Community Helpers
GOOD PEOPLE EVERYWHERE

2019 Training Module

Community Helpers
GOOD PEOPLE EVERYWHERE

NUTRITION CALENDAR AND RECORD KEEPING SYSTEM

CACFP is an indicator of quality child care.
Meal Pattern  Food for a Healthy Community

MODULE ONE

TRAINING OUTLINE

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialties 1 and 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 Pattern in the 2019 NCA Nutrition Calendar.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MATERIALS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes</td>
<td>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.</td>
<td>Blank paper, Meal Pattern Information, Small prize for winner(s)</td>
</tr>
<tr>
<td>5 minutes</td>
<td>Discuss the New Meal Pattern. Make sure that everyone is familiar with the guidelines. This should be a review and not an introductory training.</td>
<td>New Meal Pattern Requirements, Meal Pattern Information</td>
</tr>
<tr>
<td>40 minutes</td>
<td>Carousel Activity</td>
<td>New Meal Pattern: Carousel Activity Instructions, Chart paper, Markers, New Meal Pattern Information Sheet, 2019 NCA Nutrition Calendar</td>
</tr>
<tr>
<td>10 minutes</td>
<td>Conclusion 1. What are your expectations as a provider/sponsor? 2. Questions?</td>
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</tbody>
</table>
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 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 new best practices, updated scientific research and suggestions by the American Academy of Pediatrics, the new meal pattern guidelines have been updated and became effective October 1, 2017.

**NEW MEAL PATTERNS: COMMUNITY MAP KEY**

**INFANTS**

1. Two age groups instead of three: 0-5 months and 6-11 months.
2. Only breastmilk or formula is served through 5 months, solid foods are gradually introduced as appropriate starting at 6 months.
3. A vegetable or fruit or both is required to be served at snack as developmentally ready starting around 6 months.
4. Cheese and cottage cheese are allowable, cheese food and spreads are not.
5. 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.
3. Eat at least one whole grain-rich serving per day across all eating occasions.
4. Ounce equivalents are used to determine the amount of creditable grains (October 1, 2019).
5. Grain based desserts are no longer allowed.
6. 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.
8. Serve breakfast cereals and yogurts within required sugar limits (cereals are no more than 6 grams per dry ounce and yogurt no more than 23 grams per 6 ounce).

**THE BUILDING PLAN**

Each month the 2019 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.

Let’s look at the highlighted meal pattern for October. As a best practice, we know that lean meats, nuts, and legumes should be served to meet the meat and meat alternatives requirements. The nutrition note tells us about the importance of iron in the body which comes from protein. This information is tied together with a protein rich meal recipe for lunch or dinner and snack suggestions including protein such as: boiled eggs, turkey and hummus.
WHOLE GRAIN eaten as part of a healthy diet has been shown to reduce different types of chronic diseases such as coronary heart disease and constipation. 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 March, April, and August on the 2019 NCA Nutrition Calendar, you can find serving suggestions 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 do the children like the best?

3) Include learning about whole grains in your lesson plans at meal times and during games and activities.

NOTES

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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. However, they can be combined at breakfast but 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 Pattern 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
1) 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 the 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.

Find lots of recipes throughout the 2019 Nutrition Calendar that are focused on fruits and vegetables.
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 the dishes. 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 process and try to make food fun, there will be more success of having the children eat the food we are serving. Where developmentally appropriate, ask the children to help in the kitchen. You can create silly, fun names for different dishes with the children and ask them what their favorites are. Check out the months of June and October in the NCA Nutrition Calendar for a tasty, protein packed recipe.

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

<table>
<thead>
<tr>
<th>Meat</th>
<th>Beef, ham, pork, lean luncheon meats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poultry</td>
<td>Chicken, duck, goose, turkey</td>
</tr>
<tr>
<td>Seafood</td>
<td>Catfish, tilapia, salmon, flounder, tuna, halibut, shellfish</td>
</tr>
<tr>
<td>Meat/Meat Alternates</td>
<td>Eggs, yogurt, cheese, cottage cheese, dry beans and peas, certified soy products, nuts and seeds</td>
</tr>
</tbody>
</table>
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, 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. Try these suggestions and check out the month of January for more tips.

