## 2020 TRAINING MODULE



#### 2020 LESSONS FOR LIFE TRAINING MODULE

Meal Pattern Serve Healthy Food for Strong Performers

**MODULE ONE** 

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**HELPFUL TOOLS & RESOURCES**at the end of each module.



#### **MODULE ONE**

#### TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialties 1 or 2)

At the completion of training, participants will:

- 1) Be more familiar with New Meal Pattern requirements.
- 2) Walk away with solutions and answers to their concerns regarding implementation of the New Meal Patterns.
- 3) Be able to find the New Meal Patterns in the 2020 NCA Nutrition Calendar.

TIME

**ACTIVITY** 

**MATERIALS NEEDED** 

#### 5 minutes

Intro game: on a blank sheet of paper, ask participants to either work individually or with a partner to list as many of the New Meal Pattern requirements as they can in 3 minutes. After the specified amount of time, read the actual requirements. Whoever gets the most correct wins a prize.

- · Blank Paper
- Meal Pattern Information
- Small Prize for Winner(s)

5 minutes

Discuss the New Meal Patterns. Make sure that everyone is familiar with the guidelines. This should be a review and not an introductory training.

- New Meal Pattern Requirements
- Meal Pattern Information

40 minutes

Carousel Activity

- New Meal Patterns: Carousel Activity Instructions
- Chart Paper
- Markers
- Meal Pattern Information
- 2020 NCA Nutrition Calendar

10 minutes

#### Conclusion

- What are your expectations as a provider/sponsor?
- 2. Questions?



#### **MODULE ONE**

The Child and Adult Care Food Program (CACFP) was established in 1968. Since its inception there have been no major changes to the original meal pattern requirements until the Healthy, Hunger Free Kids Act of 2010. The purpose of CACFP is to ensure that children and adults have access to healthy, balanced meals and snacks throughout the day. As an effort to continue with this purpose and to align with updated scientific research and suggestions by the American Academy of Pediatrics, and new best practices, the New Meal Pattern requirements were updated and became effective October 1, 2017.

#### **NEW MEAL PATTERNS: COMMUNITY MAP KEY**

#### **INFANTS**

- Two age groups instead of three: 0-5 months and 6-11 months.
- Only breastmilk or formula is served through 5 months, solid foods are gradually introduced as developmentally appropriate, starting at 6 months.
- A vegetable or fruit or both is required to be served at snack as developmentally appropriate starting around 6 months.
- Cheese and cottage cheese are allowable. Cheese food and spreads are not.
- Ready to eat cereals are allowable for snacks around 6 months of age as developmentally appropriate, but must meet sugar requirement (no more than 6 grams sugar per dry ounce).

#### **CHILDREN/ADULTS**

- 1 Vegetables and fruits are now separate components at lunch/supper and snack; vegetables and fruits are combined at breakfast.
- 2 | Juice (100%, pasteurized) is limited to once per day.
- Eat at least one whole grain-rich serving per day across all eating occasions.
- Ounce equivalents are used to determine the amount of creditable grains (October 1, 2019).
- Grain based desserts are no longer allowed.
- Meat/meat alternates may be served in place of the grain requirement at breakfast no more than three times/week.
- **7** Tofu (firm) counts as a meat alternate.
- Serve breakfast cereals and yogurts within required sugar limits (cereals are no more than 6 grams per dry ounce and yogurts no more than 23 grams per 6 ounce).

#### THE ACTS WORK TOGETHER

Each month the 2020 NCA Nutrition Calendar highlights one of the New Meal Pattern requirements. Along with the requirement, snack suggestions and recipes are provided for all twelve months.

Take a look at the highlighted meal pattern for April. As a best practice, we know that we should serve a variety of fruits and vegetables. The meal pattern also adds that juice (100%) is limited to only once per day. The nutrition note tells us about the importance of fruit and how it provides essential vitamins and minerals for our bodies. This information is tied together with a yummy snack or side of Fruit Patterns.

#### **MODULE ONE**

#### **HEALTHY COMMUNITY FABULOUS FOUR**



WHOLE GRAIN eaten as part of a healthy diet has been shown to reduce constipation and different types of chronic diseases such as coronary heart disease. In addition, they provide important nutrients like fiber, B vitamins and minerals. The New Meal Pattern requirements state that providers must serve a whole grain-rich item at least once throughout all eating occasions every day.

Knowing what to look for on the label is the first step in meeting the new requirement. Whole grain should be listed as the primary

ingredient or the second ingredient, only after water. Examples of whole grain ingredients include: whole wheat, brown rice, wild rice, oatmeal, bulgur, whole grain corn, and quinoa. Products that are listed as 100% whole grain are definitely good choices, but remember labels can be deceiving. Even if a label says multigrain or made with whole grains, it still may not contain enough whole grain to be considered whole grain-rich.

Providers have the option to serve the whole grain-rich item at any meal or snack throughout the day. It does not always have to be at the same time. In one week, a provider could serve a whole grain-rich snack, the next day serve a whole grain-rich cereal at breakfast, and the following a whole grain-rich pasta at lunch. This allows for providers to serve whole grain-rich with variety for the children. In July of the 2020 NCA Nutrition Calendar, you can find a serving suggestion for whole grain-rich items.

#### **WHOLE GRAIN TIPS**

- 1) For homemade recipes, combine white flour with whole wheat flour until the children are fully accustomed to the new taste of whole grain. When cooking with corn meal, swap out for whole corn meal. You can also use white whole wheat flour with the same nutrients as whole wheat flour, but with the lighter color that children may prefer.
- 2) Experiment and have taste tests with the children. Try different brands and serving suggestions for whole grain-rich products and recipes. What does everyone like the best?
- 3) Include learning about whole grains in your lesson plans at meal times and during games and activities.

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#### **MODULE ONE**

#### **HEALTHY COMMUNITY FABULOUS FOUR**



FRUITS AND VEGETABLES are superfoods packed with essential vitamins and minerals. By eating a diet rich in fruits and vegetables, many diseases such as heart disease, type II diabetes, high blood pressure and certain types of cancer can be prevented.

The New Meal Pattern components separate the categories of fruits and vegetables. While these can be combined at breakfast, they must remain separate components at both lunch and snack.

#### IS IT A FRUIT OR A VEGETABLE?

This is an age-old question, but with the new guidelines, quite important. The New Meal Patterns will be based on the culinary definition which is defined by whether the food is typically used in a savory or sweet dish. Savory will be counted as a vegetable, while sweet will be considered a fruit. Tomatoes and avocados, based on this, would be a vegetable.

#### **VEGGIE AND FRUIT TIPS**

- Serve a variety of fruits and veggies.
   When seasonal fresh fruits and vegetables are not an option, choose canned, frozen, or dried.
- 2) When purchasing canned fruits, look for canned in water or 100% juice.
- 3) Be aware of added sugars in canned, frozen, and dried fruits and vegetables.
- 4) Involve children. Whether it is growing fruits and vegetables in the garden or asking kids to help prepare food in the kitchen, when children are involved they are more willing to try new foods.
- 5) Make fruits and vegetables available and easy for children to eat.

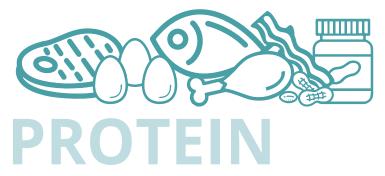
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Check out February, March, April, May, June and August in the 2020 Nutrition Calendar for recipes focused on fruits and vegetables.



#### **MODULE ONE**

#### **HEALTHY COMMUNITY FABULOUS FOUR**



Eating a variety of meats will provide children with protein, B vitamins, and minerals helping their bodies grow and protect the brain, heart, and nervous systems. There are so many varieties of meats to choose from and even more ways to prepare them. If a child does not like one thing, there are many other options to try!

Often if we ask children to be involved in the cooking process and try to make food fun, we will have more success of getting them to eat the food we are serving. Where developmentally appropriate, ask the children to help in the kitchen. Together, you can create silly, fun names for different dishes. Don't forget to ask them what their favorites are.

Visit the months of January, September, and October in the NCA Nutrition Calendar for tasty, protein packed recipes.

Serve one of these options either grilled, roasted, baked, poached, boiled or broiled:

Meat	Beef, ham, pork, lean luncheon meats
Poultry	Chicken, duck, goose, turkey
Seafood	Catfish, tilapia, salmon, flounder, tuna, halibut, shellfish
Meat Alternates	Eggs, yogurt, cheese, cottage cheese, dry beans and peas, certified soy products, nuts, seeds

NOTES		

#### **MODULE ONE**

#### **HEALTHY COMMUNITY FABULOUS FOUR**

## LESS SUGAR

While sugar is a natural substance found in healthy foods like fruit, milk, yogurt, and cheese, we should limit the amount of added sugar we serve and consume. Added sugars are often consumed in beverages, desserts, and the jams and syrups we use at breakfast.

When considering the food you are serving, always look at the ingredients first. If you see items such as corn syrup,

HELPFUL RESOURCES after page 12 nectars, brown sugar, high fructose corn syrup, and dextrose, try to find an alternative, healthier item to serve. Remember, yogurt cannot have more than 23 grams of sugar per 6 ounce

serving and cereal cannot have more than 6 grams of sugar per dry ounce.

Birthdays and special occasions are often celebrated with foods that have added sugar and if consumed in minimal amounts, it is always a delicious added treat. However, you can make daily substitutions when it is not a special occasion.

INSTEAD OF	TRY
Sodas, Sweetened Beverages	Water or low-fat, fat-free milk, 100% fruit juice
Dessert	Yogurt smoothie
Sweetened Snacks, Packaged Foods	Plain yogurt, unsweetened applesauce, frozen fruit, 100% fruit bars
Sweetened Cereals	Cereals with little or no added sugar, whole grain-rich cereals, oatmeal with fruit
Jam or Jelly	Fruit
Fruit Snacks	Raisins or other low sugar dried fruit



NOTES	

#### **MEAL PREP**

One of the keys to healthy eating and a way to avoid quick, but sugar-heavy snacks is to plan your menu and prep ahead of time. Buy healthy foods in bulk and make single serving snack containers that are easy to grab and go. This can become the "go to" instead of the easy, but unhealthy, sugary snacks.

### **CAROUSEL ACTIVITY**

**OBJECTIVE** Participants will be able to question, find solutions and give ideas for each New Meal Pattern.

MATERIALS New Meal Patterns Carousel Activity instruction sheet, chart paper, markers (one color per

group), Meal Pattern Information Sheet, 2020 NCA Nutrition Calendar

#### **INSTRUCTIONS**

- 1) On separate sheets of chart paper write a New Meal Pattern requirement at the top. Try to choose requirements that your providers might consider more difficult.
- 2) Draw the following graphic organizer on each chart paper below the listed meal pattern. The columns will be labeled 1 question, solution suggestion, 1 recipe idea.
- 3) Divide your participants into groups. Ideally you would like as many groups/partners as you have chart papers. If you have less groups, you will just do more rotations. Assign each group a starting poster.
- 4) Each group will have a different color marker. When they get to their poster, they will have a couple of minutes to discuss and write their answers to fill in the chart. They can comment or make emojis for previous answers. They can use the 2020 NCA Nutrition Calendar and information sheet as tools. The first group may or may not have a suggestion for the question they write. Following groups will add suggestions to the previous questions.

MEA	L PATTERN REQUIRE	<b>MENT</b>
1 Question	Suggestion	1 Recipe

- 5) Teams rotate to all of the posters, adding to what was written by previous teams. Play music during each rotation for more fun.
- 6) When finished, participants can do a gallery walk or go over as a group. Take a photo of your chart to take back and share with your team.
- 7) For debrief, ask participants what their favorite suggestion was, address the most common questions, ask what they found the most interesting or what they are still concerned about.

#### **MODULE ONE**

#### **ADDITIONAL ACTIVITIES**



#### **HEALTHY RECIPE SWAP**

Everyone can bring in their favorite creditable, healthy recipe that follows the New Meal Patterns and have a recipe swap.

HELPFUL
RESOURCES
after page 12

BRAINSTORM



Brainstorm a variety of whole grain-rich breakfast, lunch, supper, and snack ideas. Work together to plan a menu for a whole week or month that meets the whole grain-rich

requirement of one serving per day. You can repeat for fruits, vegetables, and meat/meat alternate.

#### **OPEN DISCUSSION**

Discuss with your providers their biggest concerns regarding the New Meal Patterns. Ask how you, as a sponsor, can help.



#### **HOME GARDEN**

Fruits and vegetables are always a priority in a healthy diet and they are now separate components in the New Meal Patterns. Many providers grow home gardens. Ask them to share their stories of creating a home garden or have a garden expert come in and help get your providers started on a garden of their own.

#### Don't have a lot of room for a garden?

Try growing snap peas along your fence line or tomatoes in 5 gallon buckets. Here are some more small garden ideas:

Raised Garden Bed Window Box
Wall Planters Planter Boxes
Strawberry Pots Garden Ladder
Hanging Baskets Teepee Trellis



OTES	

1.	TRUE OR FALSE? The New Meal Patterns have two age groups instead of three for infants.
	TRUE FALSE
	What are the age groups for infants?
2.	Juice is limited to servings per day.
3.	When looking for a whole grain-rich food, what should the first ingredient listed be on the food label? Examples are?
4.	TRUE OR FALSE? If a label says multigrain or made with whole grains, the product is always considered whole grain-rich.
	TRUE FALSE
5.	At which meal should you serve your whole grain-rich item?
6.	Why should we encourage diets rich in fruits and vegetables?
7.	With the new guidelines, how do I know if the food is considered a fruit or a vegetable?
8.	What are examples of seafood protein you can serve?
9.	What should you look for on a food label when trying to avoid high calorie foods?
10.	What are some examples of healthier alternatives to sweetened snacks?

## CERTIFICATE OF COMPLETION 2020 CIRCUS ACTS: LESSONS FOR LIFE TRAINING



This cert	tifies that
Provide	er Name
	dule of the NCA 2020 Nutrition Calendar the training quiz for
Meal Pattern Serve Health	ny Food for Strong Performers
Total Training 1 (Quiz must be completed	Fime
Executive Director	Sponsoring Agency
Date of Completion	Workshop Location



## **Helpful Tools**

Use these recipe cards to write down and share all the great recipe ideas that meet the New Meal Patterns and are CACFP Creditable.

recipe		<u>ئے</u>
ingredients	directions	
		cacfţ
<u> </u>		cacfp
	directions	cacfp
ingredients	directions	cacfr
ingredients	directions	cacfp

#### **MODULE TWO**

#### TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialty 1)

At the completion of training, participants will:

- 1) Explain how and why we have CACFP best practices.
- 2) Know the CACFP best practices and make suggestions to apply them at their child care home or center.
- 3) Use the 2020 NCA Nutrition Calendar to aid in best practices.

TIME ACTIVITY MATERIALS NEEDED

5 minutes

#### Introduction

- 1. Discuss how the best practices were created.
- 2. Why are they important as a sponsor? Provider?

Best Practice Information Sheet

40 minutes

#### Monthly Meal Planning Activity

- 1. Divide the participants into 12 pairs or groups (use method on instruction sheet)
- 2. Each group will brainstorm ideas for breakfast, lunch and snack using the best practice featured in the calendar for their assigned month.
- 3. Have participants share.
- 4. Make sure that participants leave with all of the other completed monthly handouts so they have ideas for months other than the one that they completed.

- Monthly Meal Planning Activity Handout
- Instructions
- Fruit and Veggie Cards

10 minutes

Discuss how the calendar can help when meal planning.

- What do you notice on each month when you look through the calendar? (best practice listed and snack suggestions)
- 2. How can this help in planning?

Calendars

• Best Practice Information Sheet

#### 5 minutes

#### Conclusion

- 1. What questions do participants have?
- 2. Discuss specific expectations of sponsor for providers.



#### MODULE TWO

#### **CACFP BEST PRACTICES**

Best Practices are defined as: "A procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption." - Merriam Webster

The USDA created a diverse seven-member panel with expertise in nutrition education to create the CACFP Best Practices. These practices serve as a guide for child care providers who choose to take additional steps to offer high-quality and nutritious meals in their program. Strategies are supported by evidence and have been shown to be effective. They were created to promote consistency in programs and increase confidence that education efforts will result in positive nutrition and health-related behavior changes.

The 2020 NCA Nutrition Calendar and Record-Keeping System highlights a different CACFP Best Practice each month and provides a correlating snack suggestion. This training component focuses on what child care providers can do to adopt best practices so that they are seamlessly incorporated into menu-planning and daily routines.

