

# Move Well Eat Well

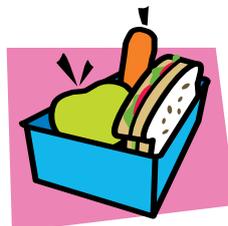
## Early childhood service



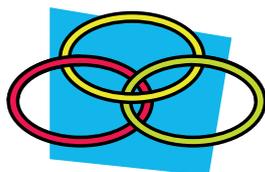
**TAP INTO  
WATER  
EVERYDAY**



**LIMIT  
'SOMETIMES'  
FOODS**



**PLANT  
FRUIT & VEG  
IN YOUR  
LUNCHBOX**



**HEALTH  
PROMOTING  
SERVICE**



**MOVE,  
PLAY  
AND GO**



**STRIDE AND  
RIDE**



**TURN OFF,  
SWITCH  
TO PLAY**

**Award Application Form**

# How to become an Award Service

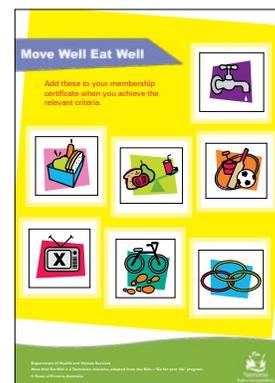
Please complete each page of this application form to become a *Move Well Eat Well* - Early Childhood Award Service.

## Award eligibility

To be eligible to become an Award Service your early childhood education and care service must meet the requirements of each of the Award criteria outlined in this Application Form. There are no time limits for meeting the criteria, or to apply to be an Award Service.

## Track your progress

When you meet the requirements of an Award criteria add the corresponding progress sticker to your Member Certificate. You will find these in your Starter Pack. These can help engage educators, support staff, children and families and track your progress. Once you have added all seven stickers, your policies are completed and supporting information is ready, you can then submit your Award Application to *Move Well Eat Well*.



## Submitting Award application

When completed, submit the Award application form with the required documentation to:

Email: [movewelleatwellEC@health.tas.gov.au](mailto:movewelleatwellEC@health.tas.gov.au)

Move Well Eat Well  
Level 2/25 Argyle St  
Hobart, TAS, 7000

Or fax to 03 6222 7409

## Receive your outdoor sign

On submission, your service will be provided with a confirmation email to indicate that *Move Well Eat Well* has received your application. *Move Well Eat Well* will review your application and you will be notified of the outcome. If successful, your *Move Well Eat Well* Award Certificate and Award Service outdoor sign will be delivered to your service.



Move Well Eat Well Early Childhood Award Service outdoor sign  
Dimensions: 900mm x 450mm

## Award renewal

Early Childhood Award Services will need to complete an Award Renewal Application every two years in order to maintain Award status.

## Queries

For any queries regarding the Award application process please contact the *Move Well Eat Well* - Early Childhood Program's Coordinator on 6166 0617 or email: [movewelleatwellEC@health.tas.gov.au](mailto:movewelleatwellEC@health.tas.gov.au)

## Privacy and Confidentiality

In accordance with the Personal Information Protection Act (2004) the Department of Health will maintain the confidentiality of information you provide for the purposes of the *Move Well Eat Well* - Early Childhood Award Program (excluding your service name and information in the public domain). However we may disclose the information to health professionals and provide non-identifying information to other parties, for reporting, research or evaluation purposes.

Personal information we collect from you will be used for purposes related to the *Move Well Eat Well* Award Program and may be provided to health professionals, partner organisations and researchers. We will take all reasonable steps to protect the privacy of your personal information.

If you want to access your personal information or have queries relating to it please contact *Move Well Eat Well* on Ph: 6166 0617 or email [movewelleatwellEC@health.tas.gov.au](mailto:movewelleatwellEC@health.tas.gov.au)

# Application checklist

Use this checklist to ensure your submission is complete.