### INSTEAD OF... | TRY...
--- | ---
Sodas, Sweetened Beverages | Water or low-fat, fat-free milk, 100% fruit juice
Dessert | Fruit
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 | 100% fruit spread
Fruit Snacks | Raisins or other low sugar dried fruit

### 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 Pattern Carousel Activity Instruction Sheet, chart paper, markers (one color per group), Meal Pattern Information Sheet, 2019 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 graphic organizer. They can comment or make emojis for previous answers. They can use the 2019 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.

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.

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Meal Pattern Food for a Healthy Community

2019 COMMUNITY HELPERS TRAINING MODULE

NATIONAL CACFP LOGO

PAGE 9
**Healthy Recipe Swap**
Everyone can bring in their favorite creditable, healthy recipe that follows the New Meal Patterns and have a recipe swap.

**Home Garden**
Fruits and vegetables are always a priority in a healthy diet and they are now separate components in the New Meal Pattern. 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 some 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

**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.

**Notes**
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QUIZ  Meal Pattern  Food for a Healthy Community

1. **TRUE OR FALSE?** Cottage cheese, cheese food and spreads are NOT allowable under the new meal patterns.
   _____ TRUE  _____ FALSE

2. What are three of the new meal patterns listed for children and adults?
   a. ______________________________________
   b. ______________________________________
   c. ______________________________________

3. Why are whole grain-rich foods important?
   ________________________________________________________________________________

4. What should the first ingredient be when looking at a label for whole grain-rich?
   ________________________________________________________________________________

5. **TRUE OR FALSE?** A provider must serve the whole grain-rich at lunch or dinner every day.
   _____ TRUE  _____ FALSE

6. Please list three examples of acceptable meat alternates.
   a. ______________________________________
   b. ______________________________________
   c. ______________________________________

7. Which month has a recipe with a fruit or vegetable as the main ingredient?
   ________________________________________________________________________________

8. **TRUE OR FALSE?** The fruit and vegetable component can be combined at any meal or snack during the day.
   _____ TRUE  _____ FALSE

9. What is an acceptable substitute for sweetened snacks or packaged foods listed in the training module?
   ________________________________________________________________________________

10. What is a snack suggestion that is #cacfpcreditable in June?
    ________________________________________________________________________________
This certifies that

___________________________________________________________

Provider Name

Has studied the following training module of the NCA 2019 Nutrition Calendar
and has completed the training quiz for

**Meal Pattern Food for a Healthy Community**

Total Training Time ___________
(Quiz must be completed for certificate to be valid.)

_________________________________________________

Executive Director

_________________________________________________

Sponsoring Agency

_________________________________________________

Date of Completion

_________________________________________________

Workshop Location
## Best Practices Make Your Community Healthy & Strong

### 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 2019 NCA Nutrition Calendar to aid in best practices.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MATERIALS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 minutes</td>
<td><strong>Introduction</strong></td>
<td>• Best Practice Information Sheet</td>
</tr>
<tr>
<td></td>
<td>1. Discuss how the best practices were created.</td>
<td></td>
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<tr>
<td></td>
<td>2. Why are they important as a sponsor? Provider?</td>
<td></td>
</tr>
<tr>
<td>40 minutes</td>
<td><strong>Monthly Meal Planning Activity</strong></td>
<td>• Monthly Meal Planning Activity Handout</td>
</tr>
<tr>
<td></td>
<td>1. Divide the participants into 12 pairs or groups (use method on instruction sheet)</td>
<td>• Instructions</td>
</tr>
<tr>
<td></td>
<td>2. Each group will brainstorm ideas for breakfast, lunch and snack using the best practice in</td>
<td>• Fruit and Veggie Cards (see page 53)</td>
</tr>
<tr>
<td></td>
<td>the calendar for their assigned month.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Have participants share.</td>
<td></td>
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<td></td>
<td>4. Make sure that participants leave with all of the other completed monthly handouts so they</td>
<td></td>
</tr>
<tr>
<td></td>
<td>have ideas for months other than the one that they completed.</td>
<td></td>
</tr>
<tr>
<td>10 minutes</td>
<td><strong>Discuss how the calendar can help when meal planning.</strong></td>
<td>• Calendars</td>
</tr>
<tr>
<td></td>
<td>1. What do you notice on each month when you look through the calendar?</td>
<td>• Best Practice Information Sheet</td>
</tr>
<tr>
<td></td>
<td><em>(best practice listed and snack suggestions)</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. How can this help in planning?</td>
<td></td>
</tr>
<tr>
<td>5 minutes</td>
<td><strong>Conclusion</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. What questions do participants have?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Discuss specific expectations of sponsor for providers.</td>
<td></td>
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</tbody>
</table>
Best Practices Make Your Community Healthy & Strong