#### THE THREE RING STARS: CACFP BEST PRACTICES

INFANT Support mothers who choose to breastfeed their infant by encouraging mothers to supply breastmilk for their infants while in day care and offer a quiet, private area that

is comfortable and sanitary for mothers who come to the center or day care home to breastfeed.



#### **MEAT/MEAT ALTERNATE**

- Serve only lean meats, nuts, and legumes.
- Limit serving processed meats to no more than one serving per week.
- Serve only natural cheeses and choose low-fat or reduced fat-cheeses.



#### **MILK**

• Serve only unflavored milk to all participants. If flavored milk is served to children 6 years old and older, or adults, use the Nutrition

Facts Label to select and serve flavored milk that contains no more than 22 grams of sugar per 8 fluid ounces, or the flavored milk with the lowest amount of sugar if flavored milk within this sugar limit is not available.

• Serve water as a beverage when serving yogurt in place of milk for adults.



**GRAINS** Provide at least two servings of whole grain-rich grains per day.

#### **VEGETABLE**

- Make at least 1 of the 2 required components of a snack a vegetable or a fruit.
- Provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas (legumes), starchy vegetables, and other vegetables once per week.



#### **FRUIT**

- Make at least 1 of the 2 required components of a snack a vegetable or a fruit.
- Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.

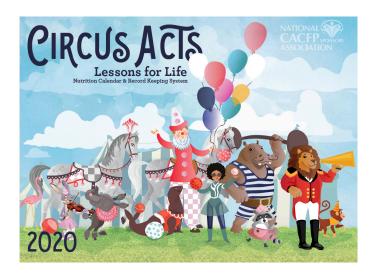
#### **ADDITIONAL BEST PRACTICES**

- Incorporate seasonal and locally produced foods into meals.
- Limit serving purchased pre-fried foods to no more than one serving per week.
- Avoid serving non-creditable foods that are sources of added sugars, such as sweet toppings (e.g., honey, jam, syrup), mix-in ingredients sold with yogurt (e.g., honey, candy, or cookie pieces), and sugar sweetened beverages (e.g., fruit drinks or sodas).
- Adult day care centers should offer and make water available to adults upon their request, throughout the day.

#### **MODULE TWO**

Each month, the 2020 NCA Nutrition Calendar features performers at the circus in addition to a craft, physical activity and recipe following the theme. A best practice is also included which incorporates meal suggestions. You can customize and build around the theme as much as you choose.

Take a look at April 2020 featuring fun clowns and colorful balloons. The children make their own colorful side dish or snack with the Fruit Patterns recipe incorporating the best practice of serving a variety of fruits and choosing whole fruits more than juice. We add more important information with the meal pattern note of not serving juice more than once per day and the nutrition note discussing the importance of fruit



in a balanced diet. The craft incorporates color with children making their own paper plate clowns. Then as the physical activity, children get to be silly while trying to balance objects on their head like a clown would. Everything ties together nicely each month.

There are times that even when we know what the best practice is, we still have difficulty adding that idea to our meal planning. We also know as child care providers, we must serve foods in a variety of ways as some of our picky eaters will eat food prepared one way and not in another. You will find a list of snack suggestions for each CACFP Best Practice for that month. A variety of options are represented to meet the CACFP Best Practice. There are many ways to serve a fruit and vegetable or to provide a protein source!

In October, the CACFP Best Practice focus is to serve only lean meats, nuts and legumes. Try the Three Bean Soup recipe which follows this best practice. Did you know that a legume is actually a vegetable? Even better, it's not processed and is nutritious for kids!

#### **INQUIRING MINDS**

A child's favorite question is "why?" Sometimes giving the why is all a child needs to move forward on trying something new.

Visit your local library for food and nutrition kid-friendly books. In the calendar, Nutrition Notes are provided to help you give a little more information to those inquiring minds. Did you know that whole grains help supply valuable nutrients to our bodies and reduce risks of heart disease, stroke, cancer, and obesity? Or did you know that protein slows digestion, making us feel full longer, and helps keep our blood sugar levels even while providing vital nutrients? Check out the rest of the calendar months to find more interesting tidbits of information you can share with your inquisitive kids!

#### **CHOOSING YOUR FAVORITE**

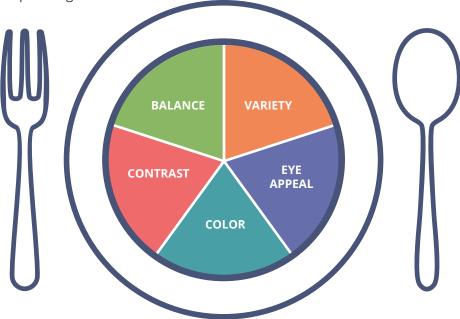
Children and adults develop their own "favorites." As their child care provider, help each child find what their favorites are and introduce new ways to serve those same favorite foods.

Let's take November for example. Most children love bananas and peanut butter, but have they ever tried them together? Using the recipe Roll Ups, combine the two and discover a new recipe that every child will enjoy. This will help you follow the best practice of making at least one of the two required components of every snack a vegetable or fruit and it will show them a new way to eat two of their favorites.

#### **MODULE TWO**

#### **PUTTING YOUR PROGRAM TOGETHER**

Thoughtful menu planning will ensure healthy, balanced and nutritious meals. The USDA has outlined the five basic steps of careful menu planning.



#### **STRIVE FOR BALANCE**

- Balance Flavors Too much of any one flavor will make the plate unappealing for children.
- Balance Unhealthy Fats Serve high saturated fat foods with vegetables and fruits.

**CONTRAST** on the plate to make meals more appealing. Consider the following:

- Texture
- Taste
- Appearance
- Size and shape of the food

#### THINK ABOUT COLOR

- Avoid all the same color. Add at least two colors to your plate each meal.
- Fruits and vegetables are great for adding colors from the rainbow.
- Add color to colorless foods, pair mashed potatoes with broccoli.
- Add spices to foods to add a little color. Paprika or green herbs provide color to white potatoes.

#### **EMPHASIZE VARIETY**

- Food Choices Serve a variety of different meat/meat alternates throughout the week. Try hamburger one day and chicken the next. The same applies to your side dishes, provide several options throughout the week.
- Serving Style There are many different ways to serve healthy foods: casseroles, soups, sandwiches and salads.
- Food Form Try out different ways of serving meats and vegetables. Prepare vegetables in various ways to include raw, steamed, roasted or in a salad. Vary your spices and seasonings.
- Include a Surprise Make meal time adventure time.
   Offer new foods with other foods that children are familiar with.

#### **CONSIDER EYE APPEAL**

- Presentation is Key If a plate does not look good visually, it is less appealing to a child.
- Consider how food is presented and placed on the table.

#### MONTHLY MEAL PLANNING

#### **OBJECTIVE**

Create a variety of menu suggestions that meet the best practice listed in each month

of the 2020 NCA Nutrition Calendar.

#### **MATERIALS**

**Monthly Meal Planning Activity Handouts** 

Fruit and Veggie Cards – You will be using these to place your participants into groups. Ideally, you would like to have 12 partners or groups. If needed, groups can complete the activity for more than one month. Make sure you have enough different

fruit and veggie cards to divide the groups evenly.

For example: 3 apples, 3 bananas, 3 broccoli, 3 radish, 3 cherries and 3 carrots = 18 participants, 6 equal groups, each group can complete 2 months.

HELPFUL
RESOURCES
after page 21

#### **INSTRUCTIONS**

- 1) When everyone comes in for the training, welcome them and randomly hand them a different fruit or veggie card. These can help you separate the group for other activities as well.
- 2) Ask each person to find all of the other people in the room with the same fruit or veggie. This will be their group for the activity. If groups are too large, split them and provide multiple copies of the handouts.
- 3) Hand out the Monthly Meal Planning Activity Sheets. Each group will have a different handout, representing the 12 months. If you have enough participants, make multiple copies to fit your needs.
- 4) Each group will complete their months.
- 5) Ask groups to share when finished.
- 6) During a break, make copies of all completed handouts so that each participant leaves with a full 12 months of suggestions.

NOTES		

#### **MODULE TWO**

#### **ADDITIONAL ACTIVITIES**



#### **BEST PRACTICE RECIPE SWAP**

Before the training ask participants to bring in their favorite recipe. As a group, go through the recipes and match them with a best practice.

Is there anyone in your provider group that has a different favorite recipe? Do a recipe swap and add their favorite

HELPFUL RESOURCES after page 20

to your list. Now you are ready to start menu planning and grocery shopping!

#### **BEST PRACTICE CHALLENGE**

The group activity asked you to think of ways to implement the best practice featured each month. Let's challenge ourselves



to go a bit further. Look at the best practice for the month. Try to meet the best practice at least three days a week with your snacks, breakfasts, and lunches. Hopefully, you're trying new recipes and finding new favorites along the way!

#### **OPEN DISCUSSION**

- a. Looking through all of the best practices in the calendar, which one do you find the easiest to incorporate into your everyday routines and menus? Why? How do you follow this practice?
- b. Looking through all of the best practices in the calendar, which one do you find the most difficult to incorporate into your everyday routines and menus? Why? What are some new ideas to make this less difficult?
- c. As mentioned in the training module, food needs to be served in a variety of ways. What are some different ways to serve a common item? Choose several to discuss.
- d. The training module suggests using different books to educate children on nutrition and healthy eating habits. What are some of your favorite books that serve this purpose?

#### **BEST PRACTICE MATCHING**

Using the table, cut out each square. The participants will try to recreate the table matching the correct best

HELPFUL RESOURCES after page 21

practice to the snack suggestions. On the blank squares, they will write their own ideas.



NOTES	

1.	How many servings of whole grain-rich foods should you serve per day if following the best practice?
2.	TRUE OR FALSE? Nuts and legumes count as a meat alternate.
	TRUE FALSE
3.	Which month in the 2020 calendar features the best practice, make at least two of the required components of snack a fruit or a vegetable?
4.	What types of contrast should you consider when creating an appealing plate?
5.	Why is presentation key on a plate?
6.	What is the CACFP best practice listed in February 2020?
7.	When following the best practice for milk, the milk should contain no more than <u>22</u> grams of sugar.
8.	Why are the CACFP best practices important?
9.	When menu planning, what five categories should you consider?
10.	How do you incorporate the best practices into your everyday menu?

## **CERTIFICATE OF COMPLETION**



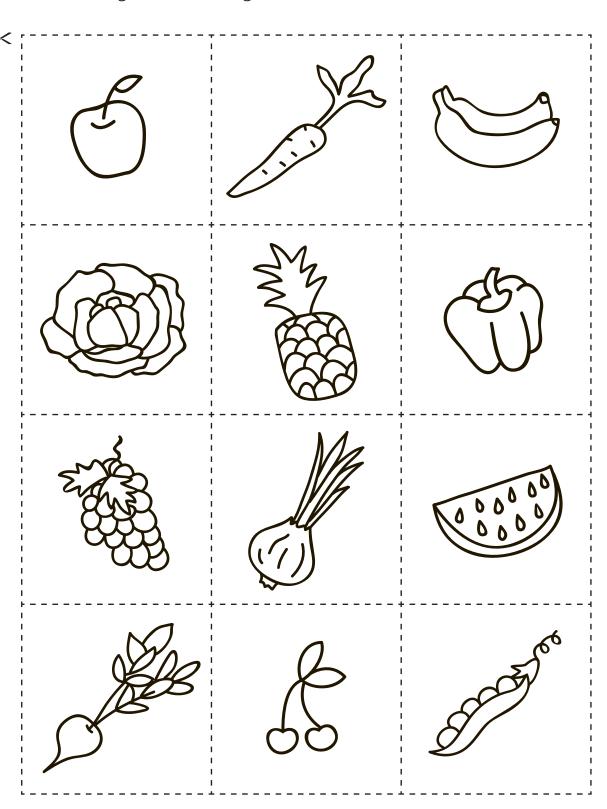
**2020 CIRCUS ACTS: LESSONS FOR LIFE TRAINING** 

This certifies that		
Provider	Name	
Has studied the following training modu and has completed t		
Best Practices Get Into The Act of Nutrition		
Total Training Time		
(Quiz must be completed for certificate to be valid.)		
Executive Director	Sponsoring Agency	
Date of Completion	Workshop Location	



## **Helpful Tools**

Use these fruit and veggie cards to help divide your team into groups for any of the activities throughout the training module.



## JANUARY Best Practices Monthly Meal Planning

**BEST PRACTICE:** Support mothers who choose to breastfeed their infants by encouraging mothers to supply breastmilk for their infants while in day care and offering a quiet, private area that is comfortable and sanitary for mothers who come to the center or day care home to breastfeed.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

# FEBRUARY Best Practices Monthly Meal Planning

**BEST PRACTICE:** Limit serving purchased pre-fried foods to no more than one serving per week.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

# MARCH Best Practices Monthly Meal Planning

**BEST PRACTICE:** Serve only natural cheeses and choose low-fat or reduced-fat cheeses.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

## **APRIL** Best Practices Monthly Meal Planning

**BEST PRACTICE:** Serve a variety of fruits and choose whole fruits (fresh, canned, frozen, or dried) more often than juice.

BREAKFAST
AM SNACK
LUNCH/SUPPER
PM SNACK

# MAY Best Practices Monthly Meal Planning

**BEST PRACTICE:** Serve only unflavored milk.

BREAKFAST	
AM SNACK	
/ III STORES	
LUNICU/CUDDED	
LUNCH/SUPPER	
PM SNACK	
I	

## JUNE Best Practices Monthly Meal Planning

**BEST PRACTICE:** Avoid serving noncreditable foods that are sources of added sugars, such as honey, jam and syrup.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	
LUNCH/SUPPER	

## JULY Best Practices Monthly Meal Planning

**BEST PRACTICE:** Provide at least two servings of whole grain-rich grains per day.

BREAKFAST
AM SNACK
LUNCH/SUPPER
PM SNACK

# AUGUST Best Practices Monthly Meal Planning

**BEST PRACTICE:** Incorporate seasonal or locally produced foods into meals.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

# SEPTEMBER Best Practices Monthly Meal Planning

**BEST PRACTICE:** Limit serving processed meats to no more than one serving per week.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

# OCTOBER Best Practices Monthly Meal Planning

**BEST PRACTICE:** Serve only lean meats, nuts, and legumes.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	
1	

# NOVEMBER Best Practices Monthly Meal Planning

**BEST PRACTICE:** Make at least one of the two required components of snack a vegetable or a fruit.

With your group, think of two menu suggestions for snack using the best practice of the month.

AM SNACK			
PM SNACK			

# DECEMBER Best Practices Monthly Meal Planning

**BEST PRACTICE:** Each week, provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas, and starchy vegetables.

BREAKFAST	
AM SNACK	
LUNCH/SUPPER	
PM SNACK	

## **Best Practices Matching STEP ONE**

Cut out each square below. On the blank chart following, try to match each snack suggestion with the right Best Practice.



Provide at least two servings of whole grain-rich grains per day.	Grilled ham and tomatoes
Make at least one of the two required components of every snack a vegetable or fruit.	French toast and peaches
Serve only lean meats, nuts and legumes for meat alternates.	Soft boiled egg
Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.	Orange bell peppers and crackers
Incorporate seasonal or locally produced foods into meals.	Whole Grain-Rich pretzels and hummus
Limit serving processed meats to no more than one serving per week.	Pretzel sticks and cheese cubes
Serve only natural cheeses and choose low-fat or reduced fat cheeses.	Dried cranberries and oatmeal
Avoid serving non-creditable foods that are sources of added sugars, such as honey, jam and syrup.	Black bean salsa with tortilla chips
Limit servings of purchased pre-fried foods to no more than once per week.	Blueberries and cottage cheese
Provide at least one serving each of dark green, red and orange vegetables per week.	Honey dew and ham slice

## **Best Practices Matching STEP TWO**

On the blank chart, try to match each snack suggestion with the right Best Practice. In the blank squares write your own snack ideas.

BEST PRACTICE	SNACK SUGGESTION	YOUR OWN SNACK SUGGESTION/RECIPE IDEA
Provide at least two servings of whole grain-rich grains per day.		
Make at least one of the two required components of every snack a vegetable or fruit.		
Serve only lean meats, nuts and legumes for meat alternates.		
Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.		
Incorporate seasonal or locally produced foods into meals.		
Limit serving processed meats to no more than one serving per week.		
Serve only natural cheeses and choose low-fat or reduced fat cheeses.		
Avoid serving non-creditable foods that are sources of added sugars, such as honey, jam and syrup.		
Limit servings of purchased pre-fried foods to no more than once per week.		
Provide at least one serving each of dark green, red and orange vegetables per week.		