## Application form

Service details are provided

Award criteria requirements have been met for each of the Award criterion

Award criteria statement and agreement signed

## Supporting documentation

Policy documents which include all Award criteria

Four week current menu and recipes (if applicable) and the 'Menu Assessment Tool'

Additional supporting documentation or achievements (e.g. samples of newsletters, program plan, photos, reports to management, cook's report etc).

**Reminder: Please ensure all the criteria are in your service policies.**

## 1. Service details

Service Name:

Contact staff member name:

Position:

Address:

Town/suburb:

Postcode:

Telephone:

Fax:

Email address:

Date:

Best time to be contacted:

Service type:

Long day care

Child and Family Centre

Age Range of Children

## 2. Award criteria requirements

This section helps ensure your service has met each of the *Move Well Eat Well* - Early Childhood Award criteria. To maintain the integrity of the Award Program, please ensure the information provided is accurate and reflective of a whole-of-service approach in regard to policies and practises.

The Award criteria requirements must be fulfilled to be eligible to become an Award Service. If you feel that your service is unable to meet a requirement, please contact the *Move Well Eat Well* - Early Childhood Program Coordinator. If you need more space than provided for additional information on strategies implemented please insert additional pages.



**TAP** INTO  
WATER  
EVERYDAY

## Criterion 1

Drinking water is available and accessible to children, both indoors and outdoors, at all times. (e.g. water bottles/water cooler/jugs).

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criteria requirements have been met. You may then add the 'Tap into Water Everyday' progress sticker to your Member Certificate.

We have implemented the following strategies to support this *Move Well Eat Well* - Early Childhood Award criterion:

For services that provide care for infants (0-12 months):

Cooled boiled water is offered to babies under six months who are not exclusively breastfed and to all infants from 6-12 months.

For all services:

Water is provided with each meal and snack for children one year and over.

AND one of the options below

Water is available and accessible at all times and offered regularly to children both indoors and outdoors.

OR

Children have their own 'water only' water bottles for use both indoors and outdoors while at the service.

Provide a brief overview of how your service has met this Award criteria. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message. Remember to meet this criteria, any strategies employed by the service needs to consider all ages and programs in the service.

Remember: To meet this criterion, any strategies employed by the service needs to consider all ages and programs in the service.



## Criterion 2

- a) Exclusive breastfeeding is encouraged, with positive support, for babies up to six months. Continued breastfeeding is also encouraged and supported beyond six months.
- b) A variety of age-appropriate fruit and vegetables are served daily. For each occasion that food is served, offer fruit and/or vegetables. Fruit and vegetables are requested in lunchboxes brought from home.
- c) Meal environments are planned to be positive, relaxed and social experiences.

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criterion requirements have been met. You may then add the 'Plant Fruit and Veg in your Lunchbox' progress sticker to your Member Certificate.

We have implemented the following strategies to support this Move Well Eat Well - Early Childhood Award criterion:

#### Criterion 2a) Breastfeeding

Service and staff have a welcoming attitude towards breastfeeding, and display and provide information that show this support.

The service has an appropriate comfortable space for mothers, to express milk or \breastfeed.

The service has relevant safe-handling practices for breast milk labelling, storage and use as recommended in the Infant Feeding Guidelines.

#### For Child and Family Centres:

Infant formula is not supplied or promoted, and staff know where to refer families for help with breastfeeding (i.e. Child Health and Parenting Service or the Australian Breastfeeding Association).

Below provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criteria, any strategies employed by the service needs to consider all ages and programs in the service.

#### Criterion 2b) Fruit and Vegetables

A variety of age-appropriate fruit and vegetables are served daily. For each occasion that food is served, offer fruit and/or vegetables.

Families are requested to include a variety of fruit and vegetables in the lunchbox each day.

#### Criterion 2c) Meal Environments

Encourage children to try new and different fruit and vegetables, including a range of colours, textures, flavours and aromas.

Ensure educators and support staff sit with children during eating times encouraging healthy eating behaviours in a positive relaxed and social environment.

Ensure plenty of time for children to eat as much food as they choose without feeling rushed.