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 2019 NCA Nutrition Calendar and Record-Keeping System highlights CACFP Best Practices each month and gives snack suggestions which follow the best practice for that month. 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.

CACFP COMMUNITY CORNERSTONES

**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-chesees.

**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.
Each month, the 2019 NCA Nutrition Calendar features clothesline clues that represent the various Good People within our communities. Each month, the craft, physical activity and recipe follows the theme. In addition, a best practice is listed which incorporates meal suggestions. You can customize and build around the theme as much as you choose.

Take a look at August 2019. We start out featuring the clothesline clues for a construction worker and create our own architectural masterpieces using imagination and craft sticks. More building is added when we ask our little workers to help us with the Nuts and Bolts snack mix recipe. This recipe incorporates the best practice of providing two servings of whole grain-rich grains per day. We finish August with a body construction nutrition note emphasizing the importance of calcium to build strong bones and we use those strong bones and muscles to navigate through a construction cone running activity.

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 when won't in another. Each month, 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 June, the CACFP Best Practice focus is to limit serving processed meats to no more than once per week. Did you know that you can serve poached egg to count as a protein source? Even better, it’s not a processed meat and is nutritious for the kids!

INQUIRING MINDS
A child’s favorite question is “why?” We know as child care providers 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 and find interesting tidbits of information you can share with your most inquisitive kids!

CHOOSING YOUR FAVORITE
As we all know, children and adults develop their own “favorites.” As their child care provider, help the children you care for find their favorites and introduce new ways to consume those foods.

Let’s take April for example. Most children love the fruit pineapple and the vegetable carrots, but have they ever tried them together? Using the recipe Cookbook Favorite, combine the two and discover a new recipe that the children 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.
Best Practices Make Your Community Healthy & Strong

MODULE TWO

FOLLOW A BUILDING PLAN
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 with 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 for 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.
Best Practices Make Your Community Healthy & Strong

MONTHLY MEAL PLANNING

OBJECTIVE
Create a variety of menu suggestions that meet the best practice suggestion listed in each month of the CACFP calendar.

MATERIALS
Handout

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.

INSTRUCTIONS
1) When everyone comes in for the training, welcome them and randomly hand them a different fruit or veggie card.
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 (pages 83-94). 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 handout.
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

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Best Practices Make Your Community Healthy & Strong

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

**NOTES**

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QUIZ
Best Practices Make Your Community Healthy & Strong

1. What month features the best practice: provide at least two servings of whole grain-rich grains per day?
____________________________________________________________________________________________________________________________________________

2. What is the CACFP best practice listed in November 2019? ________________________________________________________________

3. List one best practice you follow when serving fruits and veggies.
____________________________________________________________________________________________________________________________________________

4. What is a best practice?
____________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________

5. Why were the CACFP best practices created?
____________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________

6. TRUE OR FALSE? For the whole grain-rich best practice, you should serve whole grain-rich at every meal.
   ______ TRUE    ______ FALSE

7. TRUE OR FALSE? We should not allow breastfeeding mothers to supply us with milk or allow them to come during the day to feed their infant.
   ______ TRUE    ______ FALSE

8. Which of the following is NOT a best practice?
   a. Serve only lean meats, nuts and legumes.
   b. Make at least 1 of the 2 required components of a snack a vegetable or fruit.
   c. Serve milk and/or flavored milk at all eating occasions during the day.