# **Best Practices Matching ANSWERS**

On the blank chart, try to match each snack suggestion with the right Best Practice. In the blank squares write your own snack ideas.

BEST PRACTICE	SNACK SUGGESTION	YOUR OWN SNACK SUGGESTION/RECIPE IDEA
Provide at least two servings of whole grain-rich grains per day.	Whole Grain-Rich pretzels and hummus	
Make at least one of the two required components of every snack a vegetable or fruit.	Blueberries and cottage cheese	
Serve only lean meats, nuts and legumes for meat alternates.	Black bean salsa with tortilla chips	
Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.	Dried cranberries and oatmeal	
Incorporate seasonal or locally produced foods into meals.	Honey dew and ham slice	
Limit serving processed meats to no more than one serving per week.	Soft boiled egg and toast	
Serve only natural cheeses and choose low-fat or reduced fat cheeses.	Pretzel sticks and cheese cubes	
Avoid serving non-creditable foods that are sources of added sugars, such as honey, jam and syrup.	French toast and peaches	
Limit servings of purchased pre-fried foods to no more than once per week.	Grilled ham and tomatoes	
Provide at least one serving each of dark green, red and orange vegetables per week.	Orange bell peppers and crackers	

## Healthy Habits Teach Life Lessons

### **MODULE THREE**

#### TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialty 1)

At the completion of training, participants will:

- 1) Identify and list activities that they do as providers to encourage healthy habits. (family style meals, nutrition lessons, etc.)
- 2) Plan activities, nutrition lessons, and menus that will correlate with the monthly themes featured in the 2020 NCA Nutrition Calendar.

TIME

**ACTIVITY** 

**MATERIALS NEEDED** 

#### 5 minutes

Introduction

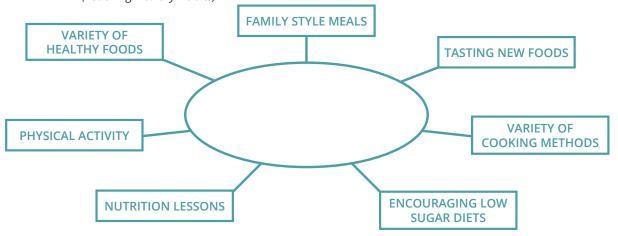
Draw the diagram below for all participants to view.

Ask participants what should go in the middle. (Teaching Healthy Habits)

• Introduction Activity Diagram

Markers

Chart Paper



10 minutes

As a table group or partners, ask the participants to brainstorm about what they know about each category. Debrief and discuss information about each.

Healthy Habits Information

40 minutes

Healthy Habits Pyramid Activity

- Healthy Habits Holiday Pyramid Activity Instructions
- Healthy Habits Handouts

5 minutes

#### Conclusion

- 1. Discuss expectations of provider to incorporate Healthy Habits.
- 2. Answer any questions.

# Healthy Habits Teach Life Lessons MODULE THREE

We are at the forefront of establishing healthy habits for children and creating a lifelong love of learning. One of the most important lessons we can teach our children is how to create healthy habits so they can live long lives.

Every month in the 2020 NCA Nutrition Calendar, recipes, best practices, nutrition notes and physical activities are provided to help teach healthy habits. To make it fun, each month is centered around a performer in the circus. This theme provides an opportunity to try new foods and games, many of which are familiar – but with a twist! Better yet, all recipes are kid friendly and a fantastic way for them to get hands-on in the kitchen, helping with meal and snack preparation.

This training module will offer suggestions to keep children healthy and active. You will be supporting their healthy habits by getting them to try new foods, stay physical, and to understand how it all works together. We will help you make nutrition a priority while keeping things practical and budget-friendly. Remember to always follow CACFP meal pattern requirements and to check with your CACFP sponsoring organization for additional information on planning your menus, including your snacks.

#### **SETTING THE TABLE**

It's not only what you serve, but how you serve it. Serving family style meals can create a more comfortable, homelike environment. Place all food choices on the table and let the children serve themselves with measured serving pieces that meet the minimum meal pattern requirement. To continue encouraging new foods, serve a new dish alongside a familiar one. Children can practice the dining skills they will need during center time or circle time. Build skill practice into your lesson plans before meal times.

Be a good role model for healthy eating. Children will learn by watching you. Talk about your lunch. Have them identify all the healthy foods and discuss why they are healthy. What new foods are you trying today? Are other children trying new foods? If so, provide encouragement and praise for trying new foods. This is also an excellent opportunity to incorporate other lessons. What shape is our pasta? What color is this beautiful pepper? Can anyone add a color of the rainbow onto their plate? What do we know about vegetables? What are good food choices for breakfast, lunch, dinner, and snacks?

NOTES \_\_\_\_\_\_

# Healthy Habits Teach Life Lessons

#### **MODULE THREE**

#### **ENCOURAGING NEW EXPERIENCES**

We know how easy it is to stay in our comfort zone when it comes our daily routines. Think back to your childhood and your experiences trying new foods. New foods often mean new textures and colors, unknown flavors, and interesting combinations. We now know that forcing, bribing, rewarding, and punishing doesn't work, so what can we do as providers to encourage the children we care for to taste new things?

Many child care providers have found success involving children in mealtime. Not only does this allow children to take responsibility and be a part of something, they also learn that they can help prepare and enjoy meals at home. By participating, children are more open to tasting the food they are cooking, even if it is new to them. Involvement could vary in many different situations:

- You might have a garden that the children tend to and then help prepare the food.
- Children can participate in pre- and post- mealtime activities such as setting the table and clearing the table after eating.
- Age appropriate kitchen skills for:
  - 2 years: pour pre-measured dry ingredients, wash and tear salad greens, carry unbreakable items to the table.
  - 3 years: pour pre-measured liquids into a bowl, mix ingredients, spread soft spreads, knead dough, rinse produce, wrap potatoes in foil.

4-5 years: scrub produce, form dough into round shapes, measure and pour ingredients, peel oranges and boiled eggs, beat eggs, mash potatoes or fruit.

It is also very important to talk about food. Explaining why we make certain choices educates children and helps them make healthy choices. If you give the opportunity to ask questions and share ideas, children are more likely to retain the information. Ask them to taste something new, praise them when they do. Mix nutrition discussion in with all of your daily activities. During reading time, find books that promote healthy eating and the importance of good food choices. Keep the conversation going by talking about why certain foods were selected for a meal. By matching health benefits to individual foods, they will be learning how to create a balanced meal and healthy habits.

**Lunch Munch Fruit Salad** We Like Fruit Washing Up At the Farmers Market Apples for Everyone Tales for Very Picky Eaters I'm Growing **Germs Make Me Sick** Munch! Crunch! Vegetable Garden Now I Eat My ABC's The Get Well Soon Book **How Does Your Salad Grow** The Edible Pyramid The Ugly Vegetables Let's Get a Check Up Miss Fox's Class Shapes Up Happy to Be Healthy Gregory, the Terrible Eater Eat Your Peas, Louise! I Will Never Not Eat a Tomato **Dinosaurs Alive and Well** I am Superkid Good Enough to Eat **Keep Running Gingerbread Man** 

"These eggs will keep your bones strong and give you energy for our nature walk later. Try some blueberries.

They're good for your brain and will help make you smart!"

"Since we're already having fruit and yogurt, let's drink water with our snack instead of juice or milk. Plus, water is good for our skin and teeth!"

# Healthy Habits Teach Life Lessons MODULE THREE

#### **TRYING NEW FOODS**

We need to be patient when introducing children to new foods and it is important to make the experiences fun. It's all about the delivery. Asking children for help, swapping out simple ingredients, or adding a twist on a classic recipe can make tasting new ingredients a more enjoyable experience for everyone. Our 2020 Nutrition Calendar offers many recipes that make a small change to an otherwise familiar recipe. For instance, try a different vegetable or fruit in one of your favorite recipes. Try picking a fruit or vegetable that is in season.

Using the December recipe, Muffin Surprise, is a great example of re-imagining breakfast and broccoli into one delicious muffin. You can add different vegetables that kids like and are familiar with or try new ones. Ask the kids to use their imaginations and create their own magic muffin. Send the recipes home so they can cook them with their families.

You might even try changing how they eat new things to create an exciting experience. For instance, in Asian countries, food is often eaten with chopsticks and in Ethiopia, they serve most dishes on a type of flatbread. Make it a whole grain-rich flat bread and you have met a meal pattern requirement!

HELPFUL RESOURCES after page 47

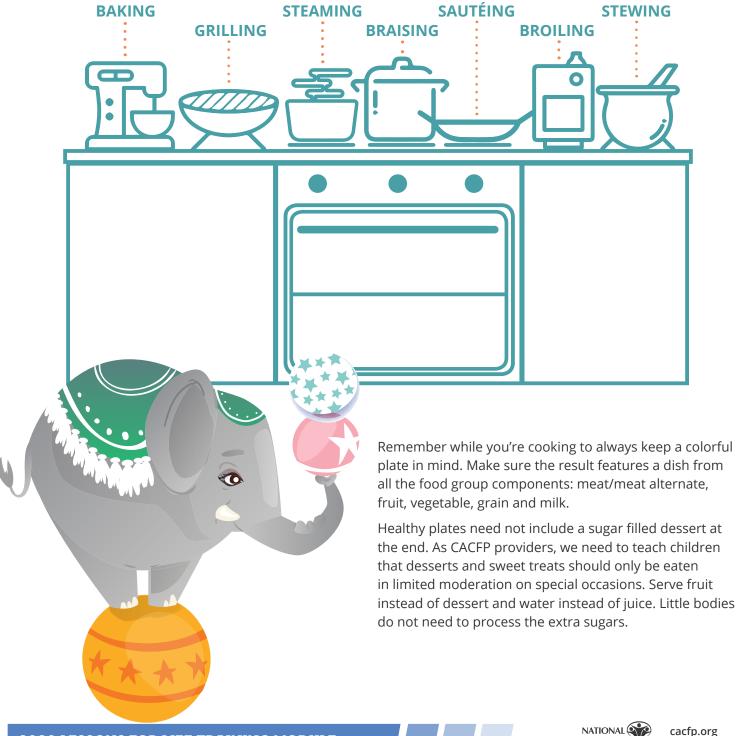
FRUITS AND VEGETABLES IN SEASON		
January	Avocados, cabbage, kale, mushrooms, oranges	
February	Oranges, tangelos, grapefruit, lemons, papayas, broccoli, cauliflower	
March	Pineapples, mangoes, broccoli, lettuce	
April	Pineapples, mangoes, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce	
May	Cherries, pineapples, apricots, okra, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce	
June	Watermelon, strawberries, cantaloupe, cherries, blueberries, peaches, apricots, corn, lettuce	
July	Watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, tomatoes, summer squash, corn, green beans, lettuce	
August	Watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, corn, eggplant, tomatoes, summer squash, green beans, lettuce	
September	Grapes, pomegranate, persimmons, eggplants, pumpkins, tomatoes, spinach, lettuce	
October	Cranberries, apples, pomegranates, grapes, sweet potatoes, pumpkins, winter squash, broccoli, spinach, lettuce	
November	Cranberries, oranges, tangerines, pears, pomegranates, persimmons, pumpkins, winter squash, sweet potatoes, broccoli, mushrooms, spinach	
December	Pears, oranges, tangelos, grapefruit, tangerines, papayas, pomegranates, sweet potatoes, mushrooms, broccoli, cauliflower	
ALL YEAR	Bananas, potatoes, celery	

## Healthy Habits Teach Life Lessons

### **MODULE THREE**

#### HEALTHY COOKING METHODS AND MAKING A HEALTHY PLATE

In the New Meal Patterns, frying is no longer an option in preparing foods. This gives you an opportunity to experiment with new cooking methods that you may not be familiar with. Try chicken baked, roasted, stir-fried, or grilled. What do the children like the best? It might even be that they find a new favorite dish when prepared a different way.



# Healthy Habits Teach Life Lessons MODULE THREE

#### **PHYSICAL ACTIVITIES**

Physical activity is key in a healthy lifestyle. We must include physical activities in our day-to-day routines in addition to the healthy habits we are establishing of trying new, nutritious foods from all the food groups.

The theme of the calendar is Circus Acts, Lessons for Life. Children can identify easily with the physical activity of all of the performers in the circus and we can incorporate those activities into fun games for our kids to play. March in the parade like the performers do at the beginning of the circus, learn to juggle, balance objects like a clown and pretend to be a cyclist or acrobat. Anything can be made into a physical activity. Imagine and exercise the mind!

Video games and electronics are escalating in popularity even for our youngest, we need to enforce the importance of physical play. This includes using our imaginations. Teach them how to create their own games that get their bodies moving or teach them how to appreciate the "classic" games, like Red Rover, Duck, Duck, Goose, or Simon Says.

Ask children to create new toys and games using old toys and discarded objects. Who needs a bat and a ball when you have a wrapping paper roll and crumpled paper? Stuck indoors on a cold winter day? Use a ball of paper and kitchen bowl to score baskets! Simply keep the kids up and moving.

#### **IN YOUR CALENDAR**

Remember to use your 2020 NCA Nutrition Calendar as a tool. Each month offers nutritious recipes, nutrition notes, and physical activities to help guide you in teaching a healthy lifestyle.

NOTES		

# CLASSIC CHILDREN'S PLAYGROUND GAMES

Hide-and-go-Seek **Four Square** Horse **Hot Potato** Hopscotch Tag Red Light, Green Light Mother, May I? **Marbles** Kick the Can lacks Parachute Jump Rope **Double Dutch** Freeze Tag **Shadow Tag** Simon Says **Red Rover** Duck. Duck. Goose **Musical Chairs Freeze Dance Telephone Chopsticks** Limbo Follow the Leader Hola-Hoop **Leap Frog London Bridge Bubbles Bean Bag Toss** What Time is It, Mr. Wolf?

## **Healthy Habits** Teach Life Lessons

#### PYRAMID ACTIVITY

**OBJECTIVE** Participants will build three physical activities, provide two new foods to introduce and one

nutrition lesson around a given monthly calendar theme.

MATERIALS Pyramid Activity Handouts

#### **INSTRUCTIONS**

1) Divide participants into 12 groups preferably. Groups can complete more than one month if there are not enough groups. As participants come in the room, assign them a holiday. There should be one holiday for each month. Suggestions:

January New Year's Day / Martin Luther King Jr. Day

February Valentine's Day / Presidents Day / Groundhog Day

March St. Patrick's Day / CACFP Week

April Earth Day / Patriots Day

May Mother's Day / Memorial Day / Cinco de Mayo

June Father's Day / Flag Day / Provider Day

July Independence Day / Parents Day

August Friendship Day

September Labor Day / Grandparents Day

October Halloween / Columbus Day / Native American Day

November Thanksgiving / Election Day

December Christmas / Hanukkah / Kwanzaa

- 2) Each group will have an assigned month. Give the group the handout for their given month.
- 3) Each group will work together to fill in the blocks, building a pyramid.
- 4) After every group has had a chance to finish, they can present their month and ideas to the rest of the group.
- 5) Make copies of all of the completed handouts so everyone will leave with ideas for each month, not just the month they completed.

NOTES		 

## **Healthy Habits** Teach Life Lessons

#### **MODULE THREE**

Not all the activities have to be done in one day. Spread them out over the entire month. Start with picking one activity and plan ahead to create a week where everything is highlighted around that activity. Include additional activities and new foods to go along with that week. Start with January 2020! This month is all about the circus parade. Which performer will you pretend to be as you march in the classroom parade with all of your friends? Be sure to make your tambourines during craft time to make music during the parade. Follow up all of your marching with a lunch of Heart Healthy Chicken.

Don't stop there – check out books about parades from the library, print pages to color and incorporate more crafts and activities where children can learn about parades.

NOTES		 	

#### **ADDITIONAL ACTIVITIES**



#### **GOAL MAKING**

Set a goal to plan one meal/snack a day where the children can get involved in the preparation.



#### **MESSAGE BOARD**

Start a message board of fun facts about foods you'll be serving and share that knowledge with your group. They can

pass the fun facts on to the kids they serve!

HELPFUL RESOURCES after page 47

#### **ACTIVITY CHALLENGE**

Challenge yourself to complete all the activities found each month

in your 2020 Calendar. Share with fellow providers how you accomplished this, what you learned, and what you added to enhance the suggestions.

#### **OPEN DISCUSSION**

a. Choose one month.
What can you add to the recipes and activities for the month? What do you already do that can be incorporated into the good people everywhere

your care to something new?