Allow children to participate in the serving of food and self-feeding where age-appropriate.



## LIMIT 'SOMETIMES' FOODS

### Criterion 3

- a) 'Sometimes'\* food and drinks are not included in planned menus and are discouraged in lunchboxes sent from home.
- b) 'Sometimes' food and drinks are not used as a reward or an incentive and are limited in the wider service environment.

#### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criterion requirements have been met. You may then add the 'Limit 'Sometimes' Foods' progress sticker to your Member Certificate.

We have implemented the following strategies to support this *Move Well Eat Well*- Early Childhood Award criterion:

#### Criterion 3a)

'Sometimes' foods and drinks are not included in snacks or meals provided by your service.

Strategies are in place to discourage families from providing 'sometimes' food and drinks in lunchboxes bought from home.

Only water or plain milk is provided by your service at snack and meal times.

For services that provide snacks and/or meals: completion of the 'Menu Planning Assessment Tools' is submitted to Public Health Services Dietitians (not required for Child and Family Centres).

Provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criteria, any strategies employed by the service needs to consider all ages and programs in the service.

\* 'Sometimes' foods and drinks include chocolate, confectionary, sweet drinks, crisps, chips, fried foods and some cakes, biscuits and pastry items that are high in fat, sugar or salt.

Criterion 3b)

Your service has in place strategies and policies to limit the availability of 'sometimes' foods and drinks in the wider service community (e.g fund raising, celebrations, excursions, cooking activities and other special events).

Educators and staff do not use 'sometimes' food or drinks as a reward or incentive.

Your wider service community (e.g. management/administration, committees, family support groups, other programs, suppliers and visitors) is encouraged to support the limiting of 'sometimes' food and drinks.



## Criterion 4

Daily child-initiated and adult-guided active play is a significant component of the curriculum and is consistent with the Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years).

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criterion requirements have been met. You may then add the 'Move Play and Go' progress sticker to your Member Certificate.

We have implemented the following strategies to support this *Move Well Eat Well*- Early Childhood Award criterion:

Provide or schedule outdoor active play two or more times per day, for children 1- 5 years.

Free and creative active play is part of the daily curriculum (spread through the day).

Adult-guided play experiences, such as dance, drama, moving to music, climbing and active games are planned on a daily basis (spread through the day).

Provide age-appropriate, active play opportunities which challenge and encourage children to explore, make mistakes and test limits.

Indoor or outdoor active play is not withheld as punishment.

Provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criterion, any strategies employed by the service needs to consider all ages and programs in the service.



## Criterion 5

Screen time (television/DVD/computers/electronic games) is not used or is limited in the service consistent with the Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years).

**TURN OFF,  
SWITCH  
TO PLAY**

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criterion requirements have been met. You may then add the 'Turn off Switch to Play' progress sticker to your Member Certificate.

We have implemented the following strategies to support this *Move Well Eat Well* - Early Childhood Award criterion:

Exclude all screen based activities

OR all three below

Exclude screen-based activities for children under two years of age.

Have limited screen-based activities – less than one hour per day for children aged 2-5 years, that are planned, for a minimal amount of time and are age-appropriate.

Educators/staff/family/adults always sit with children to monitor what is being watched and respond appropriately to the content and children's reactions.

AND

Screen based activities are not used as a reward, incentive or for comfort.

Infants, toddlers and pre-schoolers are not kept sedentary, restrained or inactive for more than one hour at a time - except when sleeping.

Provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criterion, any strategies employed by the service needs to consider all ages and programs in the service.



**STRIDE AND  
RIDE**

## Criterion 6

Age appropriate walking, riding and road safety opportunities are provided as a regular part of the service curriculum.

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criterion requirements have been met. You may then add the 'Stride and Ride' progress sticker to your Member Certificate.

At least twice per year arrange and promote an age-appropriate pedalling, riding or walking activity within the service community, with a focus on road and pedestrian safety (e.g. to the shops, around the block, to a park or vacant block.) and/or on the service premises (establish a circuit 'walkathon', bike/pedal track).