9. What is the CACFP best practice listed in February 2019?
____________________________________________________________________________________________________________________________________________

10. How do you incorporate the best practices into your everyday menu?
____________________________________________________________________________________________________________________________________________

2019 COMMUNITY HELPERS TRAINING MODULE
CERTIFICATE OF COMPLETION
2019 COMMUNITY HELPERS: GOOD PEOPLE EVERYWHERE TRAINING

This certifies that

___________________________________________________________
Provider Name

Has studied the following training module of the NCA 2019 Nutrition Calendar
and has completed the training quiz for

Best Practices Make Your Community Healthy & Strong

Total Training Time __________
(Quiz must be completed for certificate to be valid.)

_________________________________________________
Executive Director

_________________________________________________
Sponsoring Agency

_________________________________________________
Date of Completion

_________________________________________________
Workshop Location
Healthy Habits Teach Your Community Lifelong Skills

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 2019 NCA Nutrition Calendar.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MATERIALS NEEDED</th>
</tr>
</thead>
</table>
| 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
   • Chart Paper
   • Markers |
| 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 Activity Instructions
   • Healthy Habits Handout |
| 5 minutes | Conclusion
   1. Discuss expectations of provider to incorporate Healthy Habits.
   2. Answer any questions. |
As CACFP Providers, we are at the forefront of establishing healthy habits and creating a lifelong love of learning for children. 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 2019 NCA Nutrition Calendar, recipes, best practices, nutrition notes and physical activities are provided and centered around a helper in our community. 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 the preparation of meals and snacks.

This training module will review ways to encourage children to try new foods and offer suggestions to keep them healthy and active. As always, we'll 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. If needed, the children can practice the skills they will need during center time or you can have lessons during circle time before the meal takes place.

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 the 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?
ENCOURAGING NEW EXPERIENCES

We know how easy it is to stay in our comfort zone when it comes to 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. Give the opportunity to ask questions and share ideas and children are more likely to retain the information. Encourage them to taste something new. 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’ll be learning how to create a balanced meal.

“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!”

“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!”

Children’s Favorite Healthy Habits Bookshelf

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

2019 COMMUNITY HELPERS TRAINING MODULE
Healthy Habits Teach Your Community Lifelong Skills

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 2019 Nutrition Calendar offers many recipes that make a small change to an otherwise familiar recipe. For instance, try a different vegetable or fruit in the recipe. Try picking a fruit or vegetable that is in season. Then use it instead of another in one of your favorite recipes.

Using the Strawberry Surprise recipe in February is a fun addition to the themed unit for Mail Carrier community helper. We never know what fun surprise we’ll receive through the mail! You can use familiar fruits or try some new fruits to add to your smoothie. Kids love to use their imaginations. Ask them for help in creating the perfect smoothie using fruits that are in season. Have them come up with a name for their smoothie and then send home the recipe so they can make it 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!

FRUITS AND VEGETABLES IN SEASON

<table>
<thead>
<tr>
<th>Month</th>
<th>Fruits and Vegetables</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Avocados, cabbage, kale, mushrooms, oranges</td>
</tr>
<tr>
<td>February</td>
<td>Oranges, tangelos, grapefruit, lemons, papayas, broccoli, cauliflower</td>
</tr>
<tr>
<td>March</td>
<td>Pineapples, mangoes, broccoli, lettuce</td>
</tr>
<tr>
<td>April</td>
<td>Pineapples, mangoes, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce</td>
</tr>
<tr>
<td>May</td>
<td>Cherries, pineapples, apricots, okra, zucchini, rhubarb, artichokes, asparagus, spring peas, broccoli, lettuce</td>
</tr>
<tr>
<td>June</td>
<td>Watermelon, strawberries, cantaloupe, cherries, blueberries, peaches, apricots, corn, lettuce</td>
</tr>
<tr>
<td>July</td>
<td>Watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, tomatoes, summer squash, corn, green beans, lettuce</td>
</tr>
<tr>
<td>August</td>
<td>Watermelon, strawberries, cantaloupe, blueberries, peaches, apricots, kiwi, raspberries, plums, cucumbers, corn, eggplant, tomatoes, summer squash, green beans, lettuce</td>
</tr>
<tr>
<td>September</td>
<td>Grapes, pomegranate, persimmons, eggplants, pumpkins, tomatoes, spinach, lettuce</td>
</tr>
<tr>
<td>October</td>
<td>Cranberries, apples, pomegranates, grapes, sweet potatoes, pumpkins, winter squash, broccoli, spinach, lettuce</td>
</tr>
<tr>
<td>November</td>
<td>Cranberries, oranges, tangerines, pears, pomegranates, persimmons, pumpkins, winter squash, sweet potatoes, broccoli, mushrooms, spinach</td>
</tr>
<tr>
<td>December</td>
<td>Pears, oranges, tangelos, grapefruit, tangerines, papayas, pomegranates, sweet potatoes, mushrooms, broccoli, cauliflower</td>
</tr>
</tbody>
</table>