- theme?b. What is your favorite classic recipe which you can put a spin on so you can introduce the children in
- c. How do you specifically involve the children in food preparation? Any ideas to share with the group?
- d. What are some cost saving ideas you use in your facility to promote Healthy Habits?
- e. Looking through each month, what is your favorite? Why? What are you planning to add to the recipes, snacks and activities for the month?



# QUIZ Healthy Habits Teach Life Lessons

1.	Within the calendar, which months could you involve the children in cooking?
2.	What is the physical activity in August?
3.	What is the nutrition note about in May?
4.	Look at the nutrition note for February 2020. Why should we avoid frying foods?
5.	What physical activity suggestion is given in April?
6.	What is one suggestion given for getting children to try new foods?
7.	What is an age-level appropriate kitchen task for a 2-year-old?
8.	Name 3 ways of cooking other than frying.
9.	What fruits are in season in March?
10.	What is your favorite classic children's game to teach and play with the kids? Why?

# **CERTIFICATE OF COMPLETION**

**Date of Completion** 



**Workshop Location** 

2020 CIRCUS ACTS: LESSONS FOR LIFE TRAINING This certifies that **Provider Name** Has studied the following training module of the NCA 2020 Nutrition Calendar and has completed the training quiz for **Healthy Habits Teach Life Lessons** Total Training Time \_\_\_\_\_ (Quiz must be completed for certificate to be valid.) **Executive Director Sponsoring Agency** 

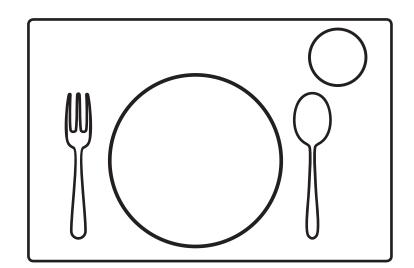
## **Placemat Art**

Let children use their imagination to design their own personalized placemat that they can use during meal times.

#### Gather the following items:

- 12" x 18" Foam Sheets
   (These hold up amazing if you use them throughout the month!)
- Sharpie Brush markers. (Keep an eye on each child when using sharpies, let them know they have to be very careful.)
- Place setting stencils (below and following page)

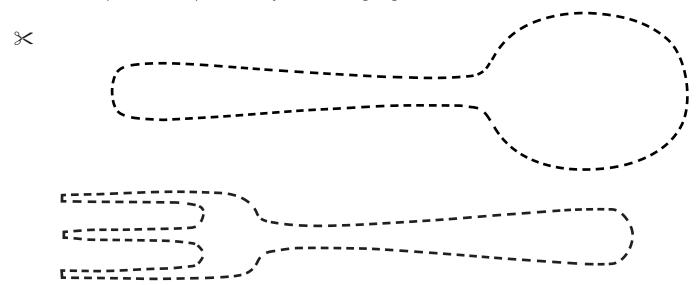
Cut out each stencil. Using the stencils, have each child trace where their plate should go, fork, spoon, and drink cup. Then let them color away. Make sure they put their names on it so it's their own personal placemat for every meal.

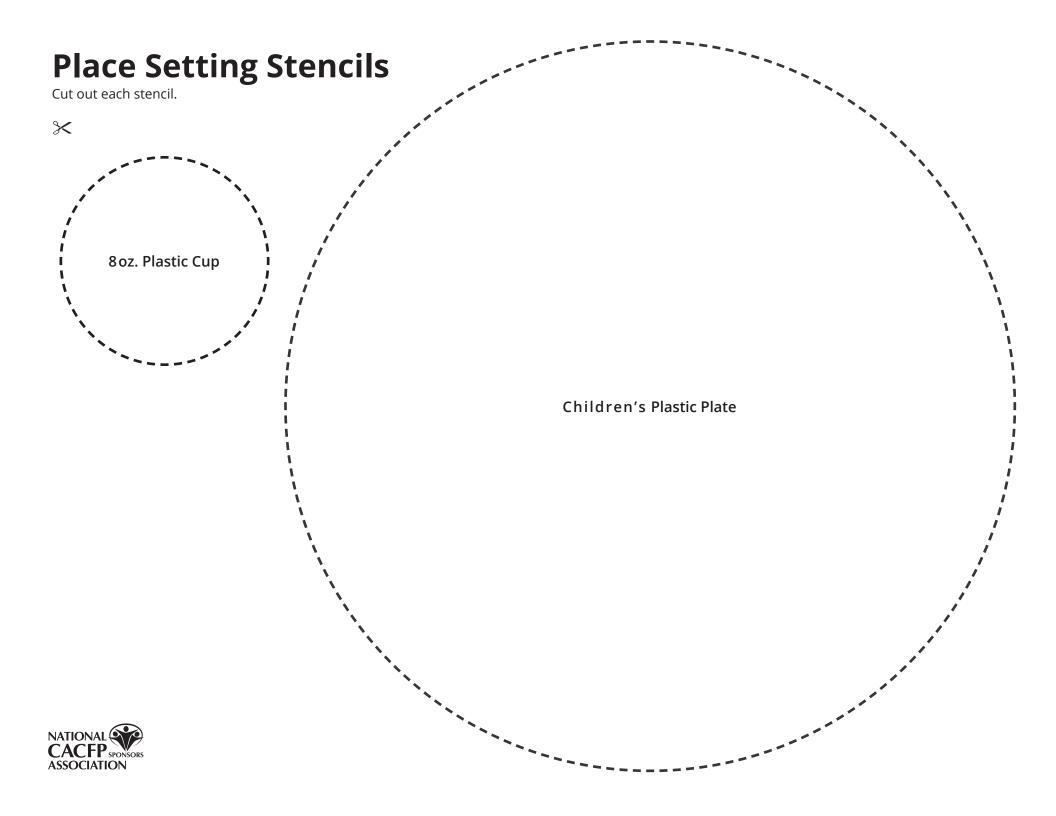




# **More Placemat Fun!**

- You can make placemats for each meal, discussing the importance of what they should be eating during that meal. They can draw what their favorite food items are.
- Make a placemat for special holidays, like Thanksgiving, or other occasions.





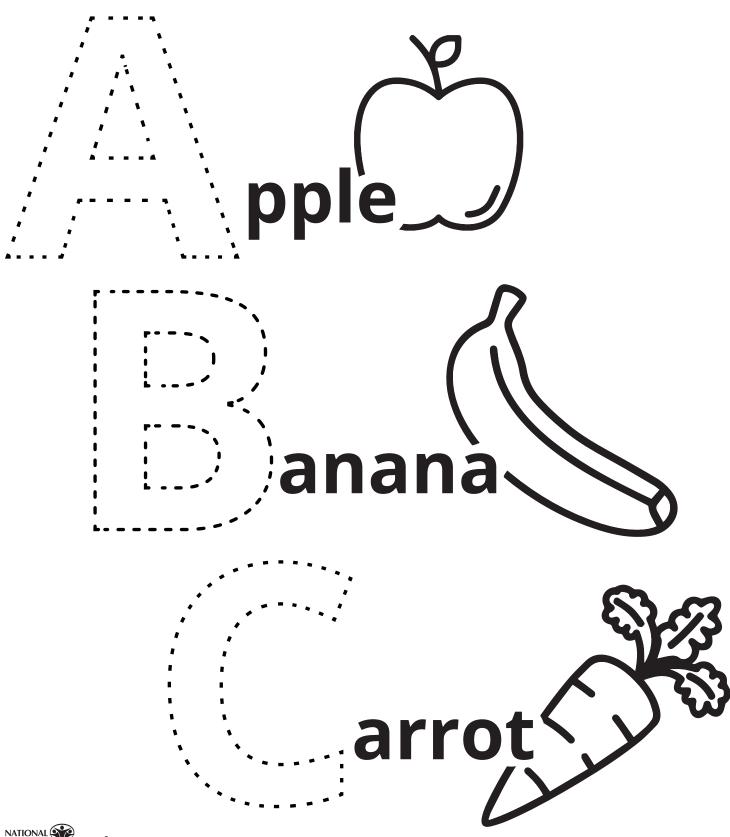
# **It's Snack Time!**

Color only the healthy snack choices. Circle your two favorites.



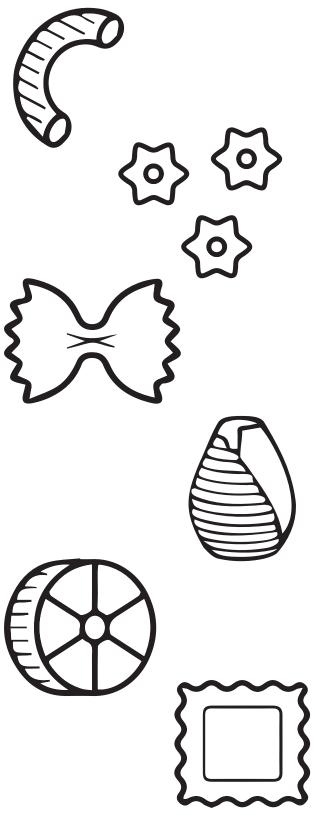
# A is for Apple

Connect the dots to learn the first letter of our favorite snacks.



# **Pasta Shapes**

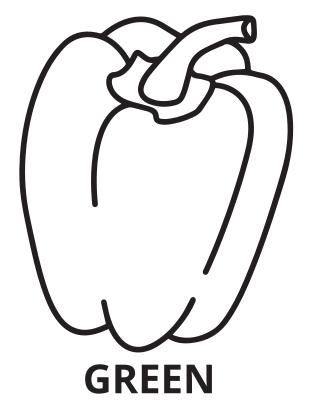
Draw a line from each piece of pasta to the shape it most looks like.

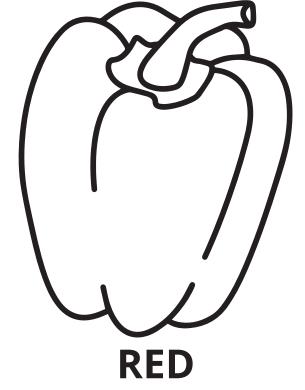


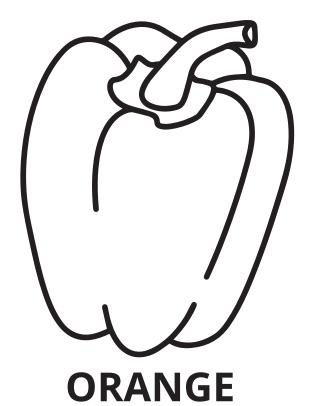


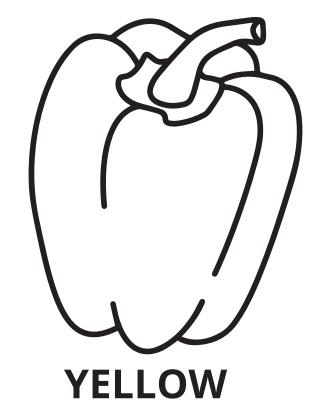
# **What Colors are Bell Peppers?**

Color each bell pepper with the color labeled below.



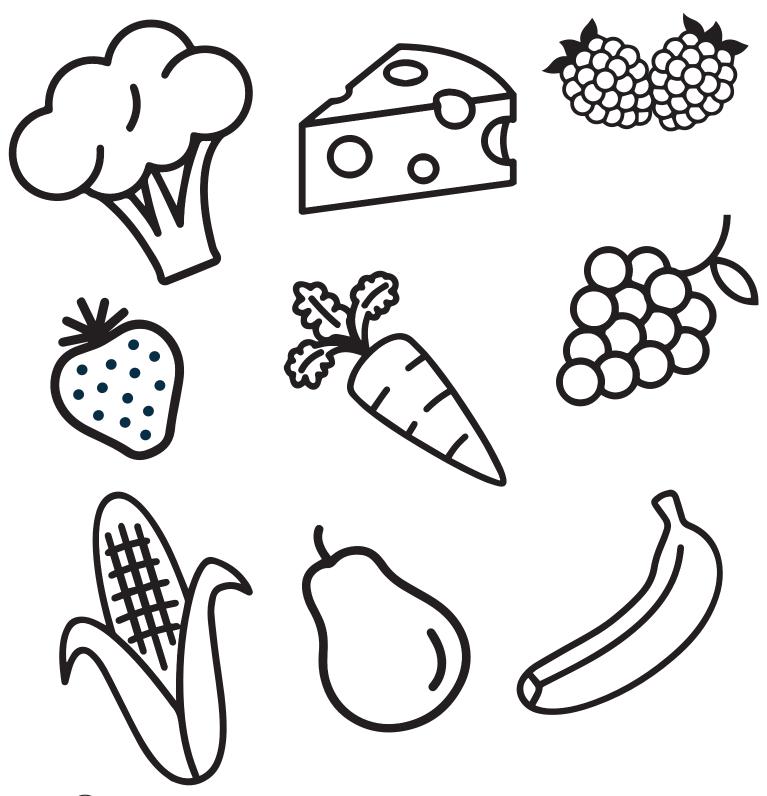






# **Rainbow Plate**

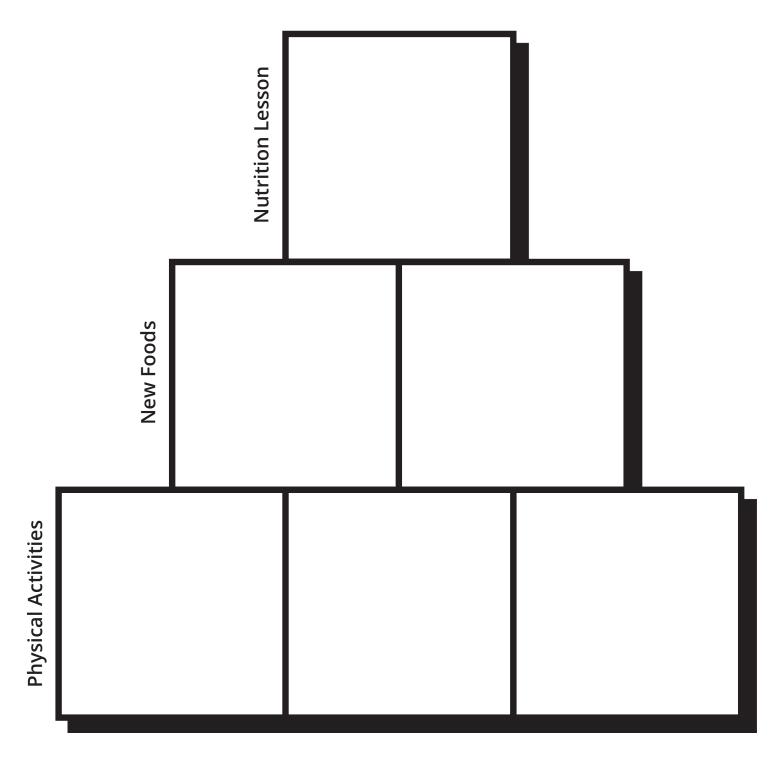
Color each of the food items, then cut out all the pieces. Take a paper plate and paste different food items to your plate to create a rainbow of healthy foods.