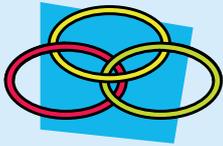
Road safety education is supported and conducted at the service as part of the Program.

Active transport such as walking or riding bikes as a form of travel is positively promoted in the service to children, families, educators and support staff.

Families, educators and support staff have access to up to date road safety information. (e.g. Pamphlets, newsletter articles, family information evenings)

Provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criterion, any strategies employed by the service needs to consider all ages and programs in the service.



**HEALTH  
PROMOTING  
SERVICE**

## Criterion 7

- a) The Curriculum - The curriculum incorporates the Australian Dietary Guidelines, Infant Feeding Guidelines and Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years) and aligns with relevant National Quality Standards and the Early Years Learning Outcomes.
- b) Policy - All Move Well Eat Well - Early Childhood Award criteria are included within policy and planning documents endorsed by the service management.
- c) Families, educators and staff - Families, educators and support staff have access to policy documents and ongoing information, ideas and strategies to promote healthy eating and active play.

### Award criterion requirements

Tick all the relevant boxes below to indicate if the Award criteria requirements have been met. You may then add the 'Health Promoting Service' progress sticker to your Member Certificate.

#### Criterion 7a) Curriculum

The curriculum incorporates the National Quality Standards and Early Years Learning Outcomes around healthy eating and active play, to guide service practices, policy and environment

The curriculum incorporates key principles of the Australian Dietary Guidelines, the Infant Feeding Guidelines and the Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years).

#### For Child and Family Centres:

The curriculum, program and services of the Child and Family Centre reflect the healthy eating and active play components of the National Quality Standards and are underpinned by the Early Years Learning Framework.

Provide a brief overview of how your service has met this Award criterion. Your policy documents may outline some of the practical strategies used by your service, however you can also include any additional examples your service has implemented to support this healthy message.

Remember to meet this criterion, any strategies employed by the service needs to consider all ages and programs in the service.

#### Criterion 7b) Policy

Each of the *Move Well Eat Well* criterion, including reference to the Australian Dietary Guidelines, the Infant Feeding Guidelines and the Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 years) is addressed in policy, through an existing policy or a specific *Move Well Eat Well* policy.

There is a staff health and wellbeing policy in place at the setting which promotes the modelling of healthy eating and physical activity practices.

The policy documents are approved by the service governing body and/or sponsor.

Each new and existing staff member is provided an overview of the *Move Well Eat Well* - Early Childhood Award policies and practices.

#### Criterion 7c) Families, educators and support staff

New families to the service are provided with information about breastfeeding, healthy eating, physical activity and health and safety policies.

Families, educators and support staff are included as partners in the Program's policy development and revision.

Families, educators and support staff have access to regular information ideas and strategies to promote and support healthy eating and physical activity policies.

## Move Well Eat Well Award agreement

If your service becomes an Award Service you will be a role model to other services throughout Tasmania.

Early Childhood Services recognised as an Award Service are asked to agree to:

1. Commit to continue to meet the Award criteria
2. Take reasonable steps to ensure all staff and families are aware of the healthy eating and physical activity policies.
3. Review their Award status every 2 years by completing and submitting the *Move Well Eat Well* - Early Childhood Award Renewal Form.

*Move Well Eat Well* will provide a personalised outdoor sign for each Award Service for the period they remain an Award Service. The sign will remain property of the Department of Health..

If a services ceases to be an Award Service, it must return the sign to the Department of Health.

Permission for the service's name and achievements to be included on the *Move Well Eat Well* website.

Insert service name

agrees to the above stated terms and conditions of the *Move Well Eat Well* award agreement.

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Manager/Coordinator::

Signature

Date

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Parent:

Signature

Date

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Chair/Proprietor

Signature

Date

# Move Well Eat Well

Move Well Eat Well is a state-wide initiative managed by the Tasmanian Department of Health.

This is a Healthy Tasmania initiative

2018