ALL YEAR: Bananas, potatoes, celery
Healthy Habits Teach Your Community Lifelong Skills

MODULE THREE

HEALTHY COOKING METHODS AND MAKING A HEALTHY PLATE

In the New Meal Pattern, 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.

COOKING METHODS

Remember while you’re cooking to always keep a colorful plate in mind. Make sure the result features a dish from all the food group component: meat/meat alternate, fruit, vegetable, grain and milk.

Healthy plates need not include a sugar filled dessert at the end. As CACFP providers, we need to teach children that desserts and sweet treats should only be eaten in limited moderation on special occasions. Serve fruit instead of dessert and water instead of juice. Little bodies do not need to process the extra sugars.
Healthy Habits Teach Your Community Lifelong Skills

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, prepared in a variety of ways.

The theme of the calendar is Community Helpers, Good People Everywhere. Children need to know that all of these jobs have some type of physical activity aspect to them and activities can be done to incorporate these jobs into play. Go through a boot camp like our police officers, deliver items all over your safe area like the mail carriers do, or keep your heart healthy with aerobic exercise so you can have a healthy check up when visiting the doctor. Anything can be made into a physical activity or have an activity associated with it. Imagine and exercise the mind!

While video games and electronics are escalating in popularity even for our youngest, as providers, we can teach the appreciation for creating with our imaginations and play some of the “classic” games. 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! Try some of these classic games along with the physical activities provided to you in the calendar. How about a game of Red Rover, Duck, Duck, Goose or Mother May I? Simply keep the kids up and moving and teach them physical activity is a key to a healthy lifestyle.

IN YOUR CALENDAR

Remember to use your 2019 NCA Nutrition Calendar as a tool. Each month offers nutritious recipes, physical activities, and nutrition notes to help guide you in teaching healthy habits.

NOTES

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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
Jacks
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 Your Community Lifelong Skills

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 (pages 76-87)

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.

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Healthy Habits Teach Your Community Lifelong Skills

MODULE THREE

It’s true that the activities can be spread out over the entire month rather than accomplished in one day. Try picking an easy one and planning ahead to create a week where you dive in and learn about the good people of our community. Include new activities and foods to go along with it. Start with January 2019! This month is all about police officers in our community that keep us safe. As you go various places, talk about the rules and laws we follow and the police officers that help us with these rules. Take a hike to the park for your Portable Picnic and discuss the safe community you are in. Follow this with your own police force boot camp where kids participate in different calisthenics. Don’t stop there – check out police books from the library, print pages to color and incorporate crafts and activities where children can learn more about police officers.

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!

ACTIVITY CHALLENGE
Challenge yourself to complete all the activities found each month in your 2019 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 theme?
b. What is your favorite classic recipe which you can put a spin on so you can introduce the children in your care to something new?
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?

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2019 COMMUNITY HELPERS TRAINING MODULE

NATIONAL CACFP SPONSORS ASSOCIATION
QUIZ

Healthy Habits Teach Your Community Lifelong Skills

1. Within the calendar, which recipes call for children involvement?

2. What is the physical activity suggested in July?

3. In what month does the nutrition note mention composting?

4. Look at May 2019. Why should we do aerobic exercise?

5. What physical activity do we play when learning about a dentist?

6. What produce is in season in September?

7. What is one food that is always in season?
   - a. Apples
   - b. Bananas
   - c. Cabbage
   - d. Eggplant

8. What are three different ways to cook something other than frying?

9. See the month of October in the calendar, why is iron important for our bodies?

10. Of all the recipes shared in the calendar, which one(s) do you think will be most popular with your group and why?
This certifies that

___________________________________________________________
Provider Name

Has studied the following training module of the NCA 2019 Nutrition Calendar
and has completed the training quiz for

Healthy Habits Teach Your Community Lifelong Skills

Total Training Time __________
(Quiz must be completed for certificate to be valid.)