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

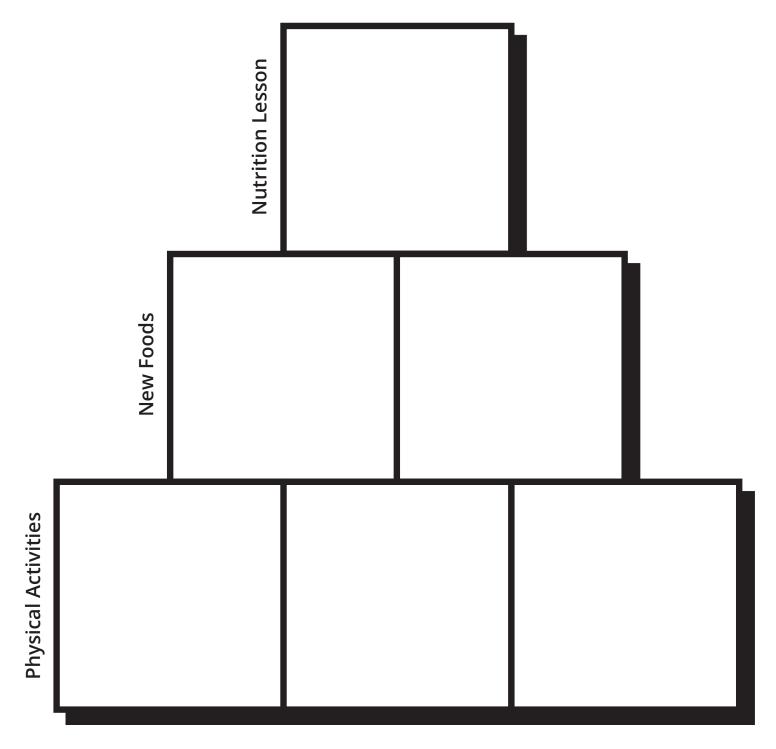
January Holiday \_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

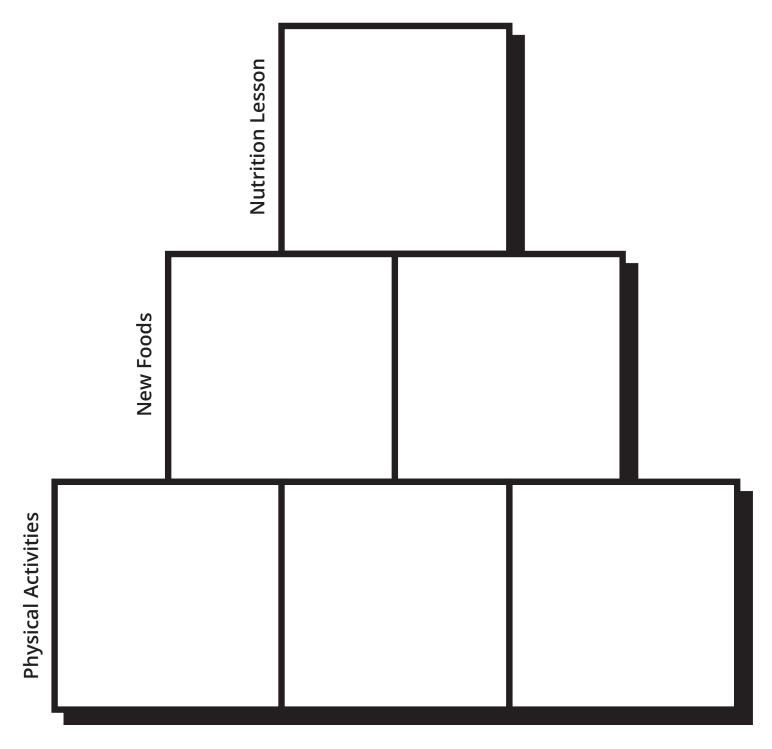
February Holiday



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

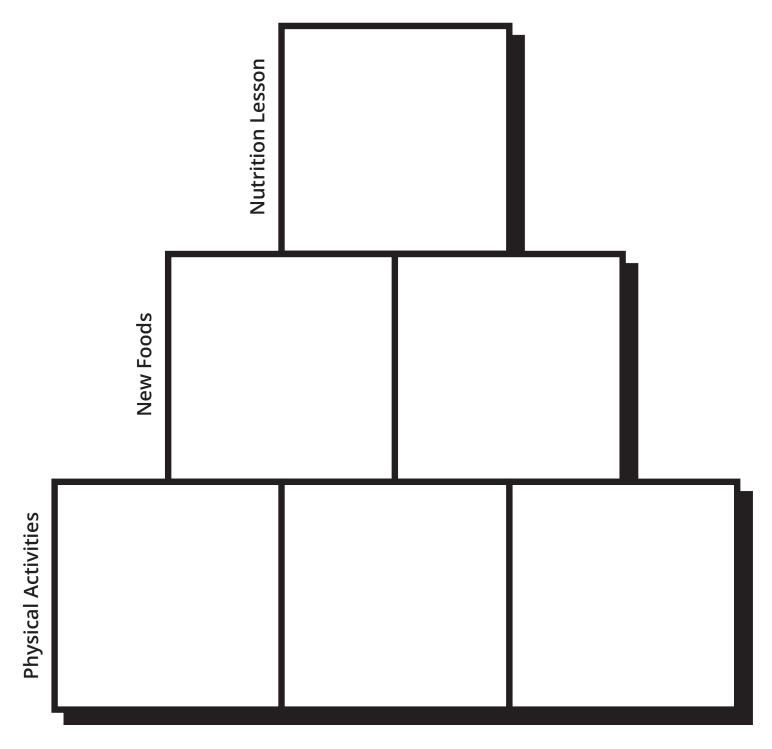
March Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

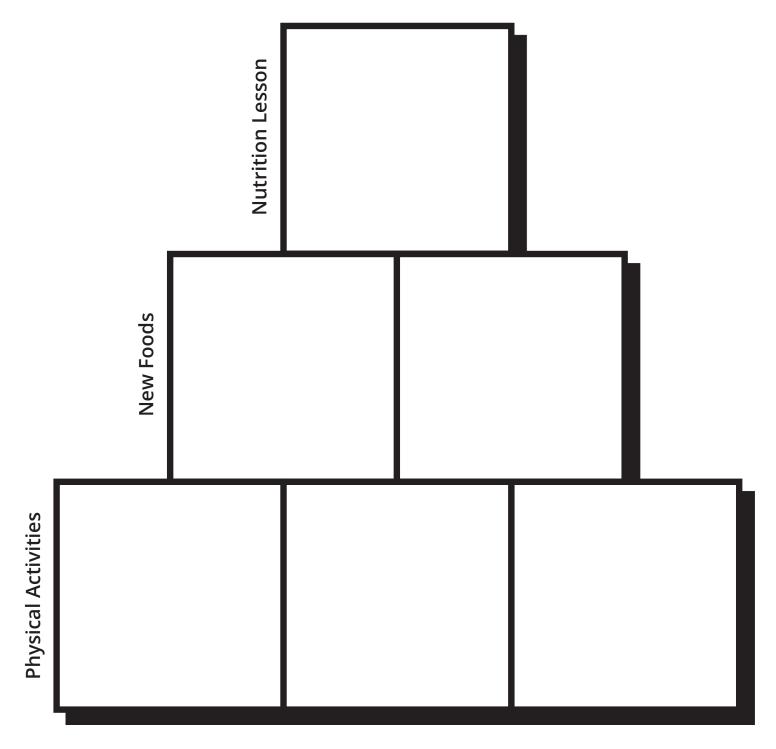
April Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

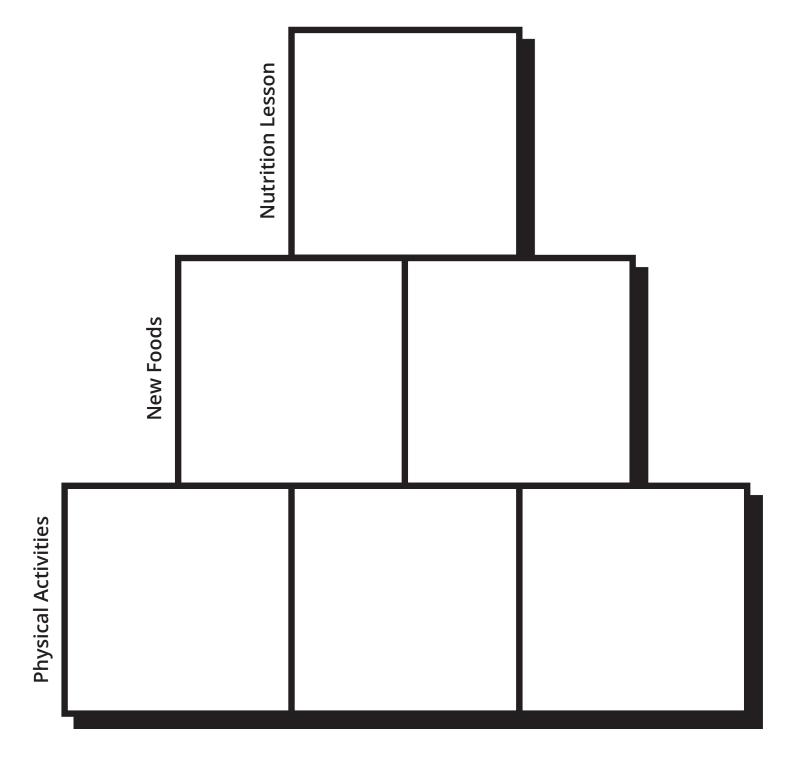
May Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

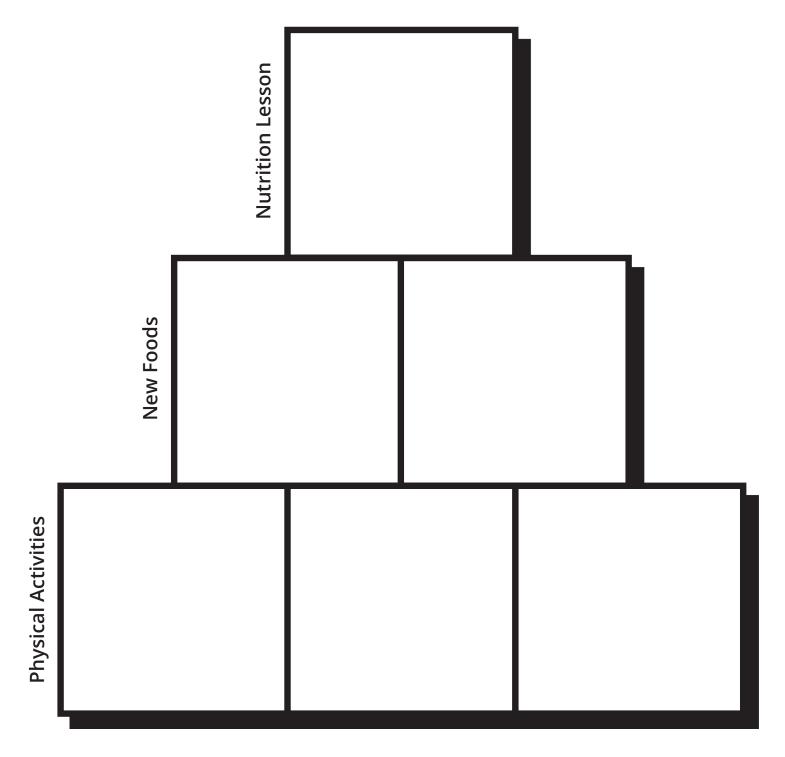
June Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

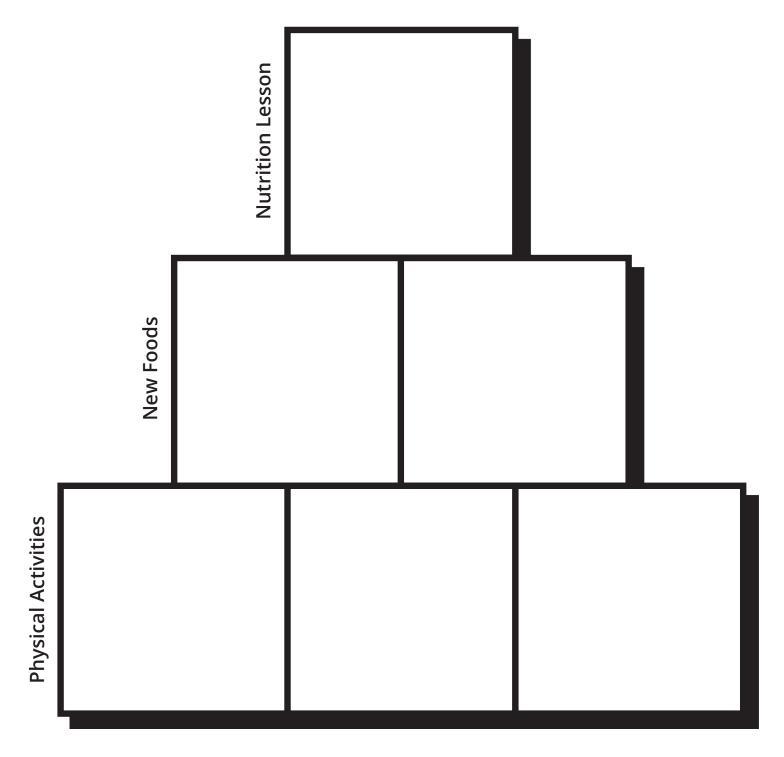
July Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

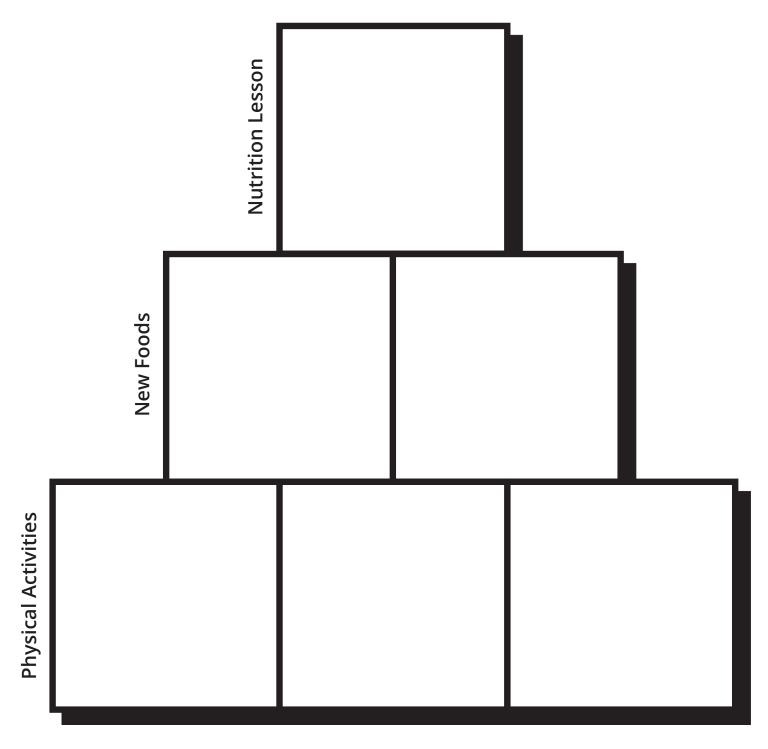
August Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

