnerships – for example, with kaiako, your cook, tamariki and whānau – to move towards a common goal
- communicate your shared vision, ethos and values to tamariki, kaiako and other staff, whānau and the wider community
- show your commitment to improving the health and wellbeing of tamariki, kaiako, whānau and the wider learning community.

A 'how to' guide: Taking it step by step

He aratohu poutama angitu

If you're interested in writing a healthy food and drink policy – or would like to revise one – this detailed step-by-step guide will make the process easier. You can use it to guide you through the various stages of developing, implementing and reviewing your policy. Remember, however, that it is only a guide – what is important is to do what works for your service.



Step 1: Get started Hei tīmatanga

Whether you are developing a policy from scratch or updating an existing policy, you will already be doing some great mahi to support the hauora of your tamariki and staff. You can use the ideas in this toolkit to enhance this mahi, and work on any gaps you identify.

Work on the policy together **Mā rau ringa e oti ai**

Bring together a small group or use an existing one to oversee this mahi. Creating an effective healthy food and drink environment is a collective effort, so get input from a range of people.

Ideally, your group will include:

- ✓ someone to lead and facilitate the group
- ✓ leaders, kaiako and whānau
- ✓ key staff such as your cook
- ✓ people from the wider community who may be of help – for example, local iwi and hapū, your local hauora provider, your community dietitian and/or a community garden organiser.

While tamariki can't be part of this group, they can provide valuable input into your policy. Think about how you might involve them.

The process will go more smoothly if everyone has clear roles throughout it. For example, who will lead each part of the policy cycle and deliver each task? Who will sign off the policy? Who will champion this mahi?

Ask some questions – explore what's happening now **Uia ngā pātai – tūhuratia ngā āhuatanga o te wā tonu**

Look at all aspects of food and drink in your early learning service to find out what is happening. This task could be as simple as a group brainstorm or it could be a more formal audit. You may already have a policy or some rules or activities around food and drink that can help you start.

Seeking a range of viewpoints at this stage will help you get a full picture of what's happening now and will also give you valuable information for later steps.

1

Questions you could ask – choose what’s relevant for you
He pātai hei taurira – whiriwhiria he kaupapa e hāngai ana mōu

- How do we currently promote healthy kai and make healthy choices easy?
- What food and drink are tamariki consuming in our service?
 - What do we provide?
 - What do external organisations (eg, contractors) provide?
- What messages are we sending about food to tamariki and whānau (eg, at events and celebrations, through fundraising and through role modelling by staff)?
- Do some tamariki attend our service without adequate breakfast or lunch?
- What types of free or charitable food do we provide?
- Are we meeting cultural and religious needs related to food and drink?
- Are we meeting special dietary needs (eg, allergies and intolerances)?
- Are the healthy kai messages that we teach in our curriculum reflected in our practice?
- What links can we highlight between these messages and other things we value, such as manaakitanga, Te Whare Tapa Whā, māra – gardens, the value of wai, and caring for Papatūānuku?
- How do we communicate about healthy kai to whānau?
- How are we connecting with the community to support our healthy kai mahi (eg, local businesses, local producers, community gardens, and initiatives to support healthy food and drink)?
- How do we promote our messages about healthy eating – for example, to our tamariki, whānau, kaiako and staff, in newsletters, on social media or on noticeboards or walls?

continued



- Do tamariki have suitable places to sit and eat? Can they easily get a drink of water? Do kaiako eat with tamariki?
- Do we have the resources we need for our healthy eating mahi?
- What can we learn from what other early learning services are doing?

If you already have an existing policy, ask these questions.
Mehemea he kaupapa here kē tāu, tēnā uia atu ēnei pātai.

- What does it cover?
- Does it leave anything out?
- How well are we implementing it?
- What areas can we improve or work on?

What else could you ask?
He aha ētahi atu pātai anō?

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-
-
-



Get inspiration
Kia hihiko te ngākau

For inspiration, look at what others are doing. You can then develop your healthy food and drink policy to reflect the needs and values of your service and your community. This approach will help to create positive and long-lasting change.

Get help
Te rangahau me te tono āwhina

Think about what else you need to do in developing and implementing your policy. Check out other great resources on the internet that support this mahi, talk with your public health unit or district health board about what other resources may be helpful, and seek help from others in your community.



Develop a clear rationale and goals **Whakawhanekehia te pūtake me ngā whāinga kia mārama**

As a group, develop a clear pūtake – rationale and some whāinga – goals for your policy. You'll create a firm foundation for your policy by being clear about what you are trying to achieve and how this relates to your wider values, stated mission and agreed ways of working.

Develop actions **Te whakawhanake mahi**

As a group, develop mahi – actions by exploring these questions.

- What do we want to continue doing and what do we want to change?
- What could we change now?
- What are our priorities?

Draft or refresh your policy **Te tuhi, te whakahou rānei i tō kaupapa here**

Now that you have lots of information, draft a new policy or refresh your existing policy. See the template in this toolkit for help to get started.

Include a review date for the policy, so it's clear when you will next revise and refresh it. The review date should be no more than two years from when the policy is finalised.



Resources to help **He rauemi hei āwhina**

At the end of this 'how to' guide, check out the 'Template for a healthy food and drink policy' that you can use to help develop your own policy, as well as the examples of policies for early learning services.



Step 2: Consult and engage Te whai āwhina

Now is a good time to consult on your draft policy.

Let your wider learning community know about your draft policy and ask for their help. Getting others involved will enrich the policy and help you identify what is possible and where any gaps are.

Who you could talk to Te whakawhitiwhiti me te hunga whaipānga

Give everyone in your learning community a chance to have their say. You could talk to the following people to help develop your policy:

- | | |
|--|---|
| <input checked="" type="checkbox"/> tamariki | <input checked="" type="checkbox"/> representatives from the local hauora/health provider |
| <input checked="" type="checkbox"/> whānau | <input checked="" type="checkbox"/> your local iwi and hapū |
| <input checked="" type="checkbox"/> your cook | <input checked="" type="checkbox"/> external providers and others. |
| <input checked="" type="checkbox"/> kaiako and other staff | |

2

Ways of engaging your learning community He huarahi e whai wāhi atu ai tō hapori

You could engage your learning community by:

- holding a focus or interest group
- holding an event or hui and asking for feedback from the people attending
- displaying the draft policy in the reception area and asking people for feedback – use Post-it notes, a suggestion box and other ways to collect ideas and views
- sending out a simple survey – online and/or a paper copy
- kaiako asking whānau for feedback when they are dropping off or picking up tamariki.

How else could you engage your community? He aha hei mahi māu kia whai wāhi ai tō hapori?



What you should ask Ngā pātai e tika ana kia uia

Although you may welcome general feedback, a brief questionnaire can provide useful information and more focused feedback to help you identify priorities and needs. Questions might differ for kaiako, tamariki, cooks and whānau.

Explore relevant questions to ask Te tūhura i ngā pātai whaitake hei uiui

Choose the questions that are relevant for you.

- Can tamariki access drinking-water easily? Can they fill their cups or bottles from our water dispensers? Are younger children offered water regularly?
- How does our cook design menus? How do they interact with tamariki?
- Does our policy align with healthy eating messages in our curriculum?
- How do we make tamariki, kaiako and whānau feel supported and enhance their mana?
- Do whānau agree with the priorities we have identified? Do they have any other suggestions?
- What are 'hot button' issues? These might include:
 - what we do to ensure no tamariki go hungry
 - availability of drinking-water throughout the day
 - kaiako as role models
 - sponsorship
 - fundraising.

What else could you ask? He aha ētahi atu pātai anō?

-
-
-





3

Step 3: Finalise your policy Te whakaoti i tō kaupapa here

Analyse responses Te tātari whakautu

Analyse what you heard from your consultation. Then use this information to update and finalise your policy.

Questions you could ask He pātai hei taurira

- What good ideas can we build on?
- How do we respond to tricky or conflicting ideas?
- How do we address concerns and still make progress towards a healthy food and drink environment?
- Who haven't we heard from? Why might this be, and how might we work with them in future?
- How will we manage competing priorities?
- What can we do now and what changes do we need to make more gradually?
- What resources do we need? What is our budget?
- What professional development do staff need?

Update and finalise your policy – Te whakahou me te whakaū i tō kaupapa here – so it is ready for sign-off.



Step 4: Bring your policy to life Te whakarewa i tō kaupapa here

An implementation plan will help you plan how to put your policy into practice. For this process to work effectively, someone will need to take on the role of leading it.

4

For each specific action in your implementation plan, you could outline:

- **what** you will do
- **who** will do it and the budget that you need and that is available
- the **timeframe** – when you will do it
- when you will **review or revise** the plan – so you can tell if it's been effective or not.

Your chances of success are greater when people see your changes as achievable and you provide support to implement them.

Think too about what you will do in situations where people don't follow the policy and how you will create a supportive environment to help people implement it.

Healthy food and drink policy: Implementation plan Te mahere whakatinana kaupapa here: Kai me te inu hauora

You can use the template below to help you develop your own implementation plan. For more resources, see:

- a customisable version of this template in the online toolkit
- examples of what you might include in your plan in 'Healthy food and drink policy: Implementation plan examples' at the end of this 'how to' guide.