_____________________________________________________
Executive Director

_____________________________________________________
Sponsoring Agency

_____________________________________________________
Date of Completion

_____________________________________________________
Workshop Location
## Parenting Connection Building a Community Together

### 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 provider newsletters.
3. Using lesson plans and ideas, complete the newsletter for January.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MATERIALS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 minutes</td>
<td><strong>Introduction</strong>&lt;br&gt;Pass the Block Communication Activity</td>
<td>• Pass the Block Activity Instructions</td>
</tr>
<tr>
<td>15 minutes</td>
<td><strong>Look through the 2019 Parent Connection Newsletters.</strong>&lt;br&gt;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</td>
<td>• Monthly Parent Connection Newsletters printed or online&lt;br&gt;• Blank paper for notes</td>
</tr>
<tr>
<td>25 minutes</td>
<td><strong>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.</strong></td>
<td>• January Parent Connection Newsletter copies and/or computers with access to files to edit&lt;br&gt;• Lesson plans for the month of January</td>
</tr>
<tr>
<td>5 minutes</td>
<td><strong>Conclusion</strong>&lt;br&gt;Answer any questions participants have and review specific sponsor expectations for the providers.</td>
<td></td>
</tr>
</tbody>
</table>
Open, consistent, and frequent communication is key to building a bridge between parents and providers. As a child care provider, you spend the majority of the day with the children who stay with you. Parents are curious and like to know what is happening with their children when they are not with 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.

As part of the 2019 NCA Nutrition Calendar, child care providers receive a ready-to-go customizable Parent Connection monthly newsletter. Parents will see 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 and fully customizable for your needs.

NCA sends out monthly emails with the Parent Connection newsletter to all sponsors who purchase the calendar and the newsletters can always be found on the website cacfp.org under the resources for sponsors section. These are ready to be emailed or printed to share with families. This training module focuses on the information available to share with parents to expand their understanding of nutrition education and 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.

GOING FROM CHILD CARE FACILITY TO HOME

Sharing the Parent Connection newsletter with parents each month encourages involvement at home. In July, parents will be reminded that they serve as role models for health and nutrition. 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.

Home activities and craft ideas are also provided. Spending quality time with their children is essential to the child’s growth, development and overall well-being. The newsletters provide easy table crafts and games families can play at home. In June, children learn about outdoor clean-up. They can help with the home flowerbeds by picking weeds or cleaning up toys around the house.

Cooking with your parent is always fun too! Each month a new healthy recipe is provided to try at home. Encourage parents to try the recipes like Fish Food from May to create an all-in-one sheet pan dinner.

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. All the information can be customized to fit the needs of your child care facility. If you have worked on special projects or tried a new, exciting food that the kids have really loved, you should definitely communicate that to the parents.

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.

As part of the 2019 NCA Nutrition Calendar, child care providers receive a ready-to-go, customizable Parent Connection monthly newsletter.
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!
**Pass the Block**

**Objective**
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 significant to round 3 compared to other rounds? *(Participants should refer to the ability to communicate)*

Why is communication so important?