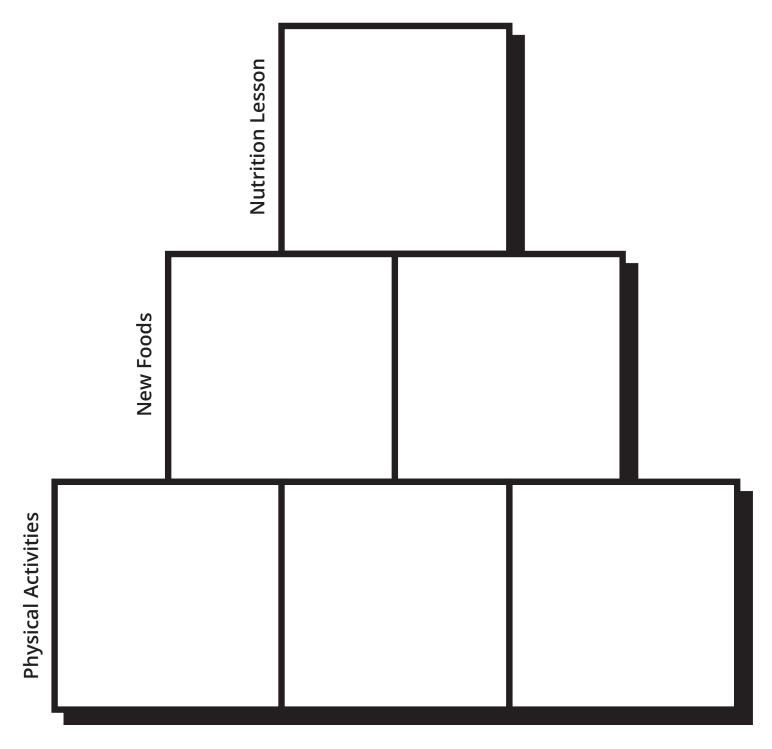
**September Holiday** 



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

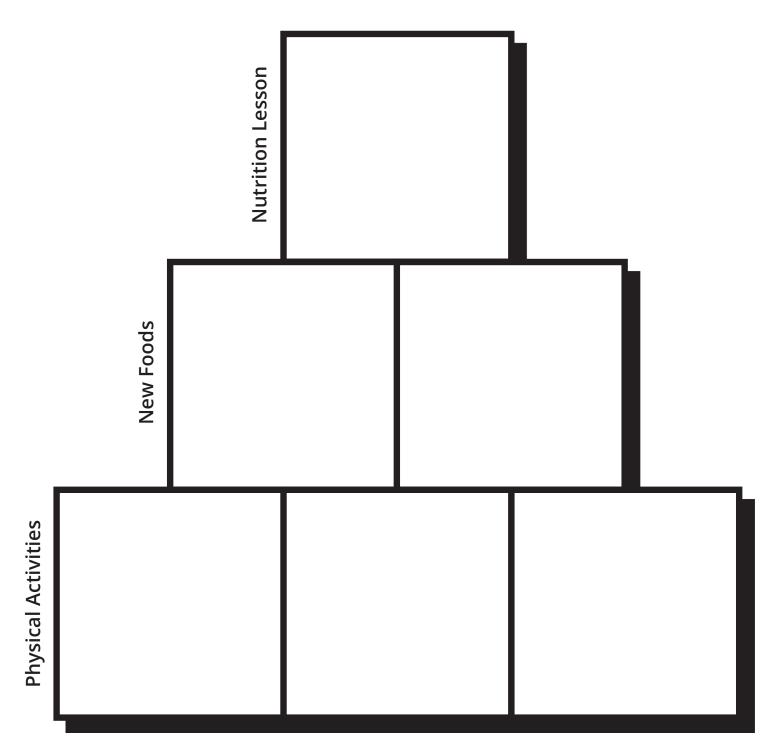
October Holiday \_\_\_\_\_



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

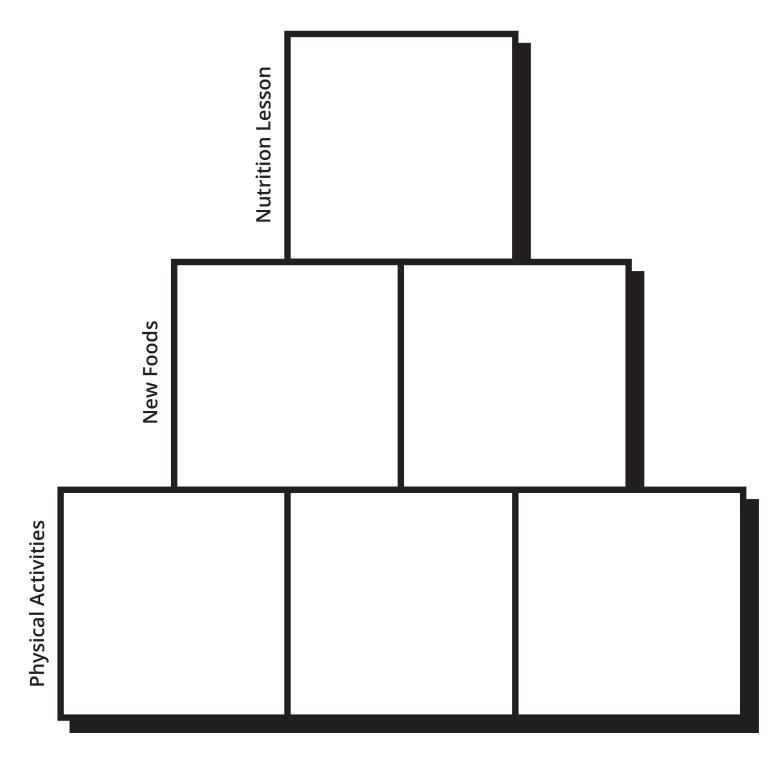
**November Holiday** 



# Healthy Habits Holiday Pyramid

Select a holiday during the month below. Build a pyramid around the holiday selected. You will need to create three physical activities, two foods to introduce, and one nutrition lesson that represents that holiday.

**December Holiday** 



# **Healthy Habits** Activity Challenge

Complete each activity each month. Log the date completed, and rate the activity. Five stars means GREAT! Don't forget to post pictures @NationalCACFP and share with fellow providers how you accomplished these activities, what you learned, and what you added to enhance the suggestions.

Once completed, send to National CACFP Sponsors Association at PO Box 1748, Round Rock, TX 78680, in order for us to recognize your accomplishment and improve future calendars.

MONTH	ACTIVITY/RECIPE	DATE COMPLETED	PROVIDERS INITIALS	STAR RATING
JANUARY	Heart Healthy Chicken			$\Rightarrow \Rightarrow \Rightarrow \Rightarrow \Rightarrow$
	Tambourine Time			2
	Marching Together			***
FEBRUARY	Roasted Beets			***
	Waving Wand			***
	Musical Chairs			2
MARCH	Applesauce Toss			$^{1}$
	Tissue Time			$^{1}$
	Juggle Act			$^{1}$
APRIL	Fruit Patterns			2
	Colorful Clowns			2
	Clowning Around			2
MAY	Smoothie Snack			***
	Clown Nose			***
	Circle Cyclists			$\Rightarrow \Rightarrow \Rightarrow \Rightarrow \Rightarrow$
JUNE	Sweet Potato Hash			***
	Paper Sack Pony			***
	Horse Races			***
JULY	Sandwich Sliders			
	Clothespin Walker			$\Rightarrow \Rightarrow \Rightarrow \Rightarrow \Rightarrow$
	Tightrope Toddlers			***
AUGUST	Garden Fresh			***
	Greatest Showman			***
	Hula Hoop-lah			***
SEPTEMBER	Tuna Time			***
	Ring Toss			***
	Circus Yoga			***
OCTOBER	Three Bean Soup			
	Pom Pom Balloons			***
	Big Top			***
NOVEMBER	Roll ups			2
	Fingerprint Art			$\Rightarrow \Rightarrow \Rightarrow \Rightarrow \Rightarrow$
	Stars of the Show			AAAAA
DECEMBER	Muffin Surprise			2
	Hat Trick			2
	Magic Words			***

#### **MODULE FOUR**

#### TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialty 6)

At the completion of training, participants will:

- 1) Understand the importance of communication in general and communication between parents and providers.
- 2) Be familiar with the monthly Parent Connections newsletter template and Motivational Moments.
- 3) Using lesson plans and ideas, complete the newsletter for January.

TIME ACTIVITY MATERIALS NEEDED

15 minutes

Introduction

Pass the Block Communication Activity

 Pass the Block Activity Instructions

15 minutes

Look through the 2020 Parent Connection Newsletters. What features do you see? Ask each participant to make a list of features they notice. Share as a group after everyone has had a chance to make their list.

- 1. Customizable
- 2. Easy Table Crafts
- 3. Easy Recipes
- 4. Helpful hints/information for parents
- 5. Why CACFP is important
- 6. Physical Activities
- 7. Nutrition Notes

• Monthly Parent Connection Newsletters Printed or Online

• Blank Paper for Notes



25 minutes

Ask everyone to compose their own version of the January newsletter with their specific lesson plans, announcements, and projects in mind. Ask participants to trade with a partner when finished for editing and suggestions. Share as a group if time permits.

- January Parent Connection Newsletter (copies and/or computers with access to files to edit)
- Lesson Plans for the Month of January

5 minutes

Conclusion

Answer any questions participants have and review specific sponsor expectations for the providers.

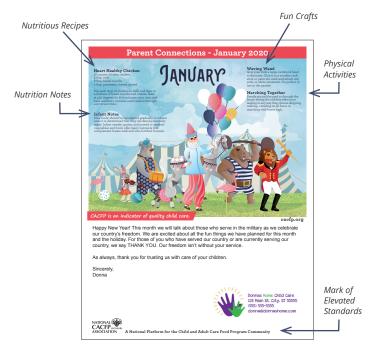
#### **MODULE FOUR**

Open, consistent, and frequent communication is key to building a bridge between parents and providers. Their children spend the majority of the day with you as their child care provider. Parents want to know what they are doing throughout the day, what they are eating and what you are teaching them. Many of you have asked for ways to connect families to the CACFP and to the benefits of having their children enrolled where these guidelines are met.

This training module focuses on the information available to communicate and share with parents helping them to understand why CACFP is an indicator of quality child care. We believe you will find this feature helpful and it will assist you in connecting families with the many benefits of the CACFP.

As part of the 2020 NCA Nutrition Calendar, child care providers receive a ready-to-go customizable Parent Connection monthly newsletter template. This is an opportunity to share with parents

#### PARENT CONNECTION NEWSLETTER



Customizable to fit your parent communication needs.

examples of the healthy foods you provide, as well as the fun and educational activities their children are engaged in. The best part is that it's all done for you. You just have to fill in the additional information that fits your needs.

NCA sends out monthly emails with the Parent Connection newsletter template to all sponsors who purchase the calendar and the newsletters can also be found online at cacfp.org. These are ready to be emailed or printed to share with families.

#### GOING FROM CHILD CARE FACILITY TO HOME

Sharing the Parent Connection newsletter with parents each month encourages involvement at home. In March, parents will be reminded of MyPlate's five basic steps for creating a pleasing plate and can work on that at home. This connection is important because it not only informs the parent about the lessons learned, but provides an opportunity to continue those lessons at home.

Spending quality time with their children is essential to the child's growth, development and overall well-being. The newsletters provide the easy table crafts and games done during the month that can be repeated at home. In August, the children learn how to use a hula hoop for physical activity. They can show their parents how to play at home. Everyone can join in for a hula hoop contest!

Cooking with your parent is always fun too! Each month a healthy recipe is provided to try at home. Ask parents to try the recipes like Heart Healthy Chicken in January for a healthier spin on a classic.



#### **MODULE FOUR**

#### WRITE YOUR OWN

In the body of each newsletter, there is space for you to customize information you would like to convey to the parents. If you have worked on special projects or tried a new, exciting food that the kids have really loved, you should definitely communicate that in this section.

This is also a great space to share anything that you need parents to know for the month ahead. For example, you can include field trip dates and permissions slip deadlines, or supply needs for an upcoming craft.

#### **CACFP IS AN INDICATOR OF QUALITY CHILD CARE**

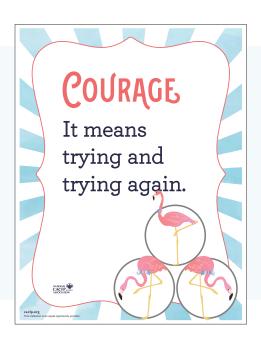
Many parents are unaware that child care facilities can participate in the Child and Adult Care Food Program (CACFP) or what the program represents. In the monthly newsletter, we reinforce that CACFP is an indicator of quality child care. Parents will learn that because you participate in CACFP and follow the guidelines, their children are in a healthy environment.

Through CACFP you are able to provide more nutritious meals and snacks while receiving regular monitoring to ensure you are meeting the program's high standards. Research shows that child care providers who participate in the food program offer more fruits and vegetables, whole grains, and lean meats than those who do not participate in the CACFP. As a CACFP provider, you are giving the children in your facility the best care you can possibly give.

Parents need to know that!

#### **MOTIVATIONAL MOMENTS**

While the communication between parents and providers is important, we also must remember that communicating with our providers as their sponsor is also just as significant. Each month, you will receive in your calendar update emails a Motivational Moment poster. These are uplifting messages for providers to remind them the work they do for children is important and appreciated. Take these along during your monitoring visits to inspire your providers and keep that positive connection. You can write a happy note to go with them for a more personal touch. If you are not visiting the provider that month, send the poster to them through the mail with a card telling them good work and that you're thinking of them. Sometimes everyone needs a little motivation to keep going strong.



## PASS THE BLOCK

<b>OBJECTIVE</b> Pass the block around the room between participants with varying degrees of communication				
MATERIALS	Blindfold for each participant Large block or cube			
INSTRUCTIONS				
Round 1:	Ask the participants to pass the block to one another while they are completely blindfolded Participants are not allowed to speak during this round.  (Due to safety issues, it would be best for the participants to be in a stationary position such as sitting around a table.)			
Round 2:	Take blindfolds off and ask the participants to pass the block to one another again. Participants are still not allowed to speak.			
Round 3:	Ask the participants to pass the block to one another in any way they choose. This round participants can finally speak again, without a blindfold.			
DEBRIEF				
Which round	was most difficult? Why?			
How did the	difficult round compare to Round 3?			
What was sig	nificant to Round 3 compared to other rounds? (Participants should refer to the ability to communicate)			
Why is comm	unication so important?			
with their par would that ca	Key question: As providers, we are the key connection between the children during the day until they are with their parents again in the evening. If we did not communicate with their parents, what kind of problems would that cause? How would the parents feel if they were not aware of what their child was doing during their time with their child care provider?			
NOTES				

### **MODULE FOUR**

#### **ADDITIONAL ACTIVITIES**



#### **OPEN DISCUSSION**

- a. How does your child care facility connect with parents?
- b. What are some different ideas to add to the customizable Parent Connection newsletters?
- c. How do you involve parents in your child care facility?
- d. What type of education do you provide for parents?

#### **NEWSLETTER PLANNING**

Each month features a performer. Based on the performer for the month, create your own lesson plans and begin making an outline for each newsletter. Of course, ideas and activities may change but you will have a basic plan and start for each month.

#### **HELPFUL IDEAS:**

January	Parade	March in a parade of joy!
February	Musician	Music is the language of love.
March	Juggler	We have to juggle things in life, prioritize and be patient for the next "ball".
April	Clowns	Be kind and share a smile.
May	Unicyclist	Show good intentions by helping others.
June	Horse Rider	Be gentle – treat all things gently.
July	Tightrope Walker	When you're on the tightrope, find your balance and use your self-control.
August	Ringmaster	Respect those around you.
September	Trapeze Artist	Be responsible for yourself and your actions.
October	Three Ring Acts	Be a part of the community.
November	Acrobats	Show courage even when you're scared.
December	Magician	Use your imagination and explore the world of possibilities.

# QUIZ Parenting Connection Bring Your Performance Together

1.	What craft activity can parents do at home with their child in October?
2.	Why is communication important between guardians and care givers?
3.	What are some ways you can customize each newsletter?
4.	Why should you include information about the CACFP in your newsletters?
5.	What does the newsletter include?
6.	How can you receive your newsletter each month to customize?
7.	What recipe is suggested in March for parents to make with their child at home?
8.	What physical activity can parents do with their children at home in August?
9.	What recipe can parents make with their children in September?
10.	Think about your current communication system. How you can use the newsletter each month to improve the system?

## **CERTIFICATE OF COMPLETION**



2020 CIRCUS ACTS: LESSONS FOR LIFE TRAINING

This certif	fies that
Provider	Name
Has studied the following training modu and has completed t	
Parenting Connection Brin	g Your Performance Together
Total Training Ti	me
(Quiz must be completed for	or certificate to be valid.)
Executive Director	Sponsoring Agency
Date of Completion	Workshop Location

#### **MODULE FIVE**

#### TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialties 2 or 5)

At the completion of training, participants will:

- 1) Explain why it is important as a CACFP provider to keep accurate business records.
- 2) Identify record-keeping practices that help to keep accurate records.
- 3) Explain how the 2020 NCA Nutrition Calendar can be used and is beneficial for accurate records.

TIME ACTIVITY	MATERIALS NEEDED
---------------	------------------

#### 10 minutes

#### Introduction

Ask participants to describe the importance of record-keeping and at least one question they have about record-keeping on a sheet of paper. After everyone has had a chance to write down their own answers, ask participants to share their answer and especially their questions. Write down their questions for all to see. Address those throughout the training.

• Blank Paper or Note Cards for Ouestions

#### 5 minutes

#### Discuss

- Family Child Care Providers are small business owners.
- 2. The importance of keeping business records.
- 3. Suggestions: Keeping track of source documents such as receipts.

 Business Records: Building a Successful Business Information Page

#### 10 minutes

#### Discuss

- 1. Expenses vs. income
- 2. As a group, list out expenses and income for a CACFP provider (can review from information page).
- Business Records: Building a Successful Business Information Page

#### 30 minutes

#### Application

Using the NCA Nutrition Calendar Practice Pages, practice placing values for expenses and income in the proper places. Include the following:

- 1. Monthly Business Expense and Income Record
- 2. Monthly Attendance and Payment Record
- 3. Standard Meal Allowance Record
- 4. Utilities and Home Expense Worksheet
- 5. Federal Income Tax Worksheet

 Business Records: Building a Successful Business Information Page

#### 5 minutes

Address the questions that were listed at the beginning of the training if you have not done so throughout the training session. Are there additional questions? Also, address expectations that you as a sponsor require for your providers if you have not done so throughout the training session.

 Question List from Beginning of Training

#### **MODULE FIVE**

A family child care provider is many things, one of which is a small business owner. As a family child care provider, you are a self-employed professional operating a business out of your home. This defines you as a small business owner. As a taxpayer and self-employed proprietor, you are required by the Internal Revenue Service (IRS) to file an accurate tax return at the end of each year.

#### **KEEPING BUSINESS RECORDS**

As a small business owner, you need to keep track of business income, or money coming in, and business expenses, or money paid out. This is called "record-keeping." Keeping a good, organized account of income and expenses will help you file an accurate tax return. Record-keeping is not only necessary for tax purposes, it helps you determine if your tuition rates are enough to maintain your desired level of net profit, or money left over after paying all expenses associated with your business. This will help you review the progress of your business and maybe give you ideas as to how to proceed in the future. It helps to determine just where and how you are spending your hard-earned money.