Goal – whāinga: To create a healthy food and drink environment by putting our policy into action

Actions Ngā mahi	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)

Think about: Whakaarohia:

- how to involve the whole community so everyone has a chance to support the policy and put it into action
- how your leaders can champion the policy, to help build support and lead action on it.

Once your policy and implementation plan have been signed off, you can start putting your policy into action.

Use your implementation plan to take action. Let everyone know:

- what has happened since the consultation
- what choices were made and why
- what is expected from them
- what will happen next
- how you will keep them updated on what is happening with the implementation of the policy.

Share and celebrate
Te tuari me te whakanui

Share your policy widely with your community in a variety of ways (eg, include snippets of your policy in your newsletters and post about it on social media). Set out your policy on your website, display it in your learning environment and include it in your induction process. Remind everyone about it regularly – for example, by highlighting different aspects of the policy and how they are working. Celebrate your successes and welcome feedback and support.

4

Try using different approaches to engage your community
Whakamātauhia ētahi huarahi rerekē kia pai ai tā tō hapori whai wāhi

For example, you might engage them through:

- your website
- whānau newsletters
- social media and online platforms
- letters
- group times or mat times
- posters around your early learning service, including in the reception area and staffroom
- events and hui to celebrate your successes
- your induction process for new whānau.

What else could you do?
He aha atu hei mahi māu?

-
-
-



Resources to help He rauemi hei āwhina

In this toolkit, check out:

- ‘Healthy food and drink policy: Implementation plan’ – template and examples
- ‘A cook’s guide to healthy kai’ – including checklists, quick tips, menu ideas, example menus
- Choking prevention advice posters
- ‘A guide to healthy fundraising, special events and celebrations’.

Step 5: Review and refresh Te arotake me te whakahou

Regularly review and refresh your policy – at least every two years

A regular review and refresh gives you a chance to see what’s working, what’s still a good fit and what might need to change. Follow steps 1 to 4 again, and then set a new date to review and refresh your policy.

5

Questions to consider He pātai hei whakaaro

- Are we meeting the policy whāinga – goals?
How can we tell?
- What successes have we achieved? What made these possible?
- What difficulties have we found? Why have they occurred?
- How can we improve the policy and the way we implement it? What changes do we need to make?



Template for a healthy food and drink policy Te tātaura kaupapa here kai me te inu tōtika



Te pūtake - Rationale

Outline why you have this policy in place, or why it is needed.

Ngā whāinga - Goals

List the desired result(s) of the policy, reflecting your priorities.

Ngā mahi - Actions

Outline what you will do to meet your goals.

Arotake - Policy review process

Note your review date and process. The date should be no more than two years from the start date of your policy.

Waitohu - Sign-off

Signature

Date

You can find a customisable version of this template in the online toolkit.



Policy example A: For a service that provides kai Te taura kaupapa here (A): Mā tētahi ratonga e whakarato ana i te kai

Healthy food and drink policy Te anga kaupapa here kai me te inu

Te pūtake - Rationale

Providing healthy food at our service has many benefits. Tamariki find it easier to learn and they have better attendance, attention, behaviour and levels of concentration. We have a positive learning environment where we promote the hauora of our tamariki by offering healthy and age-appropriate food, plain milk* and water.

This policy reflects the priorities for our tamariki that we identified in consultation with our learning community.

Ngā whāinga - Goals

It is easy for our tamariki to make healthy food and drink choices.

Provide healthy nutritious meals that link the māra to kai.

Our tamariki are kaitiaki o Papatūānuku.

Ngā mahi - Actions

We support our cook to provide food that is consistent with the *Healthy Food and Drink Guidance - Early Learning Services*. We promote kai that is less processed, and that is age appropriate and healthy.

We provide only healthy food, water and plain milk. This includes the food and drink we provide for special occasions and celebrations. We encourage creative ways of celebrating.

We instil a love of māra kai in our tamariki and use this kai in our meals.

Tamariki sit while eating and we serve age-appropriate kai while supervising them at the Ministry of Education's recommended adult to child ratio.

We start each kai time with a karakia.

Kaiako and other adults role model healthy eating. We sit with tamariki at kai time and carry water bottles.

* See the 'List of terms' for a definition of plain milk.





We support mothers to continue breastfeeding by providing a suitable place to breastfeed or to store expressed breast milk.

Healthy, age-appropriate kai is always available so no tamariki go hungry.

Funds are available to buy healthy eating resources and for staff to undertake relevant professional development.

During every induction of whānau who are new to our centre, we show them our healthy food and drink policy, and we talk with them about what they can expect from this policy.

We keep food safe by meeting food safety requirements. For example, we keep hands and kitchen surfaces clean, keep cooked and raw food separate, and cook and store food at the right temperature. We prepare food in line with the Ministry of Health's choking prevention advice.

Kaiako record and sign off in the record book all the food that our service provides and keep this record for at least three months. Food is served at appropriate times and is of sufficient variety, quantity and quality to meet the nutritional needs of each child while they are attending.

Sample template

Date	Food provided	Ingredients	Children	Kaiako signature

Signature _____

Date _____

Review date _____



Policy example B: For a home-based service Te taura kaupapa here (E): Mā tētahi ratonga ā-kāinga

Kaupapa kai ora – Healthy food policy and procedures
Kia heke iho ra i ngā tūpuna, kātahi, ka tika

Te pūtake – Rationale

A considerable body of evidence links good nutrition to educational success for tamariki. If our tamariki are well nourished and have healthy eating habits and ideas, then they will have more positive learning outcomes.

Ngā whāinga – Goals

We will improve the hauora of tamariki through kaupapa Māori nutritional food practices. This policy reflects the priorities for our tamariki following consultation with our learning community.

Ngā mahi – Actions

Tamariki will learn how to grow, harvest and prepare their own kai. They will also learn the importance of caring for Papatūānuku and the whakapapa and tikanga around kai. By doing this we hope that, over time, tamariki will eat less processed kai.

We will provide healthy kai as outlined in the *Healthy Food and Drink Guidance – Early Learning Services*. We will promote healthy kai to our whānau as a preferred option in a non-judgmental way.

We will try to find ways to support every whānau and kaiako to have their own garden and encourage them to take the tamariki to kōhi kaimoana.

We will provide healthy kai at our events and use less processed kai.

We will adopt a ‘water and plain milk only’ rule for drinks. We make water freely available throughout the day.

We will draw on specialists within our whānau to provide professional learning and development on skills such as how to grow your own garden, and on local kupu for kai and kaupapa Māori perspectives of kai.

We look to our kaiako and whānau to be role models of healthy eating.





We will have facilities for hygienically preparing, storing and serving food and drink that meet food safety requirements. We will also prepare food in line with the Ministry of Health’s advice on choking prevention.

Any food the service provides will be recorded in the record book and kaiako will sign it off and keep this record for at least three months. Food is served at appropriate times to meet the nutritional needs of tamariki while they are attending. The food will be of sufficient variety, quantity and quality to meet these needs.

Sample template

Date	Food provided	Ingredients	Children	Kaiako signature



Arotake – Policy review process

Our review process takes place every two years. It will include consultation with kaiako, tamariki and whānau at a hui and also through whānau pānui and our Facebook page. We will use this process to:

- update our knowledge about traditional kai
- review our educational aims for healthy food policy and procedures using evidence from kaiako planning documents and children’s learning stories
- review our budget
- consider how to include any new policy and regulatory requirements.

Whakahou – Revise

The coordinator will incorporate all the review comments into a revised policy that will be presented at the next whānau hui for approval.

Signature _____

Date _____

Review date April 2021



Policy example C: By tamariki for tamariki Te tauira kaupapa here (I): Nā ngā tamariki, mā ngā tamariki

Have you ever thought about inviting tamariki to develop a food policy? The example below indicates how you might set out this policy for your early learning service in writing.

Think about how the tamariki themselves might build on this written record visually. Maybe they could create a short video about healthy food and drink, or take photos of the things they think are important and that matter to them. We know that engaging tamariki in decisions that affect them gives them a sense of responsibility in the community of learning.

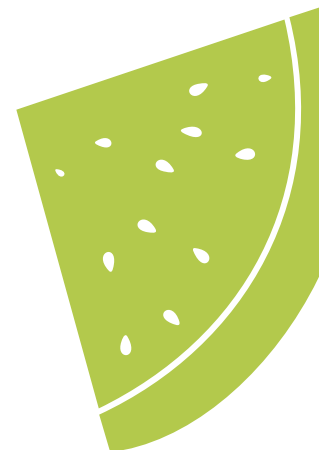
Involving tamariki is also a way of thinking about how the policy can be culturally responsive and inclusive. What languages are spoken in your early learning service, for example?

Our healthy food and drink policy by tamariki for tamariki

Tamariki need healthy food and drink to grow strong and have fun playing and learning.

Ngā whāinga – We want to:

- have healthy food and drink at snack and meal times
- learn about what kai is good for our bodies and brains
- sit down when we eat or drink
- grow kai in our garden here and at home
- look after Papatūānuku here and at home
- learn about all the different kai our whānau eat.