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 our 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**

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_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
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_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
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 Community Helper. Based on the helper 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:

<table>
<thead>
<tr>
<th>Month</th>
<th>Helper</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Police Officer</td>
<td>Police officers keep our community safe.</td>
</tr>
<tr>
<td>February</td>
<td>Mail Carrier</td>
<td>It's fun to communicate with friends and family through the mail.</td>
</tr>
<tr>
<td>March</td>
<td>Child Care Provider</td>
<td>Our child care providers surround us with love.</td>
</tr>
<tr>
<td>April</td>
<td>Librarian</td>
<td>Read a good book!</td>
</tr>
<tr>
<td>May</td>
<td>Doctor</td>
<td>Learn healthy habits for good checkups.</td>
</tr>
<tr>
<td>June</td>
<td>Sanitation Worker</td>
<td>Everyone needs to help keep our community clean.</td>
</tr>
<tr>
<td>July</td>
<td>Military</td>
<td>The military keeps our national and international community safe.</td>
</tr>
<tr>
<td>August</td>
<td>Construction Worker</td>
<td>Let's build our community!</td>
</tr>
<tr>
<td>September</td>
<td>Teacher</td>
<td>Teachers help us grow in our knowledge and skills.</td>
</tr>
<tr>
<td>October</td>
<td>Fireman</td>
<td>Firefighters help keep us safe.</td>
</tr>
<tr>
<td>November</td>
<td>Crossing Guard</td>
<td>Crossing guards keep us safe on our way to new places.</td>
</tr>
<tr>
<td>December</td>
<td>Dentist</td>
<td>Dentists care for our teeth so we can eat healthy foods.</td>
</tr>
</tbody>
</table>
QUIZ

Parenting Connection  Building a Community Together

1. What craft activity can parents do with their children at home in August?

____________________________________________________________________________________________________________________________________________

2. Why is it important for parents to know about CACFP?

____________________________________________________________________________________________________________________________________________

3. Why is communication so important?

____________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________

4. **TRUE OR FALSE?** You are able to edit and add information on the Parent Connection newsletter provided to you with your calendar.

   [ ] TRUE  [ ] FALSE

5. How can you get the newsletters for the month?_____________________________________________________________

6. What recipe is listed for parents to complete with their child in the month of February?

____________________________________________________________________________________________________________________________________________

7. **TRUE OR FALSE?** For each newsletter, the child care provider will need to provide a recipe, craft, and physical activity along with what the children are learning.

   [ ] TRUE  [ ] FALSE

8. What are ideas that you might want to add to the newsletter?

____________________________________________________________________________________________________________________________________________

9. **TRUE OR FALSE?** CACFP is an indicator of QUALITY child care.

   [ ] TRUE  [ ] FALSE

10. What physical activity/game is suggested for parents to try with their children in November?

____________________________________________________________________________________________________________________________________________
This certifies that

___________________________________________________________
Provider Name

Has studied the following training module of the NCA 2019 Nutrition Calendar
and has completed the training quiz for

**Parenting Connection Building a Community Together**

Total Training Time __________
(Quiz must be completed for certificate to be valid.)

_________________________________________________
Executive Director

_________________________________________________
Sponsoring Agency

_________________________________________________
Date of Completion

_________________________________________________
Workshop Location
**TRAINING OUTLINE**

1 Hour Continuing Education Credit (CACFP Professionals Certification Specialties 2 and 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 2019 NCA Nutrition Calendar can be used and is beneficial for accurate records.

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
<th>MATERIALS NEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 minutes</td>
<td>Introduction</td>
<td>• Blank Paper or note cards for questions</td>
</tr>
<tr>
<td>Discuss</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>5 minutes</td>
<td>Discuss 1. 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.</td>
<td>• Business Records: Building a Successful Business Information Page</td>
</tr>
<tr>
<td>10 minutes</td>
<td>Discuss 1. Expenses vs. income 2. As a group, list out expenses and income for a CACFP provider (can review from information page).</td>
<td></td>
</tr>
<tr>
<td>5 minutes</td>
<td>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.</td>
<td>• Question list from beginning of training</td>
</tr>
</tbody>
</table>
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**

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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.
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. Smits 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) 2019 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.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Month 2019</th>
<th>Mo 1</th>
<th>Tu 2</th>
<th>We 3</th>
<th>Th 4</th>
<th>Fr 5</th>
<th>Sa 6</th>
<th>Su 7</th>
<th>Mo 8</th>
<th>Tu 9</th>
<th>We 10</th>
<th>Th 11</th>
<th>Fr 12</th>
<th>Sa 13</th>
<th>Su 14</th>
<th>Mo 15</th>
<th>Tu 16</th>
<th>We 17</th>
<th>Th 18</th>
<th>Fr 19</th>
<th>Sa 20</th>
<th>Su 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time In</td>
<td>8</td>
<td>8</td>
<td>11</td>
<td>8</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ Due</td>
<td>25</td>
<td>25</td>
<td>20</td>
<td>25</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>$ Paid</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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) 2019 Income Received