#### **SOURCE DOCUMENTS**

It is imperative that you find an efficient way to organize all source documents such as receipts, bank statements, credit card statements and checks. Set up a system to file each in a folder, envelope, or file labeled with the name of that category. For example, a receipt from the local grocery store would go in a file titled Food Expenses. The receipt from a toy store would go in a file titled Toys and Equipment. Make sure to mark if the items were business or shared between personal and business before filing them away. The IRS recommends keeping records for three previous years, plus the current year.

NOTES	

cacfp.org

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#### **MODULE FIVE**

#### **INCOME VS. EXPENSES**

As small business owners, we understand that income is the money received by our business and that expenses are payments made by the business. CACFP providers share the same expenses as any other child care providers. However, they receive a second source of income to offset food costs that non-participating providers do not receive.

## **INCOME FOR CACFP PROVIDERS**



#### **CACFP REIMBURSEMENT**

Healthy food choices that are CACFP Creditable.



#### **HOUSEHOLD SUPPLIES**

Products purchased separately from your own personal use products to clean the child care facility.



#### **FOOD**

Food purchased for children other than your own.



#### **UTILITIES & PHONE BILLS**



#### **PROGRAM SUPPLIES**

Supplies used only for child care.



#### **TRAVEL & ENTERTAINMENT**

Field trips and special party supplies.





NO RECT BUSINESS EXPENSES Mortgage/Rent payment, Renter's or Home Owner's Insurance, property taxes.



#### **HOME REPAIRS**

Repairs to home such as a new roof, repainting of the business areas, repairs to appliances, plumbing, etc.



#### **HOUSEHOLD EXPENSES**

Laundry and cleaning, appliances, TV, furniture, etc. which will be used in the child care facility.



OIRECT BUSINESS EXPENSES

#### **EQUIPMENT & TOYS**

Items that last for more than 1 year, more than \$100, and used only for the business.



#### **REPAIRS**

Any repairs on equipment that is solely used for the child care facility



#### **OTHER**

Education, association dues, magazine subscriptions, advertising, professional fees, registration/permit fees, outside labor.



#### **MODULE FIVE**

#### MONTHLY ATTENDANCE AND PAYMENT RECORD

Use the Monthly Attendance and Payment Record to record arrival time (Time In) and departure time (Time Out) for each child daily. The amount owed is entered as money due (\$ Due). When a payment is made, the amount paid is entered as money paid (\$ Paid). In this example, J. Smith was present 5 days this week, 3 full days and 2 half days. Full day tuition is \$25 per day and half day tuition is \$20 per day. On the 5th, his parents paid \$115.

#### (Month) 2020 Attendance & Payment Record

In & Out - Use to record time child is admitted in and out of child care. \$ Due & \$ Paid - Use to record amounts each parents owes. Record total monthly payments collected on monthly Business Expense & Income page.

Child's Name	Month 2020	Mo 1	Tu 2	We 3	Th 4	Fr 5	Sa 6	Su 7	Мо 8	Tu 9	We 10	Th 11	Fr 12	Sa 13	S∪ 14	Mo 15	Tu 16	We 17	Th 18	Fr 19	Sa 20	S∪ 21
	Time In	8	8	11	8	11																
	Time Out	5	5	5	5	5																
	\$ Due	25	25	20	25	20																
	\$ Paid					115																
	Time In																					

#### MONTHLY BUSINESS EXPENSE AND INCOME RECORD

The Monthly Business Expense and Income Record gives you a place to record both your income and expenses. At the end of each month, carry over the total monthly income from the Attendance and Payment Record to the Monthly Income Received section on the right side of the Business Expense and Income Record. Next, record the monthly income received from the CACFP in the same area.

Now let's look at your expenses, or money going out. Most of the Business Expense and Income Record is devoted to your expenses. This is where monthly purchases and other monthly business expenses are recorded. As purchases are made, record the date, place of purchase, check number, and the type of purchase. It is important to keep all of your receipts, whether you pay with cash, credit card, or check. Most columns on our form match the tax-deductible items on the IRS Form Schedule C.

#### (Month) 2020 Income Received

	IIICOITIC RECEIVE	
Date	Source	Amt
	CACFP	\$
	This month's total payments received from parents	\$
	Other (specify)	\$
	Other (specify)	\$
=	This month's total income	\$
+	Previous YTD Income Received Balance Brought Forward	\$
=	New YTD Income Received Balance	\$
	Amount put in savings for tax payment	\$

#### April 2020 Business Expenses & Income For IRS Schedule C (Form 1040) Profit or Loss from Business

Record your expenses below. Record 2020 utilities and home expenses on the worksheet provided at the back of the calendar.

Date	Purchased From	Chk#	Food	Household Supplies	Program Supplies	Supplies, Postage, & Bank Fees	Toys & Equip.	Business Repair & Maintenance	Laundry & Cleaning	Training & Dues	Wages	Travel Expense	Ad	
4/3	XYZ Store	123		\$32.90	\$12.43		\$108							
4/7	Corner Grocery	124	\$415.06	\$25.88										
4/15	Jane Doe	125									\$850.66			
4/28	Fox Plumbing	126						\$232						
4/30	Jane Doe	127									\$850.66			
	November Total Expenses	5	\$415.06	\$58.78	\$12.43		\$108	\$232			\$1701.32			
+	Previous YTD Expense Balance Brought Forward	13	\$1876.54	\$214.54	\$245.67	\$137.33	\$135.77	\$311.24	\$565.07		\$5103.96			
=	New YTD Expenses Total	18	\$2291.60	\$273.32	\$258.10	\$137.33	\$243.77	\$543.24	\$565.07		\$6805.28			

#### **MODULE FIVE**

#### STANDARD MEAL ALLOWANCE RECORD

Business food expenses can be calculated for tax purposes in two ways. You can claim your actual business food costs (by saving all business and personal food receipts) or you can use the Standard Meal Allowance method. With this method, you keep track of all meals and snacks served to children in your care, not just CACFP-reimbursed meals and snacks. You can claim up to one breakfast, one lunch, one dinner, and three snacks per child per day for tax purposes. Do not include meals and snacks served to your own children or other residential children, even if income eligible. These totals are recorded monthly using the Standard Meal Allowance Record on the Business Expense and Income Record.

the total number served including r	by CACFP. Do not
Breakfasts	
AM Snacks	
Lunches	
PM Snacks	
Dinners	
Evening Snacks	

#### UTILITIES AND HOME EXPENSE WORKSHEET

A separate page called the Utilities and Home Expense Worksheet is found near the back of the calendar. This page is used to record your monthly utility and home expenses such as electric, water, gas, trash, and other categories from IRS Form 8829. Simply record the date paid and the dollar amount spent on the utility or home expense. This example shows that the provider paid for electricity, natural gas, water and sewer, trash and recycling, and homeowner's insurance in the month of January.

#### Expenses for Business Use of Your Home

	2020	Electric		Natu	ral Gas		iter & ewer		sh & ycling	_	eneral e Repairs		eowner's urance	_	Estate axes	Inter	nt or est on gage
		Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
ĺ	January	1/7	\$62.90	1/7	\$45.12	1/7	\$15.71										

#### FEDERAL INCOME TAX WORKSHEET

NCA has included a Federal Income Tax worksheet to complete your file organization for tax time. Enjoy the record-keeping portion of the calendar and make use of it. This will help you to get organized and take some of the stress out of tax time!

#### **REMINDER**

The CACFP requires that you keep accurate daily records on the foods you offer and the children you serve each day to earn your reimbursement.



## RECORD-KEEPING REINFORCEMENT

OBJ	ECTIVE	Participants will practice completing CACFP record-keeping.
MAI	TERIALS	Record-Keeping Pages
		1) Attendance & Payment Record-Keeping Practice Worksheet
		2) Expenses & Income Record-Keeping Practice Worksheet
		3) Year End Standard Meal Allowance Record-Keeping Worksheet
		4) Year End Utilities & Home Expenses / Federal Income Tax Worksheet
INST	TRUCTIONS	
1)	Divide particip together, etc.	pants into four groups by asking them to count off A, B, C, D ; all A's get together, B's get
2)		up a record-keeping worksheet and have them work together to complete the record-keeping ccurately. Record-keeping doesn't have to be boring!
3)	Provide the w	orksheet answer key for self-check.
4)	Repeat the pr	ocess until all worksheets are completed.
NOT	ES	

#### **MODULE FIVE**

#### **ADDITIONAL ACTIVITIES**



#### **OPEN DISCUSSION**

- a. Have you used the business record-keeping system from the NCA Nutrition Calendar before? What tips have you learned that might be helpful to someone who has not used the calendar before?
- b. As mentioned in the training module, organization is key. What are some different organization strategies?
- c. Share your most frustrating business task when keeping records. Can anyone find or share something from the NCA record-keeping system that might help lessen the frustration?
- d. Share your best business tip.
- e. Share how you are incorporating electronic record-keeping.

IOTES	

1.	What is income vs. expenses?
2.	What is an example of a source document?
3.	How many years of records does the IRS recommend to keep?
4.	List five examples of an expense you might see as a child care provider.
	1 2
	3 4
	5
5.	What are sources of income for a CACFP provider?
6.	TRUE OR FALSE? You can use the Monthly Attendance and Payment Record to record arrival time and departure time.
	TRUE FALSE
7.	Where do you record monthly purchases and other monthly business expenses?
8.	What are the two ways business food expenses can be calculated for taxes?
9.	TRUE OR FALSE? The CACFP requires that you keep accurate daily records on the foods you offer and the children you serve each day to earn reimbursement.
	TRUE FALSE
10.	What can you claim per child, per day using the Standard Meal Allowance for tax purposes?

## **CERTIFICATE OF COMPLETION**





This certif	fies that
Provider	Name
Has studied the following training modu and has completed the	
Business Records Ke	eep the Show on Schedule
Total Training Ti	me
(Quiz must be completed for	or certificate to be valid.)
Executive Director	Sponsoring Agency
Date of Completion	Workshop Location

#### **BUSINESS RECORD-KEEPING** Attendance & Payment Record-Keeping Practice Worksheet

Complete the attendance and payment records with this information and track YTD earnings.

Jack and Kayla are cared for daily in Donna's home child care. Jack attends every weekday from 8am - 5pm. His parents pay \$25 per day. Kayla attends every weekday from 8am - 1pm and her parents pay \$20 per day. In October, Jack missed all Mondays and the 15th for his birthday. Kayla missed the 13th due to illness. In November, Jack missed all Mondays and was out Thanksgiving and the day after. Kayla was out the entire week of Thanksgiving because her brother was home from school. In December, Donna was on vacation from December 21st through January 7th for the holidays. Jack and Kayla did not attend during this time. Donna's home child care is Tier II.

#### October 2020 Attendance & Payment Record

In & Out - Use to record time child is admitted in and out of child care. \$ Due & \$ Paid - Úse to record amounts each parent owes and has paid.

Record total monthly payments collected on monthly Business Expense & Income page.

Child's Name	October 2020	Th 1	Fr 2	Sa 3	Su 4	Мо 5	Tu 6	We 7	Th 8	Fr 9	Sa 10	Su 11	Mo 12	Tu 13	We 14	Th 15	Fr 16		Su 18	Mo 19		We 21	Th 22	Fr 23	Sa 24	Su 25	Mo 26	Τυ 27	We 28			Sa 31	Month Total
	Time In																																
	Time Out																																
	\$ Due																																
	\$ Paid																																
	Time In																																
	Time Out																																
	\$ Due																																
	\$ Paid																																
If you ha	ve more than 9	2 child	ren, N	ICA gr	ants p	ermiss	ion to	make	an ex	tra co	py of	this At	tenda	nce &	Paym	ent Re	ecord	chart.	Attac	ch alor	ng the	botto	m with	h tape	÷.	Tota	l Mor	thly F	ayme	ents C	Collec	ted	

#### November 2020 Attendance & Payment Record

In & Out - Use to record time child is admitted in and out of child care. \$ Due & \$ Paid - Use to record amounts each parent owes and has paid.

Record total monthly payments collected on monthly Business Expense & Income page.

Child's Name	November 2020	Su 1	Mo 2	Tu 3	We 4			Sa 7	Su 8	Мо 9	Tu 10	We 11				Sυ 15		Tu 17	We 18	Th 19	Fr 20	Sa 21	Su 22	Mo 23	Tu 24	We 25	Th 26	Fr 27	Sa 28		Mo 30		Month Total
	Time In																																
	Time Out																																
	\$ Due																																
	\$ Paid																															l	
	Time In																																
	Time Out																																
	\$ Due																															ĺ	
	\$ Paid																																
If you ha	ve more than 9	child	ren, N	CA gr	ants p	ermiss	ion to	make	an ex	tra co	py of	this At	tenda	nce &	Paym	ent Re	ecord	chart	. Attac	h alor	ng the	botto	m wit	n tape		Tota	l Mon	ithly P	ayme	ents C	Collect	led	

#### December 2020 Attendance & Payment Record

In & Out - Use to record time child is admitted in and out of child care. \$ Due & \$ Paid - Use to record amounts each parent owes and has paid.

Record total monthly payments collected on monthly Business Expense & Income page.

Child's Name	December 2020	Tu 1	We 2	Th 3	Fr 4	Sa 5		Mo 7	Tu 8		Th 10		Sa 12	Su 13	Mo 14	Τυ 15	We 16		Fr 18	Sa 19	Su 20	Mo 21	Tu 22	We 23	Th 24	Fr 25	Sa 26	Su 27	Мо 28			Th 31	Month Total
	Time In																																
	Time Out	ĺ							ĺ																								
	\$ Due																																
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	\$ Due																																
	\$ Paid																																
If you ha	ve more than 9	child	lren, N	CA gr	ants p	ermiss	ion to	make	an ex	tra co	py of t	his At	tenda	nce &	Paym	ent Re	ecord	chart.	Attac	ch alor	ng the	botto	m wit	h tape		Tota	al Mor	nthly F	ayme	ents C	Collec	ted	

#### October 2020 Income Received

	income keceived	4
Date	Source	Amt
	CACFP	\$81.36
	This month's total payments received from parents	\$
	Other (specify)	\$
	Other (specify)	\$
=	This month's total income	\$
+	Previous YTD Income Received Balance Brought Forward	\$8,730
=	New YTD Income Received Balance	\$
	Amount put in savings for tax payment	\$

#### November 2020 Income Received

Date	Source	Amt
	CACFP	\$66.80
	This month's total payments received from parents	\$
	Other (specify)	\$
	Other (specify)	\$
=	This month's total income	\$
+	Previous YTD Income Received Balance Brought Forward	\$
=	New YTD Income Received Balance	\$
	Amount put in savings for tax payment	\$

## December 2020 Income Received

Date	Source	Amt
	CACFP	\$56.56
	This month's total payments received from parents	\$
	Other (specify)	\$
	Other (specify)	\$
=	This month's total income	\$
+	Previous YTD Income Received Balance Brought Forward	\$
=	New YTD Income Received Balance	\$
	Amount put in savings for tax payment	\$

#### Business Record-Keeping Attendance & Payment Record-Keeping Practice Worksheet

Fill in Donna's monthly expenses based on the issued checks she signed for each month. Then add the total of each expense.

#### October 2020 Business Expenses & Income

For IRS Schedule C (Form 1040) Profit or Loss from Business Record your expenses below. Record 2020 utilities and home expenses on the worksheet provided at the back of the calendar.

Date	Purchased From	Chk#	Food	Household Supplies	Program Supplies	Supplies, Postage, & Bank Fees	Toys & Equip.	Business Repair & Maintenance	Laundry & Cleaning	Training & Dues	Wages	Travel Expense	Ad	
	October Total Expenses													
+	Previous YTD Expense Balance Brought Forward		\$1536.24	\$230.11	\$75.33	\$34.23	\$153.23	\$856.33	\$110.00	\$250		\$26.54		
=	New YTD Expenses Total													

#### November 2020 Business Expenses & Income

For IRS Schedule C (Form 1040) Profit or Loss from Business Record your expenses below. Record 2020 utilities and home expenses on the worksheet provided at the back of the calendar.

Date	Purchased From	Chk#	Food	Household Supplies	Program Supplies	Supplies, Postage, & Bank Fees	Toys & Equip.	Business Repair & Maintenance	Laundry & Cleaning	Training & Dues	Wages	Travel Expense	Ad	
	November Total Expenses													
+	Previous YTD Expense Balance Brought Forward													
=	New YTD Expenses Total													

#### December 2020 Business Expenses & Income

For IRS Schedule C (Form 1040) Profit or Loss from Business

Record your expenses below. Record 2020 utilities and home expenses on the worksheet provided at the back of the calendar.