Ngā mahi - We will:

- talk about the kai we eat here
- not talk with food in our mouths
- talk about the kai our cook makes
- help in our māra - garden and eat the food we grow
- be brave and try new foods
- drink only water and plain milk
- share yummy recipes with our whānau
- remind each other to sit down when we are eating or drinking
- help recycle our rubbish and look after Papatūānuku
- help at kai time with karakia, serving the kai and cleaning up
- have lots of fun at kai time when we eat together with our friends and kaiako.

After a really long time, the new tamariki will look at our ideas and see if they are still OK.

Date _____

Review date _____



Healthy food and drink policy: Implementation plan examples

Te kaupapa here kai me te inu hauora: He taurira mahere whakatinana

The table below provides examples of actions that you could include in the implementation plan for your healthy food and drink policy.

What you choose to include in your plan will need to be relevant and meaningful to your service's goals and priorities, so write your plan to fit your policy and your service.

Think about where you might share your plan with your community. For example, you could display it on the whānau noticeboard and in the staffroom. Also track progress by having regular 'check-ins' with staff about how they are putting the policy into action.

Healthy food and drink policy: Implementation plan Te mahere whakatinana kaupapa here: Kai me te inu hauora

Goal - whāinga: To create a healthy food and drink environment by putting our policy into action

Actions Ngā mahi (Examples)	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)
<p>For example, you could ...</p> <p>... host a whānau evening to celebrate our refreshed healthy food and drink policy.</p>	<p><i>Each team member takes responsibility for organising a part of the evening, including:</i></p> <ul style="list-style-type: none"> - communication to let everyone know about it well in advance - setting up and tidying up afterwards - kai/refreshments - giving a brief talk about the policy and implementation plan and having copies for everyone to take home. 	<p><i>Matariki.</i></p>	<p><i>Seek whānau feedback – talk with whānau about the policy at pick-up and drop-off times.</i></p> <p><i>Design a short evaluation of the policy (eg, Google form) for whānau to fill in at the event. Place hard copies and a box for completed forms by the children's lockers.</i></p>

Actions Ngā mahi (Examples)	Responsibility Te kaikawe (Who is going to do this?)	Timeframe Te angawā (When will this happen?)	Review and revise Te arotake me te whakahou (How and when will we evaluate our effectiveness?)
<p>For example, you could ...</p> <p>... feature a section of our policy and what we're doing to implement it four times a year (through posters, displays at our service, online platform or social media)</p> <p>... regularly include 'snippets' of our policy in our newsletter.</p>	<p><i>Each kaiako takes a turn at curating a feature, linking to Te Whāriki and our curriculum design.</i></p> <p><i>Cook provides ideas on what to feature.</i></p> <p><i>Newsletter compiler consults with cook and kaiako on what 'snippets' to include.</i></p>	<p><i>Features: Term 1, February Term 2, May Term 3, August Term 4, November Display or 'pin' each one for the whole month.</i></p> <p><i>Snippets: ongoing (weekly or fortnightly).</i></p>	<p><i>Seek whānau feedback. Encourage online 'likes' and comments, and talk at pick-up and drop-off times.</i></p> <p><i>Seek kaiako feedback. Once a term, they can write their views on sticky notes and put them on the staffroom whiteboard.</i></p> <p><i>Document children's learning throughout the process.</i></p> <p><i>Use all of this feedback when reviewing and revising our policy.</i></p>
<p>For example, you could ...</p> <p>... support our cook to follow the <i>Healthy Food and Drink Guidance – Early Learning Services</i> when deciding on the menu.</p>	<p><i>Head teacher / manager, cook, whānau representative, community dietitian all have a role.</i></p>	<p><i>By 30 June – plan developed.</i></p> <p><i>Implement from 1 July.</i></p>	<p><i>Check in with our cook at least once a month that they feel empowered to provide healthy food.</i></p>

A guide to healthy fundraising, special events and celebrations

Aratohu kohikohi pūtea hauora me ngā takunetanga motuhake

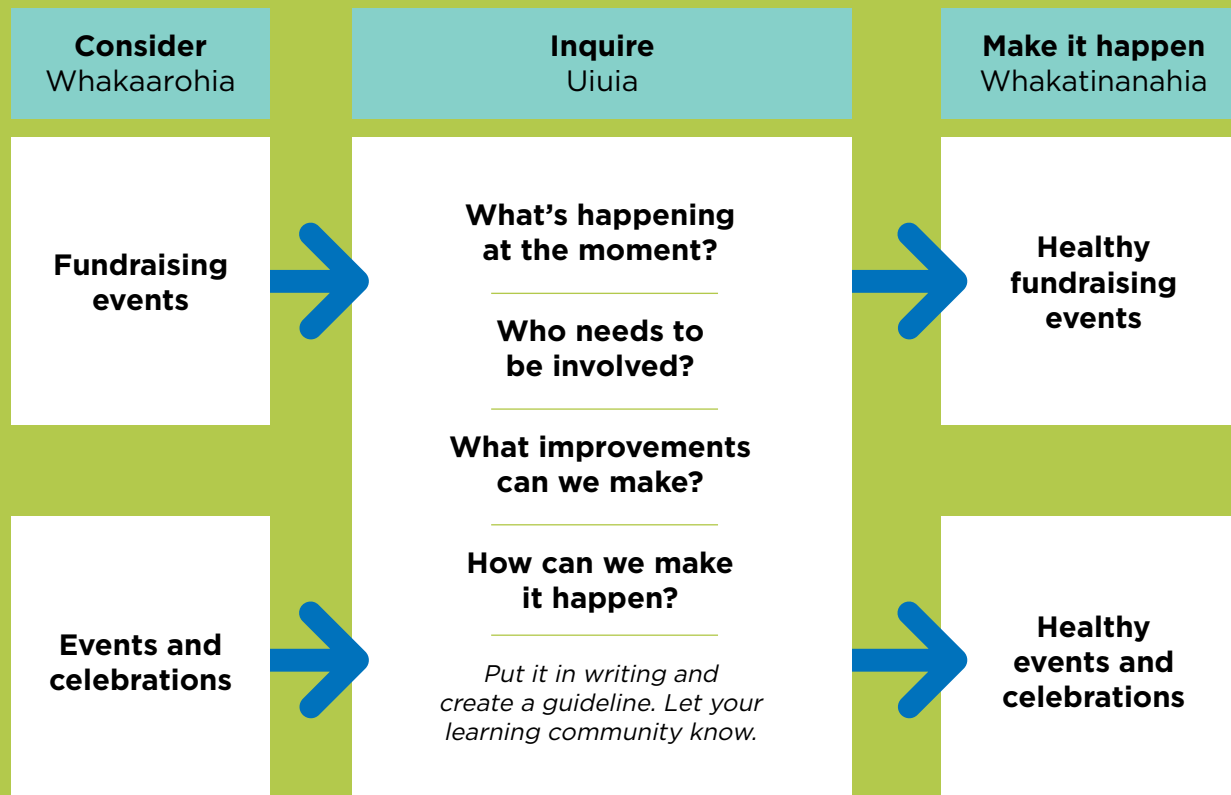
Fundraising opportunities, special events and celebrations are all part of the learning environment. Create guidelines for these occasions that support the goals of your healthy food and drink policy and show that the hauora of your tamariki matters.

A simple approach He huarahi māmā

Consider the fundraising, special events and celebrations that happen at your centre.

How can we make fundraising, special events and celebrations healthier?

Mē pēhea tā tātou whai kia hauora ake ngā kaupapa kohikohi pūtea, ngā takunetanga motuhake me ngā whakanuitanga?



A healthy learning environment provides food and drink that promotes healthy eating.
Ko tā te taiao ako hauora he whakarato i te kai me te inu e whakatairanga ana i te kai hauora.



Healthy fundraising events Ngā kohikohi pūtea hauora

Set the bar high by providing only healthy kai and inu at fundraisers

Do not provide any confectionery or food that is high in saturated fat, sugar and salt, with little nutritional content.

Commit to selling only bottled water or plain milk.

Provide foods that meet the needs of different cultures and religions, and that cater for special dietary requirements.

Meet any requirements set by your local council (eg, for food safety).

'I went to a good market day, a kindy fundraiser. Only healthy food was sold, handcrafts etc made by the tamariki, whānau with the help of kaiako, which came in eco friendly packaging. Was really popular!'

**Pāpā
from the centre**

Ideas for healthy kai to sell at fundraising events He ariā kai hauora mō ngā kaupapa kohikohi pūtea

Examples of fundraising events: discos, gala days, markets, fairs.

Healthy BBQ and grills

Grill your favourite lean meats, chicken, fish, colourful fruits and vegetables. Add salads and wholemeal, wholegrain or grainy bread

Lean burgers

Fish, chicken or lean beef patties, baked falafel or vegetable patties on wholemeal, wholegrain or grainy buns, with a variety of vegetables

Savoury kebabs

Use chicken and lamb, include a variety of vegetables (onions, mushrooms, capsicum, courgettes), add pineapple

Baked potatoes

Fill with baked beans, coleslaw, a little low- or reduced-fat cheese

Hāngi

Lean meat and lots of vegetables

Fruit cups

Fresh and frozen

Pikelets

with a light spread of reduced-sugar jam

Toasted sandwiches

Wholemeal, wholegrain or grainy bread plus lots of vegetable fillings

Boil-up

Remove fat from meat and add lots of vegetables

Fritters

Mussel or vegetable - use minimal oil to fry

Healthy pizza

Split muffins or pita breads as base, add vegetable toppings and small amount of low- or reduced-fat cheese

Filled rolls

Wholemeal, wholegrain or grainy rolls plus lean meats and eggs. Offer a variety of vegetables

Sushi

Salmon avocado, tuna and carrot, chicken teriyaki

Burritos

Lean beef or bean chilli, lettuce, carrot, tomatoes, with a small amount of low- or reduced-fat cheese and topped with fresh coriander

Fruit

Seasonal fruits, fruit salad, fruit salad with low-fat yoghurt

Vegetable soups

Wholemeal, wholegrain and grainy rolls. Vegetables from māra to table

Alternative fundraising ideas Ētahi atu ariā kaupapa kohikohi pūtea

Action Mahi	<ul style="list-style-type: none"> • Skip-athons, walk-athons, dance-athons • Car wash • Car rallies • Scavenger hunts • Progressive dinners
Cultural Ahurea	<ul style="list-style-type: none"> • Wacky hair; dress up like your favourite book character, rangatira or superhero; PJs or onesies; decade (eg, '80s); cultural dress • Centre idol, talent show • Kapa haka, cabaret • Movie night at your centre (remember to check copyright requirements)
Creative Auaha	<ul style="list-style-type: none"> • Art auctions - tamariki art and/or local community art • Tamariki art made into cards, calendars or diaries • A healthy cookbook • Wearable, recyclable art shows
Community wide Hapori whānui	<ul style="list-style-type: none"> • Movie night at local movie theatre, ten-pin bowling • Stocktaking at local businesses • Advertise local businesses (and include their messages of support for your healthy food and drink policy) in your newsletters • Quiz night



Healthy special events and celebrations Ngā takunetanga motuhake me ngā whakanuitanga hauora

Reflect on how you currently celebrate special events and occasions. Have you considered focusing these around fun and spending quality time together? Below are some healthy ways to celebrate.

Birthdays **Ngā rā whānau**

Try fresh-fruit birthday cakes, or cakes made from playdough with real candles.

Wear korowai cloaks, a lei around the neck and special hats for the day.

Birthday star dresses up as a rangatira, favourite superhero or character.

Invite families to share their own cultural traditions around celebrating birthdays.

Prepare a photo montage or slide show or gather a bag of special taonga highlighting what is unique about the birthday tamaiti.

Give a special birthday shout out at daily news or mat time.

Invite whānau members in to celebrate.

Play birthday games – musical statues, treasure hunts, pass the parcel, an archaeological dig – using painted stones, shells and cheap trinkets as treats or prizes.





Ideas for healthy kai to serve at special events and celebrations He ariā mō te whakarato kai hauora i ngā takunetanga me ngā whakanuitanga

Examples of special events and celebrations: hosting manuhiri, shared kai, discos.

When planning what kai to serve, remember to meet the needs of different cultures and religions in your community, and to cater for special dietary requirements.

Savoury Kai mōkarakara

Mini meatballs
made with lean
meat

Mussel, corn
or vegetable fritters
with salad

Chicken and
vegetable soup
with wholemeal,
wholegrain or
grainy rolls

Chicken
and vegetable
curry with
brown rice

Club sandwiches
made with a variety
of vegetables

Wholegrain,
multigrain or
wholemeal crackers,
hummus, salsa,
guacamole, toasted
wholemeal pita
triangles

Lean beef, lamb,
or chicken skewers

Bread cups -
mushroom and
smoked fish filling

Mini wraps
with vegetables

Healthy pizza

Mini cheese scones

Sweet Kai reka

Fruit kebabs

Mini healthy
slices

Pikelets with a
light spread of
reduced-sugar
jam

Mini fruit
oaty muffins

Fruit salad cups





Suggested newsletter or social media snippets for early learning services

He taura pitopito kōrero mō ngā kawerongo, ngā pae pāhopori rānei i ngā ratonga mātauranga kōhungahunga

We are proud our drinks are water and plain milk only

Simple is best – that’s why we are a ‘water and plain milk only’ centre!

The things our tamariki eat and drink affect their health. Swapping sweetened drinks for water and plain milk is an easy way to make a healthy change, and is important for healthy teeth. Healthy brains need to stay hydrated so that they can learn and concentrate – let water or plain milk be your child’s drink of choice.

Did you know?

A 600 ml bottle of soft drink contains around 16 teaspoons of sugar. If you drink one 600 ml bottle of regular soft drink every day for a year, you will consume almost 23 kilograms of sugar from soft drinks alone!

The amount of sugar in fruit juice per 100 ml can be similar to a soft drink. A 350 ml bottle of fruit juice contains around 10 teaspoons of sugar.

Sweetened milks are also high in sugar – you will find around seven teaspoons in a 300 ml carton.

The best choice of drink is water. It has zero sugar and is free from the tap.





What we have done to make the kai we provide healthier

We are committed to improving the hauora of our tamariki, kaiako and other staff, whānau and the community. That is why we are continuing to make our food and drink environment healthier, in line with our healthy food and drink policy.

Our priorities for the next term are: [add your priorities here]. These reflect values important to our service such as manaakitanga and whanaungatanga and support our tamariki to develop healthy eating habits.

We know that healthy eating improves the attendance, attention and behaviour of our tamariki – they have more energy and find it easier to learn. This means it is really important that our service has a healthy food and drink environment.

Thanks for supporting our mahi!

Changes to our menu – enhancing the hauora of our tamariki

We are excited to be launching a new healthy menu in [insert month] for our tamariki. This comes out of our healthy food and drink policy, and fits with the Ministry of Health's *Healthy Food and Drink Guidance – Early Learning Services*. We will be sharing new recipes each week for you to try at home with your tamariki – let us know what you think.

Healthy celebrations

Our celebrations are great opportunities to support the healthy eating messages we teach our tamariki each day. If you are asked to bring a plate to help our tamariki celebrate, we'd love you to send in an age-appropriate healthy option like:

- seasonal fruit – perhaps some mandarins or chopped-up grapes
- mini muffins with whole wheat flour and grated carrots or apple
- wholegrain crackers with slices of low- or reduced-fat cheese
- wholemeal club sandwiches or mini wraps made with a variety of vegetables
- pikelets with a light spread of reduced-sugar jam.

Thanks for supporting our mahi to promote the hauora of our tamariki.





Example invitation to an event

[Name of your early learning service]

**Kia ora e te hāpori
Nau mai, haere mai ki tēnei hui
Our healthy food and drink mahi**

This is the second shared kai evening to talk about the whakapapa of kai and to share some of our traditional practices around growing and gathering kai. We have invited Koro to come and tell us what he remembers about kai when he was a tamaiti.

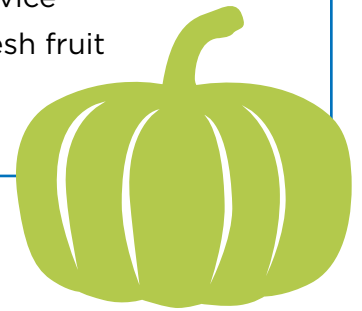
Our tamariki and kaiako are making pumpkin soup using the pumpkins from our māra kai. They want to show you all the recipe!

When: Tuesday

Where: At our beautiful early learning service

What to bring: Bread or salad or some fresh fruit

Please let us know if you can come.



Nau mai, haere mai

A cook's guide to healthy kai He aratohu mā ngā ringawera

Small steps to make the food and drink you provide in your early learning service healthier can make a real difference to your tamariki. They will also help your service to successfully implement its healthy food and drink policy.



1

Create a plan Whakaritea he mahere

- If you can, get together a small team to help you create a healthy menu. For example, you could ask your manager, your head kaiako, a whānau representative and/or a local health professional. Think about how you might involve tamariki as well.
- Become familiar with the Ministry of Health's resources, including *Healthy Food and Drink Guidance - Early Learning Services* and our choking prevention posters, along with your early learning service's healthy food and drink policy.
- With your team, start planning how you will change your menu. Use our 'Making a plan' template to help you.



2

Check your menu Tirohia tō taotaka

- List your present menu. Use the 'Making a plan' template to help.
- For each food or meal, find out how healthy it is and rate it using the *Healthy Food and Drink Guidance* categories - 'green', 'amber' or 'red'.
- Use the toolkit resources to help you. For useful ideas, see our 'Healthy kai checklist' and 'Quick tips for healthy food for tamariki'. For more inspiration, check out our 'Pick and mix' menu ideas and 'Sample menus' for different age groups. 'Kai for tamariki under two years of age' lists 'green' foods that you can provide to the youngest tamariki in your service.

3

Fill your menu with healthy food and drink Kia kapi katoa tō taotaka ki te kai me te inu hauora

- Revise your menu to add healthier food and drinks, and remove less healthy options.
- Check that, according to the *Healthy Food and Drink Guidance* classifications, at least 75 percent of foods on your new menu are 'green' and the rest are 'amber' for two- to six-year-olds, and 100 percent are 'green' for under twos. Make sure no 'red' foods are on the menu!



Making a plan: Simple steps to healthy kai Te whakarite mahere: He huarahi māmā mō te kai hauora

Having a plan for providing a healthy menu will help focus your efforts. It will help you reflect on what changes might be needed, consider and plan for challenges that might come up, and show you what is possible when you make some simple changes. You can use either the template below or, if you prefer, a customisable version in the online toolkit.