	ате	Purchasea From	Cnk#	Food	Supplies	Supplies	Postage, & Bank Fees	Equip.	Repair & Maintenance	Cleaning	Dues	wages	Expense	Ad	
		December Total Expenses													
-	+	Previous YTD Expense Balance Brought Forward													
=		New YTD Expenses Total													

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Oct. 1, 2020
Seventy-five dollars.86/xx	\$ 75.80 DOLLARS
TRAINING	Donna Smith

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Oct. 15, 2020 DATE 124
PAYTOTHE GEORGES GROCERY Two hundred or forty-six	dollars 78/XX DOLLARS
Food a supplies 00000000000 0000	Donna Smith

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Nov. 5, 2020
ONE hundred a thirty-four	\$ 184.65 dollars .65/xx dollars
0000000001 000000000 0000	DonnaSmith

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Nov. 20, 2020 126	_ ]
ONE hundred of thirty-thre-	\$ 188.75 e dollars .75/XX DOLLARS	
	Donna Smith	

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Dec. 3, 2020
ONE hundred a forty-four	, dollars .13/xx dollars
Food a supplies	Donna Smith

DONNA'S HOME CHILD CARE 123 Main Street Drive Happyville, US 11111	Dec. 11, 2020
PANTO THE LITTLE TOY Shoppe Two hundred a twelve dollars	\$ 212.54 5 .54/XX DOLLARS
Toys 0000000001 000000000 0000	Tonna Smith

## **Business Record-Keeping** Calculating End of Year Standard Meal Allowance Rate Practice Sheet

For "Standard Meal Allowance" record the total number of meals and snacks served including meals and snacks not reimbursable by CACFP. Do not include your own children's meals. Based on a home child care serving 5 children.

January		February		March	
Breakfasts	72	Breakfasts	<u> </u>	Breakfasts _	<i>u</i> 5
AM Snacks	85	AM Snacks	76	AM Snacks	80
Lunches	<u> 75</u>	Lunches	88	Lunches	87
PM Snacks	<u> </u>	PM Snacks	88	PM Snacks	76
Dinners	0	Dinners	0	Dinners	0
Evening Snacks	0	Evening Snacks	0	Evening Snacks	0
٨ ١٠٠١		N.4		le con a	
April		May	<b>C</b>	June	4
Breakfasts	<u></u>	Breakfasts	54	Breakfasts _	76
AM Snacks	<u> </u>	AM Snacks	<u> </u>	AM Snacks	83
Lunches	81	Lunches		Lunches <sub>-</sub>	83
PM Snacks	76	PM Snacks	73	PM Snacks	83
Dinners	0	Dinners	0	Dinners _	0
Evening Snacks	0	Evening Snacks	0	Evening Snacks	0
July		August		September	
<b>July</b> Breakfasts	57	August Breakfasts	<u></u>	September Breakfasts	64
	5 <del>7</del> 75	O	<u>U5</u> +7	•	64 89
Breakfasts		Breakfasts		Breakfasts	
Breakfasts AM Snacks	75	Breakfasts AM Snacks	77	Breakfasts _ AM Snacks _	89
Breakfasts AM Snacks Lunches	75 75	Breakfasts AM Snacks Lunches	77 77	Breakfasts _ AM Snacks _ Lunches _	89 86
Breakfasts AM Snacks Lunches PM Snacks	75 75 73	Breakfasts AM Snacks Lunches PM Snacks	77 77 77	Breakfasts  AM Snacks  Lunches  PM Snacks	89 86 84
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks	75 75 73 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks	77 77 77 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks	89 86 84 0
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks	75 75 73 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November	77 77 77 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December	89 86 84 0
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  October Breakfasts	75 75 73 0 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November Breakfasts	77 77 77 0 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December  Breakfasts	89 86 84 0 0
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  October Breakfasts AM Snacks	75 75 73 0 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November Breakfasts AM Snacks	77 77 77 0 0 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December  Breakfasts  AM Snacks	89 86 84 0 0
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  October Breakfasts AM Snacks Lunches	75 75 73 0 0 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November Breakfasts AM Snacks Lunches	77 77 77 0 0 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December  Breakfasts  AM Snacks  Lunches	89 86 84 0 0 0
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  October Breakfasts AM Snacks Lunches PM Snacks	75 75 73 0 0 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November Breakfasts AM Snacks Lunches PM Snacks	77 77 77 0 0 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December  Breakfasts  AM Snacks  Lunches  PM Snacks	89 86 84 0 0 0 52 83 80 76
Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  October Breakfasts AM Snacks Lunches	75 75 73 0 0 0	Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks  November Breakfasts AM Snacks Lunches	77 77 77 0 0 0	Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks  December  Breakfasts  AM Snacks  Lunches	89 86 84 0 0 0 52 83 80

# for 2020 income tax returns and for Tier 1 Food Program reimbursements from July 1, 2019 to June 30, 2020 (in the continental U.S.)

\$1.33 for each Breakfast

\$2.49 for each Lunch or Supper

\$0.74 for each Snack (up to 3 per day for each child)

## END OF THE YEAR ALLOWANCE CALCULATOR

ALLOWANCE CALCULATOR						
Meal	# of Meals	2020 Standard Meal Allowance	= Total			
Breakfast						
AM Snack						
Lunch						
PM Snack						
Dinner						
Evening Snack						
		Total Food Cost				

## **Business Record-Keeping** Calculating End of Year Standard Meal Allowance Rate Practice Sheet

For "Standard Meal Allowance" record the total number of meals and snacks served including meals and snacks not reimbursable by CACFP. Do not include your own children's meals. Based on a home child care serving 5 children.

Lunches	February  Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners  Evening Snacks	Lunches
Lunches PM Snacks	May Breakfasts AM Snacks Lunches PM Snacks Dinners Evening Snacks	Lunches PM Snacks
AM Snacks  Lunches  DM Snacks	August  Breakfasts  AM Snacks  Lunches  PM Snacks  Dinners	Lunches
Evening Snacks  October  Breakfasts	Evening Snacks  November  Breakfasts	Evening Snacks  December  Breakfasts
Lunches	AM Snacks Lunches PM Snacks Dinners Evening Snacks	

#### STANDARD MEAL ALLOWANCE RATES

for 2020 income tax returns and for Tier 1 Food Program reimbursements from July 1, 2019 to June 30, 2020 (in the continental U.S.)

\$1.33 for each Breakfast

\$2.49 for each Lunch or Supper

\$0.74 for each Snack (up to 3 per day for each child)

## END OF THE YEAR ALLOWANCE CALCULATOR

ALLOWANCE CALCULATOR						
Meal	# of Meals	2020 Standard Meal Allowance	= Total			
Breakfast						
AM Snack						
Lunch						
PM Snack						
Dinner						
Evening Snack						
		Total Food Cost				

# **Business Record-Keeping** Year End Utilities & Home Expenses / Federal Income Tax Utilize the previous worksheets to fill in all the required information below.

## 

2020	El	ectric	Natu	ıral Gas		/ater Sewer		rash ecycling		eneral e Repairs		eowner's urance		l Estate axes	Inte	ent or erest on rtgage		
2020	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount	Date Paid	Amount
Totals	\$9=	<i>18</i> .44	\$2	31.23	\$	960	E	300	E	750	\$=	723	\$c	-1000	\$1	<b>4</b> ,100		

## FEDERAL INCOME TAX WORKSHEET

IOTAL INCOME (see D		F00G	
CALCULATE SPACE/TI/	ME %:	(actual receipts or Standard Meal Allowance Rate*)	
# of square feet used for bu	siness ÷ total square feet in the house =	Household Supplies	
		Program Supplies	
# of hours of operation in a	year ÷ total # of hours in a year (8760) =	Office Supplies/Postage/Bank Charges	
SPACE	x TIME =%	Toys and Equipment	
317(02		Business Repairs and Maintenance	
EXPENSES:		Laundry/Cleaning	
•	ily child care vary among providers. You may	Legal and Professional Services	
'	categories and no expenses in others. Also,	Training and Dues	
•	egories used can vary. You may want to use	Wages	
	sed on your own experience and needs. The are the amounts you have calculated monthly	Travel/Meals/Entertainment	
	e Expenses worksheet and the Monthly	Advertising	
	of this record-keeping system as family child	Other	
	. The categories listed in ( ) are additional		
	forms that you may expense, if applicable.		
		TOTAL EXPENSES (Deductions)	
•	re are from "Form 8829: Expenses for Business	NET INCOME (Total Income – Total Expenses)	
Use of Your Home" and Profession."	"Schedule C: Profit or Loss From Business or	*The IRS Standard Meal Allowance allows up to one breakfast, one lunch,	one supper
FIOTESSION.		and three snacks per day, per child. The allowance for this year is based of	
FORM 8829:		as of January 1, 2020. The Standard Meal Allowance includes meals not re	
(Casualty Losses)		by the CACFP. Do not include meals served to your own children or other	
Utilities		children, even if income eligible.	
General Home Repairs	and Maintenance	-	
Homeowner's Insurance		FEDERAL TAX FORMS WHICH YOU MAY BE REQUIRED TO FILE AS A SELF-EMPLOYER	D PERSON ARE:
Real Estate Taxes		Form 8829 (Expense for Business Use of Your Home)	
Rent Or Interest On Mo	ortagae ———————————————————————————————————	Schedule C (Profit or Loss From Business or Profession)	
		Schedule SE (Social Security)	
SCHEDULE C		Schedule ES (Estimated Taxes)	
(Depreciation)		W-10 (Dependent Care Provider Identification and Certification)	
	Like the company of a N	Form 1040 (Combines business and personal tax records)	
(Family Day Care Liabi		Form 4562 (Depreciation)	
(Car and Truck Expens	es-use mileage log)		
		For more information on the Standard Meal Allowance Rate or	
		question contact: IRS Hotline (800) 829-1040 or IRS Website: wy	vw.irs.aav

## **2020 NCA Nutrition Calendar Training Tips**

NCA strongly encourages you to complete the training outline for each module as a group. More can be learned when a group is able to come together to discuss different ideas and perspectives, and as a sponsor you can address expectations and questions for all, instead of on an individual basis.

Use the calendar theme of Circus Acts: Lessons for Life as much as possible. It keeps all of your training cohesive and adds a fun component. You can group your participants based on pictures of performers or circus acts. You can also use "performer character" graphics for name tags or in a PowerPoint template. Be creative!

Use hands-on activities where participants are involved rather than you talking at them the entire time.

Remember you want to be a "guide on the side" not a "sage on the stage."

#### **ACTIVITY SUGGESTIONS**

You can use any of the following ideas in various ways. Determine which method would best fit the material you are teaching.

#### **INTRODUCTION**

Make a T-chart with three columns on a blank piece of chart paper. Label each column K, W, or L. Together, fill out the three columns.

K I have used the NCA Nutrition Calendar before and this is what I Know/Like or I have not used the NCA Nutrition Calendar before but looking through it I like...

W I want to know... about the NCA Nutrition Calendar.

This is done after the training. I learned... about the NCA Nutrition Calendar.

K	W	L

#### **PURPOSE**

#### **LEAD IN QUESTIONS**

Give the audience leading questions to arrive at the purpose of the workshop.

#### **BURNING QUESTIONS**

What two burning questions do you as an audience member have? Keep this list and address answers to questions as they come up throughout the training time.

#### **PARTNER/GROUP ACTIVITIES**

#### CAROUSEL

Different questions/scenarios are posted around the room. Assigned groups travel from poster to poster discussing/answering the question for thought.

#### **JIGSAW**

Within each team, give each person a job to become an expert on. The group will come back together and teach the other members of their team what they've learned. (Example: Teaching 4 different nutrition lessons)

#### **MATCHING**

Have partners/groups work together to match pieces of information together. (Example: Best practice and a recipe)

## **2020 NCA Nutrition Calendar Training Tips**



#### **DISCUSSION STRATEGIES**

Fortune Cookie: Place 5-6 questions or statements in an envelope. Have enough envelopes made for participants split into groups or you can discuss as a whole group. One person draws out a statement or question and as the facilitator you open discussion. If participants are in groups, each person will take a turn drawing a question and leading a discussion.

**THINK, PAIR, SHARE** As the facilitator, ask participants to answer a question or complete a task. First, they will do this individually. Next, they will come together with a partner and finally they can share with the entire group or another set of partners.

**GIVE ONE.** As the facilitator, you name a topic or question. Each participant will record three ideas related to the idea or question. Then the participants will circulate, stopping to talk to other participants. For every idea given, they will receive one in return. The group can come back together and share the ideas that they learned, not their own.

#### **CLOSURE**

Remember to always end your day summarizing the purpose of your time together.

- 1) KWL Finish your KWL from the intro activity.
- 2) Square, Circle, Triangle Have each participant draw a square on the left side of a blank piece of paper. Under the square, draw a circle. Under the circle draw a triangle. Next to each shape, ask the participants to complete the statement (refer to page 92).

SQUARE	I completely understand	about the NCA Nutrition Calendar.
CIRCLE	I am really thinking about using Nutrition Calendar and need to work fu	
TRIANGLE	l don't understandbecause	with the NCA Nutrition Calendar

- 3) Try a Game. There are many online templates for Jeopardy and Family Feud. The questions can be written to address key points covered throughout the day. Make it a fun ending by adding a prize!
- 4) Scavenger Hunt. Reviewing everything you went through one last time helps your team remember what they learned. Use the scavenger hunt on the next page for some added fun to finish up your training.

## **2020 NCA Nutrition Calendar Activity**

#### **SCAVENGER HUNT - GET TO KNOW YOUR CALENDAR**

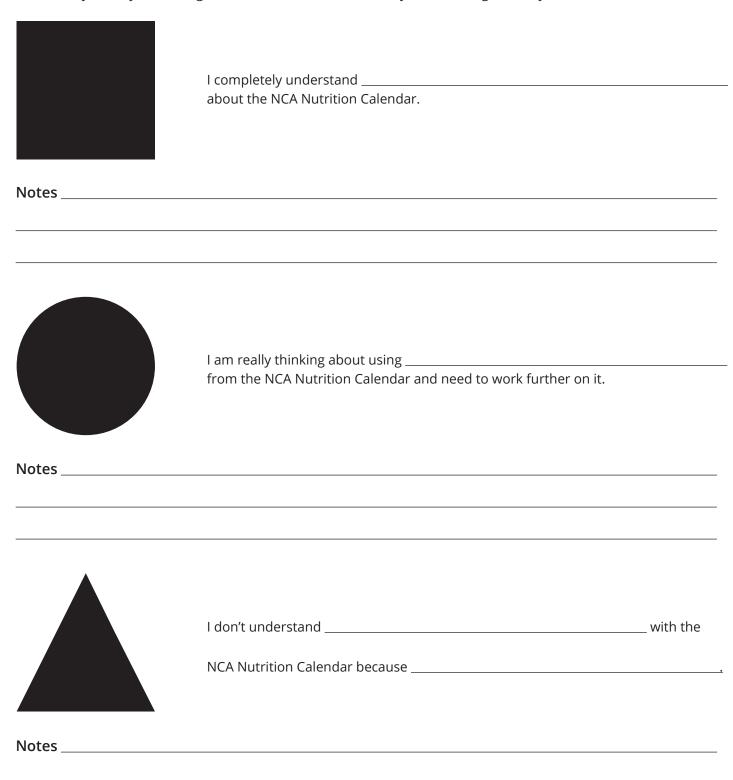
Use your 2020 Circus Acts: Lessons for Life to find the answers to the following questions.

a.	Name at least 4 items that are included in every month of the NCA Nutrition Calendar.
b.	What month can I find a recipe for Roasted Beets?
c.	What is the theme for September?
d.	What month can I find a recipe for Garden Fresh?
e.	In what month do the kids play Horse Races?
f.	Which month would I find the best practice of only serving unflavored milk?
g.	Which month are the children making tambourines?
h.	In which month does the nutrition note talk about frying foods?
i.	What are the snack suggestions in April?
j.	Which month can I find the best practice to avoid serving non-creditable foods that are sources of added
	sugars, such as honey, jam and syrup?

## CACFP is an indicator of quality child care.

## **Square, Circle, Triangle Closure Activity**

Reflect on your day of training and create these reminders so you won't forget what you learned.



# HEALTHY CIRCUS SNACK Color and take home to try!