Healthy menu plan: Template He mahere taotaka: He tātauirā

Our goal for healthy food and drink provided by our early learning service:
[If your service has developed a healthy food and drink policy, you can copy your goal from that]

Team members:

Date:

Our present menu Tā tātou taotaka o nāianeī

Morning tea
Kai o te ata

Lunch
Kai o te tina

Afternoon tea
Kai o te ahiahi

Drinks
Ngā inu

Other
Ētahi atu



Simple changes we can start with now
He panonitanga ngāwari hei tīmatatanga

Present
food item:

Simple changes to make this a healthier
and/or safer option:

Changes we hope to make in the future:
He panonitanga e tūmanakotia ana mō ngā rā e haere ake nei:

Timeframe:
Te angawā:

Potential barriers:
He taupā torohū:

Possibilities:
Ngā āheinga:

Team's next review date:

What is going well?
He aha e pai ana?

Where to next?
Ki whea ināianeī?

Healthy menu plan: Example He mahere taotaka: He tauira

Our goal for healthy food and drink provided by our early learning service:

We will provide healthy and tasty kai that celebrates the diversity of our tamariki and enhances their hauora.

Team members:

Date: 20 Jan 2020

Cook, senior teacher / manager, whānau representative, local dietitian

Our present menu for 2+ years

Tā tātou taotaka o nāianeī mā ngā tamariki e 2 tau te pakeke neke atu

Morning tea

Kai o te ata

Sandwiches

Muffins

Popcorn

Lunch

Kai o te tina

Macaroni cheese

Burgers

Mini pizza

Afternoon tea

Kai o te ahiahi

Carrot sticks and hummus

Fruit

Quiche

Drinks

Ngā inu

Milk

Water

100 percent juice

Other

Ētahi atu

Fruit smoothies

Simple changes we can start with now

He panonitanga ngāwari hei tīmatatanga

Present food item:

Sandwiches

Juice

Fruit

Popcorn

Mini packaged pizza

Simple changes to make this a healthier and/or safer option:

Swap white bread for wholemeal – add salad.

Remove – offer only water and plain milk.

Provide a variety of fruit every day – fresh seasonal fruit platter, fruit salad or fruit salad and yoghurt. Prepare fruit that is not a choking hazard.

Remove due to choking risk and replace with wholegrain, easy-to-chew crackers.

Make pizza with wholemeal pita bread as the base and use reduced-fat cheese – Hawaiian (use lean meat), margarita, mushroom and corn.

Carrot sticks

Quiche

Fruit smoothies

Cook until soft and cut into strips that little fingers can pick up (for 4+ years, provide raw carrot sticks chopped in the same way).

Change to a frittata and add lots of grated or chopped vegetables (only for 2+ years).

Replace with yoghurt and fruit.

Changes we hope to make in the future:

He panonitanga e tūmanakotia ana mō ngā rā e haere ake nei:

Timeframe:

Te angawā:

Menu

50 percent green, 50 percent amber foods for 2+ years

100 percent green for under twos

Phase out red foods

Menu

65 percent green, 35 percent amber foods for 2+ years

100 percent green for under twos

No red foods

Menu

75 percent green, 25 percent amber foods for 2+ years

100 percent green for under twos

No red foods

By end term 2

By end term 3

By end term 4

Potential barriers:

He taupā torohū:

Tamariki don't like new food

Whānau uncertain about why the menus have to change

Possibilities:

Ngā āheinga:

Promote new menus in newsletters, website, Facebook page, at front desk (*head teacher to action*)

Get tamariki to help create new healthy menu items, then do taste tests - send menu home for whānau

(*Cook / head teacher to action*)

Make sure whānau are aware of changes and why this is happening - involve them where possible (*Cook / head teacher to action*)

Team's next review date: 30 June 2020

What is going well?

He aha e pai ana?

Where to next?

Ki whea ināianeī?

Healthy kai checklist He rārangi kai hauora

Check if a food or drink is healthy by using the *Healthy Food and Drink Guidance* categories of 'green', 'amber' and 'red' to guide you.

This checklist will help you choose the healthiest options.



Offer only water and plain milk to drink. Make cold, fresh water readily available.



Make or buy meals or snacks that **include healthy foods from the four food groups:**

- vegetables and fruit
- grain foods
- milk and milk products
- legumes, fish and other seafood, eggs, poultry (eg, chicken and turkey) and/or red meat with fat removed.



Choose or prepare food with **minimal saturated fat, salt (sodium) and added sugar**. Choose food that is **mostly whole or less processed** and **appropriate** for the child's age and stage.



Limit the **portion sizes** of some foods.

Check the *Healthy Food and Drink Guidance* for limits on portion sizes for cheese, yoghurt and dairy food, custard, processed meat, butter and baked items such as biscuits, slices, muffins and pastries.



Check the **Health Star Rating (HSR)** of some packaged foods. Food and drink products with an HSR display it on the front of their package. Choose products with an HSR of 3.5 or above. Check the *Healthy Food and Drink Guidance* to find out which foods the HSR applies to. For more information on HSRs, go to the Health Promotion Agency's website (www.nutritionandactivity.govt.nz).



Check the **sodium (salt), fibre, sugar and energy levels** of packaged food.

First, look at the *Healthy Food and Drink Guidance* to see if recommendations about sodium (salt), fibre, sugar or energy levels apply to the product. Then check these recommendations against the Nutrition Information Panel on the product's packaging – look for the information in the 'per 100 g' column. (Most packaged food has this panel – see an example on the next page.)



Nutrition Information

Servings per pack 9.5 (17 slices and 2 crusts)

Serving size 74 g (2 slices)

	Average quantity per serving	Average quantity per 100 g
Energy	740 kJ	1,000 kJ
Protein	8.2 g	11.1 g
Fat, total	1.9 g	2.6 g
- saturated	0.4 g	0.5 g
Carbohydrate	29.5 g	40.0 g
- sugars	1.8 g	2.4 g
Dietary fibre	6.5 g	8.8 g
Sodium	270 mg	365 mg



Check that **mixed meals and ready-to-eat meals** (that is, meals containing two or more ingredients from different food groups – eg, pizza, lasagne, macaroni cheese, soup) have **at least 75 percent ‘green’ ingredients, including vegetables**.

For food you prepare yourself, look at the recipe and/or the ingredients.

For packaged foods, look at the ingredient list on the package. The list gives the ingredients in order from highest to lowest amount in the food so the food contains more of an ingredient near the start of the list than an ingredient near the end. Some ingredient lists display the percentage (%) of ingredients that contribute to important characteristics of the food (eg, strawberries in strawberry yoghurt).



Avoid or alter foods that are a high risk for choking – check out our posters on how to alter high-risk foods.




Plan your menu so that it is made up of at least 75 percent of ‘green’ foods using the *Healthy Food and Drink Guidance* categories. Note: for **tamariki under two years of age offer only foods classified as ‘green’**.



Helpful tips for menu planning

He tīwhiri hei āwhina ki te whakamahere taotaka

- 
- ✓ Plan your menu in advance.
 - ✓ Develop rotating menus. This can make your work easier and save time and cost in the long run. For example, rotating in four-week seasonal cycles can provide variety and choice for the tamariki and more certainty for you.
 - ✓ Take into account the time required to prepare the food, the ease of preparation, and the skill, equipment and space needed – all of these impact on what you can prepare.
 - ✓ Choose age-appropriate food and present it in fun, visually appealing ways.
 - ✓ Use a variety of colours, textures and tastes.
 - ✓ Include foods that meet the needs of different cultures and religions, and cater for special dietary requirements.
 - ✓ Choose seasonal and locally grown foods where possible.





Quick tips for healthy food for tamariki aged one to six years

He tīwhiri poto kai hauora mā ngā tamariki tahi ki te ono te pakeke



There are plenty of tasty, healthy and affordable foods that you can provide for tamariki.

See the table below for some quick tips on providing healthy food to tamariki one to six years of age.

	Ideas – Ngā whakaaro for age one year	Ideas – Ngā whakaaro for ages two to six years	What I will do Hei mahi māku (Copy these into your menu plan)
Fruit and vegetables Ngā huarākau me ngā huawhenua	<p>Use plenty of seasonal fruit and vegetables in a variety of colours. Add fruit and vegetables to everything you can.</p> <p>Where fruit and vegetables are a choking hazard, either cook until soft or cut up, grate or spiralise. Remove stones and large pips and seeds. <i>See our poster to help you prepare fruit and vegetables.</i></p>		
Breads, wraps, pita, rice, pasta, noodles, cereals, couscous and crackers Parāoa, tākai, pita, raihi, parāoa rimurapa (pasta), kihu parāoa (noodles), couscous, pihikete maroke	<p>Choose plain and wheatmeal breads, wraps and pita bread options.</p> <p>Choose wheat biscuits, porridge and other low-sugar cereals.</p> <p>Use white rice, plain pasta, unflavoured noodles and couscous.</p>	<p>Choose wholemeal, wholegrain or grainy options where possible.</p> <p>Choose wheat biscuits, porridge and other wholegrain cereals.</p> <p>Use grains such as millet, barley, quinoa, oats, buckwheat and rye in meals and soups.</p> <p>Use wholemeal flour and wholegrains like oats and bran in baked products.</p> <p>Avoid flavoured options, for example, chicken-flavoured noodles.</p>	

	Ideas – Ngā whakaaro for age one year	Ideas – Ngā whakaaro for ages two to six years	What I will do Hei mahi māku (Copy these into your menu plan)
Legumes, fish and other seafood, eggs, poultry (eg, chicken) and red meat Ngā kanopi, ika me ētahi atu kaimoana, heihei, mīti whero	Add legumes such as lentils, chickpeas, black beans and kidney beans to meals, which can help reduce the amount of meat you use. (Drain and rinse canned legumes before use.) Choose lean meat. Remove chicken skin and cut fat off meat. <i>See our 'how to' poster, 'Preparing food to reduce choking risk in early learning services' on lean meat, chicken and fish, to help you prepare these foods in ways that reduce the risk of choking.</i>	Limit use and portion sizes of processed meats, like ham, bacon and salami.	
Dairy Hua mīraka	Use plain milk, and full-fat cheese and yoghurt.	Use plain milk, and low- or reduced-fat cheese, yoghurt and custard.	
Drink Ngā inu	Provide only water and plain milk to drink.	Provide only water and plain milk to drink.	
Spreads, fats and condiments Ngā pani, hinu kīnaki	Use vegetable oils and spreads, for example, canola, olive, rice bran, sunflower, soya, flaxseed, peanut or sesame. Use small amounts of 'reduced fat, salt and sugar' salad dressing, mayo and tomato sauce.		



Do not offer the following foods to tamariki under six years of age as they are a choking hazard:

- large or whole nuts and seeds, dried fruit and popcorn (on its own or as part of a food or meal, eg, bread with large seeds)
- hard-to-chew crackers
- dried meat products and sausages.



Kai for tamariki under two years of age He kai mā ngā tamariki i raro i te rua tau te pakeke

For tamariki up to two years old, early learning services should offer only foods and drinks in the 'green' category in the *Healthy Food and Drink Guidance*. This list of 'green' food and drinks will help you in making only 'green' choices.

Vegetables and fruit

Vegetables	Fresh, frozen, canned (and drained) and dried vegetables, including potatoes, kūmara, taro, cassava and kamokamo
Fruit	Fresh and frozen fruit, and canned fruit in natural juice, drained

Grains, cereals and breads

Breads and crackers	Children from around six months to two years Plain and wheatmeal bread and wraps, and pita bread	
Breakfast cereals	Children from around six to twelve months Iron-fortified baby cereal Iron-fortified baby rice	Children from one to two years Breakfast cereal and porridge with an HSR of ≥ 3.5 and ≤ 15 g sugar per 100g
Other grains	Children from around six months to two years White rice, plain pasta, unflavoured noodles and couscous	

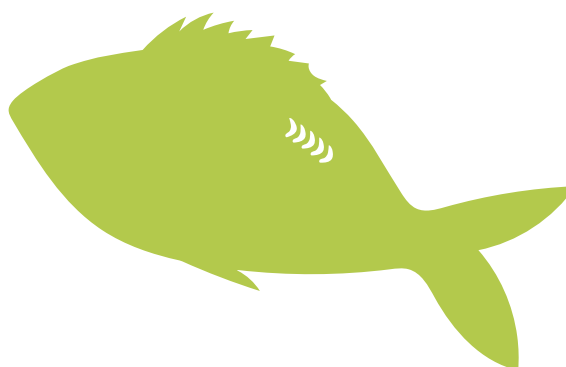


Milk and milk products

Milk	Children up to six months Breast milk (or a commercial infant formula if required)
	Children from around six to twelve months Breast milk (or a commercial infant formula if required)
	Children from one to two years Breast milk Unsweetened full-fat milk (or unsweetened soy milk with added calcium and vitamin B12)
Milk products	Children from around six months to two years Plain unsweetened full-fat yoghurt Cheese (≤ 20 g portion)

Legumes, seeds, fish and other seafood, eggs, poultry and red meats

Legumes	Fresh, dried or canned legumes (drained and rinsed) – for example, beans, peas, red kidney beans, lentils, chickpeas, split peas, tofu and baked beans
Fish and other seafood	Fresh fish or seafood Frozen and canned fish or seafood with an HSR of ≥ 3.5
Poultry (chicken and turkey)	Fresh or frozen poultry with fat removed Poultry with an HSR of ≥ 3.5
Red meat	Meat with fat removed Cooked mince with fat drained
Eggs	All



Mixed and ready-to-eat meals

Note: For children under two years of age, prepare food with no added salt (sodium) or sugar. If using commercially prepared foods, choose those that are low in salt, with no added sugar.

Mixed meals and ready-to-eat meals (meals with two or more items or ingredients from different food groups, eg, pizza, lasagne, macaroni cheese, soup)	Meals that contain vegetables and/or fruit and at least 75 percent green ingredients ¹ and no more than 25 percent of amber ingredients, as assessed by a visual check or referring to the ingredient list
Sandwiches and wraps	Sandwiches and wraps prepared with vegetables and green ingredients only, including the bread
Sushi	Sushi prepared with mostly green ingredients (eg, sushi made with either white or brown rice)

Fats and oils, spreads, sauces, dressings and condiments, deep-fried foods

Fats, oils and spreads	No-added-salt spreads, for example, nut butter Vegetable oils and spreads, for example, canola, olive, rice bran, sunflower, soya bean, flaxseed, peanut or sesame
Sauces and dressings	Salad dressings, mayonnaise and tomato sauce with reduced fat, salt and sugar Use in small amounts or serve on the side
Sweet condiments	Reduced-sugar jam or commercially made compote

Drinks

Milk and water	Offer age-appropriate milk (see 'Milk and milk products' above) Offer water as a drink from about six months of age
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¹ Foods not classified as amber or red (eg, cornflour or baking powder) can also be included.



Sample menu for tamariki aged one to two years He tauira taotaka mā ngā tamariki tahi ki te rua te pakeke

	MONDAY Rāhina	TUESDAY Rātu	WEDNESDAY Rāapa	THURSDAY Rāpare	FRIDAY Rāmere
Morning tea Kai o te ata	Cooked soft carrot sticks* Raita dip Seasonal fruit platter* Plain milk	Vegetable frittata Banana and carrot sticks* Plain milk	Hummus and pita bread fingers Tinned peaches (chopped and juice drained) Plain milk	Quarter boiled eggs and toast soldiers Plain milk	Courgette fritters Seasonal fruit platter* Plain milk
Lunch Kai o te tina	Fish pie with baked vegetable chips Water	Chicken fried rice with salad* (finely sliced spinach, quartered cherry tomatoes, grated carrot) Water	Sapa sui (Samoan chop suey) with vegetables Water	Beef and vegetable lasagne Water	Flaked tuna mixed with couscous and vegetables (grated) Water
Afternoon tea Kai o te ahiahi	Avocado on toast triangles Water and plain milk	Low- or reduced-fat cheese and corn melts on English muffins Water and plain milk	Bread cups with cheesy vegetables Water and plain milk	Yoghurt with fruit salad Water and plain milk	Monkey rolls (banana wrapped in bread) Water and plain milk



- + Children can choke at any age, but those under six years are at a higher risk. See our posters for information on preventing food-related choking, particularly for food marked with an asterisk * above.
- + Note that many great websites offer healthy menu ideas and recipes you can use or adapt.



Pick and mix: Menu ideas for tamariki aged three to six years

He ariā taotaka mā ngā tamariki toru ki te ono tau te pakeke

Here are some kai ideas to inspire your menu. Many websites also offer healthy recipes you can use or adapt.

Use the *Healthy Food and Drink Guidance* to help you choose the healthiest kai. Aim for at least 75 percent 'green' food and completely avoid 'red' foods. Provide only plain milk and water to drink.

Think about what food you choose, and the healthiest way to prepare it, as many things can affect whether foods are classified as 'green', 'amber' or 'red' in the *Guidance*. The category of a food or meal might change, for example, because of certain ingredients, the portion size, its Health Star Rating, the cooking method and/or its nutrient levels, such as the amount of fibre, sodium (salt), sugar and energy (kJ) it contains. All mixed meals, sandwich varieties (eg, rolls, wraps) and salads should contain vegetables. This can make the difference between whether a food is 'red' or 'green'.

Cold kai ideas – He ariā kai mātao

Salads. Add egg, lean meat, low- or reduced-fat cheese or fruit to increase variety:

- roast vegetables, for example, pumpkin, kūmara, potato, carrot, courgette
- potato salad (mix yoghurt with a small amount of mayo)
- seafood
- rice salad
- green salad
- pasta salad
- bean salad
- couscous salad.

Sushi. Use tuna, salmon, chicken, cucumber, avocado and other salad vegetables with rice.

Sauces and spreads.

Use small amounts of 'low fat, sugar and salt' spreads.

Sandwich varieties (always containing vegetables)

Use a variety of bread-like options. Chop smaller, make into shapes or provide mini options of sandwiches, filled rolls, wraps, pita pockets, chapati or naan bread, focaccia, melts, panini, pizza bread – fresh, toasted or grilled.

Choose wholemeal, wholegrain or grainy bread (avoid options with large seeds as they are a choking hazard).

Use healthy fillings – lean meat, chicken, beef, lamb, tuna (in spring water), salmon, egg, falafel, vegetable patty, lean mince patty, low- or reduced-fat cheese, egg, beans, crushed pineapple.



Add lots of vegetables – lettuce, carrot, cucumber, beetroot, tomato, capsicum, spinach. Also try pumpkin, potato, kūmara and courgette.

Hot kai ideas – He ariā kai wera

Melts – either lean meat or tomato/vegetable with low- or reduced-fat cheese
Mouse traps – marmite/vegemite and low- or reduced-fat cheese grilled
Pizza
Pizza bread
Bread-based pie or baked vegetable samosa
Wholemeal garlic bread

Soup and bread roll, for example, vegetable, tomato, pumpkin and kūmara, miso

Baked stuffed potato – crushed pineapple, baked beans, creamed corn, tuna or salmon with salsa and low- or reduced-fat cheese

Frittata

Oven baked vegetable chips – kūmara, taro, potato, carrot, beetroot

Mixed meals (always containing vegetables)

Pasta, for example, spaghetti bolognese, macaroni cheese and vegetables, spaghetti and meatballs, cheesy tuna and vegetables, pasta and tomato sauce with hidden vegetables, tuna tagliatelle

Sapa sui (Samoan chop suey) with vegetables
Dumplings
Fried rice
Risotto
Nasi goreng
Sweet-and-sour chicken balls and rice
Curry and vegetables with rice (eg, chickpea, spinach and kūmara curry)
Stir-fry and rice
Teriyaki chicken with vegetables on rice
Lasagne – vegetable, beef, chicken

Mini burgers – use lean mince patties with salad
Fish pie
Salmon rissoles
Meatloaf
Healthy boil-up – remove fat from meat and add lots of vegetables



Snack ideas – He ariā paramanawa

Corn on the cob
Fritters – tuna, vegetable (eg, corn, courgette)
Hummus and soft vegetables or pita

Fruit*
Fruit salad*
Monkey rolls (banana in bread)

Bread cups – with low- or reduced-fat cheese and creamed corn
Bread sticks

Yoghurt
Yoghurt with fruit
Koko laisa (Samoan cocoa rice)
Age-appropriate cereal (HSR ≥ 3.5) with yoghurt and fruit
Age-appropriate cereal with milk
Creamed rice
Low- or reduced-fat cheese
Boiled egg

Scone or muffin (wholemeal or bran + add fresh or frozen fruit or low- or reduced-fat cheese)

Pinwheels or scrolls – low- or reduced-fat cheese with either marmite or lean meat
Fruit bread (eg, banana bread)
Fruit pikelets

Wholegrain, multigrain or wholemeal crackers/rice wheels

Custard (reduced fat)
Custard (reduced fat) with fruit

Low- or reduced-fat cheese and crackers

Children can choke at any age, but those under six years are at a higher risk. See our posters for information on preventing food-related choking, particularly for food marked with an asterisk * above.

What other ideas do you have?

Sample menu for tamariki aged three to six years

He tauira taotaka mā ngā tamariki toru ki te ono tau te pakeke



	MONDAY Rāhina	TUESDAY Rātu	WEDNESDAY Rāapa	THURSDAY Rāpare	FRIDAY Rāmere
Morning tea Kai o te ata	<p>Apple and cinnamon oat mini muffins</p> <p>Cooked soft carrot sticks (or raw sticks)*</p> <p>Water and plain milk</p>	<p>Vegetable frittata</p> <p>Seasonal fruit platter*</p> <p>Water and plain milk</p>	<p>Low- or reduced-fat cheese and wholemeal crackers</p> <p>Tinned peaches (chopped and juice drained)</p> <p>Water and plain milk</p>	<p>Quarter boiled eggs and wholemeal, wholegrain or grainy toast soldiers</p> <p>Banana and carrot sticks*</p> <p>Water and plain milk</p>	<p>Hummus and wholemeal pita bread fingers</p> <p>Water and plain milk</p>
Lunch Kai o te tina	<p>Pasta (wholemeal) with tuna and vegetables</p> <p>Water</p>	<p>Teriyaki chicken with wholemeal noodles and salad (finely sliced spinach, quartered cherry tomatoes, grated carrot)</p> <p>Water</p>	<p>Chickpea, spinach and kūmara curry with brown rice or naan bread (chickpeas cooked soft, so it is not a choking risk)</p> <p>Water</p>	<p>Mini wholemeal cheeseburgers (low- or reduced-fat cheese) with lettuce, tomato and baked root vegetable chips</p> <p>Water</p>	<p>Vegetarian fried brown rice with tofu and vegetables</p> <p>Water</p>
Afternoon tea Kai o te ahiahi	<p>Low- or reduced-fat cheese and corn melts on grainy English muffins</p> <p>Water and plain milk</p>	<p>Mini wholemeal cheese scones</p> <p>Water and plain milk</p>	<p>Oaty fruit pikelets (add apple or berries - fresh or frozen)</p> <p>Water and plain milk</p>	<p>Avocado on wholegrain rice cakes</p> <p>Yoghurt with fruit salad</p> <p>Water and plain milk</p>	<p>Banana and low-fat custard bowl</p> <p>Water and plain milk</p>



Children can choke at any age, but those under six years are at a higher risk. See our posters for information on preventing food-related choking, particularly for food marked with an asterisk * above.

Check out other websites with healthy menu ideas and recipes you can use or adapt.



Simple healthy food makeovers

He rauemi hei whakangāwari i te whakahou i ngā kai kia hauora ake ai

You can make many popular foods healthier* by making some simple changes.

Simple steps to healthier kai

BEFORE

AFTER



For healthier curry:

Add lots of vegetables.
Use brown rice.
Use legumes, lean meats, fish, poultry.
If necessary, use lite coconut milk or lite coconut cream.



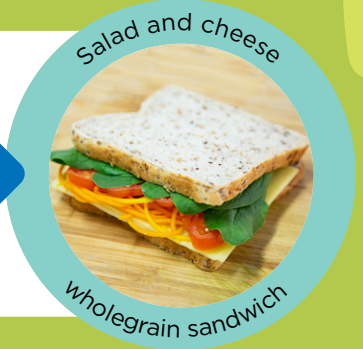
For healthier pasta:

Add lots of vegetables.
Use wholemeal pasta.
Use legumes, lean meats, fish, poultry.
Use small amounts of low- or reduced-fat dairy products like cheese and milk.
Use tomato-based sauces.



For healthier sandwich options:

Add lots of vegetables.
Use wholemeal, wholegrain or grainy bread options - for example, rolls, wraps, bagels, pita pockets.
Use lean meats, fish, poultry and egg.
Use small amounts of low- or reduced-fat cheese.



For a healthier muffin:

Keep your portion size small.
Add some wholemeal flour, wholegrains (eg, oats, bran or seeds) and/or fruit and vegetables (eg, fresh, frozen, canned).
Don't use icing or confectionery.



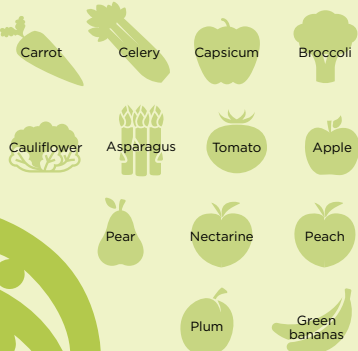
* as classified by the Ministry of Health's *Healthy Food and Drink Guidance*.

A 'how to' guide: Preparing food to reduce choking risk in early learning services

Downloadable as an A3 poster

Fruit and vegetables

Fruit and vegetables that are hard and/or have skins – for example:



For tamariki aged 1-6 years



Slice thinly using a mandolin



Spiralise to create fruit and vegetable spirals



Grate



Cook until soft* and cut into strips that little fingers can pick up



*Soft means easily squashed between thumb and forefinger, or on the roof of your mouth with your tongue

For tamariki aged 4-6 years, you can also

14-6 cm length for the sticks



Cut raw fruit and vegetables into sticks that little fingers can pick up*

Fruit with pips, seeds and stones – for example:



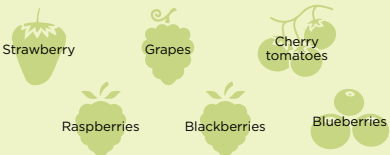
For tamariki aged 1-3 years



Remove any stones, large seeds and large pips

To be healthy, tamariki need a varied and nutritious diet with plenty of vegetables and fruit. For young tamariki who are still learning to chew and move food in their mouths, you may need to alter the texture, size and shape of some foods. Eating a range of textures helps their chewing and biting skills, as well as their speech development. This poster gives examples of fruit and vegetables and how to alter them for tamariki of different ages. See the companion poster 'Lean meat, chicken and fish' for examples for these foods. (Note: Ages are based on the normal range of development in small children.)

Small round fruit – for example:



For tamariki aged 1-3 years



Chop into quarters or very small pieces**



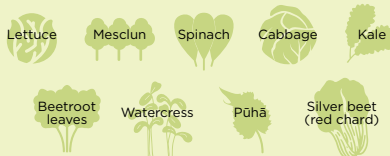
** This is about half the width of a standard dinner fork

For tamariki aged 4-6 years



Chop into halves or quarters

Vegetable leaves – for example:



For tamariki aged 1-6 years



Always finely slice or chop vegetable leaves

Peas

For tamariki aged 1-6 years

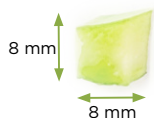


Always cook peas. For younger tamariki aged 1-3 years, also squash them with a fork

Fibrous or stringy fruit and vegetables – for example:



For tamariki aged 1-6 years



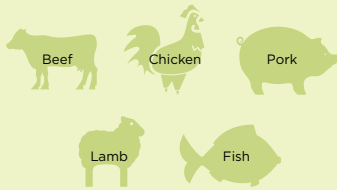
Where possible, peel off the skin and remove any strong fibres from fibrous or stringy fruit and vegetables. Then slice thinly across the fibre grain

A 'how to' guide: Preparing food to reduce choking risk in early learning services

Downloadable as an A4 poster

For young tamariki who are still learning to chew and move food in their mouths, you may need to alter the texture, size and shape of some foods. Eating a range of textures helps their chewing and biting skills as well as their speech development. This poster has examples of lean meat, chicken and fish and how to alter them for tamariki of different ages. See the companion 'Fruit and vegetables' poster for examples for these foods. (Note: Ages are based on the normal range of development in small children.)

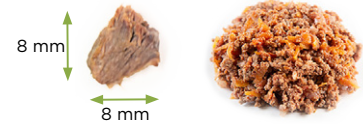
Lean meat, chicken and fish



For tamariki aged 1-3 years



Remove all skin and bones from chicken and fish, and cook all lean meat, chicken and fish until very tender



If not minced, shred or chop into small pieces (8 mm x 8 mm – about half the width of a standard dinner fork)

For tamariki aged 4-6 years



Remove all skin and bones from chicken and fish, and cook all lean meat, chicken and fish until very tender



Offer thin strips that can be eaten in two or more bites



Questions and answers He pātai me ngā whakautu

Healthy Food and Drink Guidance *Aratohu Kai Tōtika me te Inu Hauora*

Q1: What is the *Healthy Food and Drink Guidance - Early Learning Services*?

A1: The Ministry of Health has published *Healthy Food and Drink Guidance - Early Learning Services* with updated food and drink advice for early learning services. It is available in English and te reo Māori. Other *Guidance* documents are available for kura and schools.

Q2: Who is the *Healthy Food and Drink Guidance* designed for?

A2: The *Healthy Food and Drink Guidance* is primarily designed to help early learning services to adopt and implement a healthy food and drink policy. The nutrient criteria help cooks and other staff who provide food at their service to classify foods as healthy or less healthy.

If you source food from external providers, we recommend that you bring their attention to the *Healthy Food and Drink Guidance* and ask that they provide food and drink in line with it.

The *Healthy Food and Drink Guidance* is not designed for use with tamariki or whānau.

Q3: How does the *Healthy Food and Drink Guidance* classify food and drinks?

A3: The *Healthy Food and Drink Guidance* identifies appropriate food and drink options by classifying different foods and drinks as 'green', 'amber' or 'red'. 'Green' items are a good source of nutrition and are the basis of a healthy diet. 'Amber' items should only be eaten occasionally and should not be part of an everyday diet. 'Red' items have poor nutritional value and should be avoided.

An early learning service should provide mainly the healthy 'green' food and drinks. Ideally 75 percent or more of the foods and drinks it provides should be 'green'. For children under two years of age, all (100 percent) of the food and drink it provides should be 'green'.

Q4: I'm not sure what some of the terms in the *Healthy Food and Drink Guidance* mean. Where can I go to learn more about them?

A4: See the 'List of terms' in this toolkit for a quick reference to unfamiliar words and symbols.



Q5: What support is available to help me choose 'green' foods?

A5: The resources in this toolkit, as well as your local public health unit, can help you. You will also find many useful resources on the internet to help you create a healthy food and drink environment.

**Other
Ētahi atu**

Q6: What is a 'healthy food and drink environment' in early learning services, and why is it important?

A6: A healthy food and drink environment means that your early learning service supports healthy eating through all the food and drinks served, eaten and promoted there. The whole learning community needs to contribute to make this happen in a supportive and mana-enhancing way.

Our tamariki eat much of their food each weekday at their service. A healthy food and drink environment helps them to make healthy choices and develop healthy preferences. It also connects their actual experience with the kinds of healthy behaviours and health-promoting actions that you teach.

Kaiako report improvements in attendance, attention, behaviour and levels of concentration of tamariki when healthy eating is accepted practice. Tamariki have more energy and find it easier to learn.



Q7: What is the role of a healthy food and drink policy?

A7: A healthy food and drink policy gives you a framework to provide a healthy food and drink environment in your early learning service. It helps you to identify what needs to change, to work out an implementation plan, and to engage your tamariki, kaiako, cooks and wider community throughout the process.

Q8: How will this toolkit help me?

A8: This toolkit contains resources to help you develop and implement a healthy food and drink policy to create a healthy food and drink environment. We developed the resources together with early learning services.





List of terms He kuputaka

Confectionery

Includes lollies, boiled sweets, toffees and caramels, fudge, fondants, gums (including those that are sugar-free), pastilles and jellies, chocolate, fruit leathers, yoghurt-covered items, candied fruit and nuts and compound chocolate.

Health Star Rating (HSR)

A rating system used on some packaging to help you choose between similar products.

- The more stars the product has, the healthier it is.
- Five stars is the highest rating a product can have.

Important note: Giving a Health Star Rating is voluntary, so you won't see one on all packaged foods.

kJ

Kilojoules

Kilojoules (like calories) measure how much energy a food gives you.

Legumes

Food such as peas, kidney beans, black beans, lentils and chickpeas (sometimes also called 'pulses').

Nutrition Information Panel

The panel on a packaged food that provides information on the average amount of energy (kJ), protein, fat, saturated fat, carbohydrate, sugars and sodium in the food. It describes this amount both per serve and either per 100 g (solids) or per 100 ml (liquids). It may also list other nutrients.

Plain milk

Infants aged 0 to 6 months

Breast milk (or a commercial infant formula if required).

Infants aged around 6 to 12 months

Breast milk (or a commercial infant formula if required).

Children aged 1 to 2 years

Breast milk

Unsweetened full-fat milk (or unsweetened soy milk with added calcium and vitamin B12).

Children aged 2+ years

Unsweetened low-fat milk and plant-based milks (eg, soy, rice, almond, oat) with added calcium and vitamin B12.

List of te reo Māori terms Ngā kupu o te reo Māori

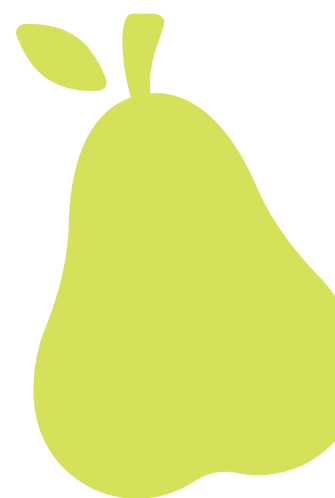
This list includes key words used in the resources.

Ahurea	Culture
Angawā	Timeframe
Ao Māori	Māori world
Arotake	Review
Auaha	Create
Hapori	Community
Hauora	Health
Heihei	Poultry
Hīnu	Fat
Hua mīraka	Dairy
Huarākau	Fruit
Huawhenua	Vegetables
Ika	Fish
Inu	Drink
Iwi	Tribe, extended kinship group
Kai	Food
Kai o te ahiahi	Afternoon tea
Kai o te ata	Morning tea
Kai o te tina	Lunch
Kaiako	Teacher
Kaikawe	Person responsible
Kaitiaki	Guardian, caregiver
Karakia	Prayer, grace, chant
Kaupapa	Purpose, theme
Kihu parāoa	Noodles
Kīnaki	Condiment
Kohi kaimoana	Gather seafood





Mahi	Actions
Mana atua	Wellbeing
Manaakitanga	Hospitality, kindness
Manuhiri	Visitor
Māra kai	Food garden
Oranga hinengaro	Mental wellbeing
Oranga ngākau	Emotional/mental wellbeing
Oranga tinana	Physical wellbeing
Oranga wairua	Spiritual wellbeing
Pani	Spread
Pānui	Notice, announcement
Papatūānuku	Earth, mother earth
Parāoa	Bread
Parāoa rimurapa	Pasta
Pihikete maroke	Cracker biscuits
Pūrākau	Story, ancient legend
Pūtake	Rationale
Rā whānau	Birthday
Raihi	Rice
Rangatira	High-ranking, revered person
Rauemi	Resource
Taiao	Environment, earth, world
Tākai	Wrap





Tamaiti	Child
Tamariki	Children
Tāngata whenua	Local people, indigenous people
Taonga	Treasure; anything prized, precious or of value
Te Whare Tapa Whā	Holistic health model, developed by Mason Durie
Tikanga	Procedures
Tīmatanga	Beginning
Uiuia	Inquire
Wai	Water
Waitohu	Sign-off
Whāinga	Goals
Whakaaro	Think, consider
Whakahou	Review
Whakapapa	Genealogy, lineage, descent
Whakatinana	Realise, make it happen
Whānau	Family, kin
Whenua	Land