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 2019 Business Expenses & Income

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

Record your expenses below. Record 2019 utilities and home expenses on the worksheet provided at the back of the calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purchased From</th>
<th>Chk#</th>
<th>Food</th>
<th>Household Supplies</th>
<th>Program Supplies</th>
<th>Supplies, Postage, &amp; Bank Fees</th>
<th>Toys &amp; Equip.</th>
<th>Business Repair &amp; Maintenance</th>
<th>Laundry &amp; Cleaning</th>
<th>Training &amp; Dues</th>
<th>Wages</th>
<th>Travel Expense</th>
<th>Ad</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/3</td>
<td>XYZ Store</td>
<td>123</td>
<td>$32.90</td>
<td>$12.43</td>
<td>$108</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/7</td>
<td>Corner Grocery</td>
<td>124</td>
<td>$415.06</td>
<td>$25.88</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/15</td>
<td>Jane Doe</td>
<td>125</td>
<td>$850.66</td>
<td></td>
<td>$850.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/28</td>
<td>Fox Plumbing</td>
<td>126</td>
<td>$232</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/30</td>
<td>Jane Doe</td>
<td>127</td>
<td>$850.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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 | $311.24 | $565.07 | $5103.96 |

= New YTD Expenses Total | 18 | $2291.60 | $273.32 | $258.10 | $137.33 | $243.77 | $565.07 | $6805.28 |

2019 COMMUNITY HELPERS TRAINING MODULE
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.

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 homeowners insurance in the month of January.

<table>
<thead>
<tr>
<th>Expenses for Business Use of Your Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
</tr>
<tr>
<td>Date Paid</td>
</tr>
<tr>
<td>January</td>
</tr>
</tbody>
</table>

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

OBJECTIVE
Participants will practice completing CACFP record-keeping.

MATERIALS
Record-Keeping Pages (pages 89-93)
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

INSTRUCTIONS
1) Divide participants into four groups by asking them to count off A, B, C, D; all A’s get together, B’s get together, etc.
2) Give each group a record-keeping worksheet and have them work together to complete the record-keeping worksheets accurately. Record-keeping doesn’t have to be boring!
3) Provide the worksheet answer key for self-check.
4) Repeat the process until all worksheets are completed.

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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.

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_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
1. A ________________________ is an example of a source document.
   a. Receipt
   b. Bank Statement
   c. Credit Card Statement
   d. All of the Above

2. TRUE OR FALSE? Record-keeping is only necessary for tax purposes.
   _____ TRUE       _____ FALSE

3. Describe your method of keeping track of important documents.
   ____________________________________________________________

4. What is NOT considered a monthly expense?
   a. Supplies
   b. Food
   c. Tuition
   d. Repairs

5. What is NOT a monthly income for providers?
   a. Travel and entertainment
   b. Tuition
   c. CACFP Reimbursement

6. Use the ____________________________ worksheet to record attendance.

7. Use the ____________________________ worksheet to record food and meal expenses.

8. Use the ____________________________ worksheet to record utilities and maintenance fees.

9. Use the ____________________________ worksheet for taxes at the end of the year.

10. TRUE OR FALSE? You should keep business records for 5 years, plus the current year.
    _____ TRUE       _____ FALSE
This certifies that

___________________________________________________________
Provider Name

Has studied the following training module of the NCA 2019 Nutrition Calendar
and has completed the training quiz for

**Business Records** Keep Your Community Running Smoothly

**Total Training Time** __________
(Quiz must be completed for certificate to be valid.)

___________________________________________________________
Executive Director

___________________________________________________________
Sponsoring Agency

___________________________________________________________
Date of Completion

___________________________________________________________
Workshop Location
2019 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 Community Helpers: Good People Everywhere 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 uniforms, hats, or profession cards. You can also use “profession 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.

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

<table>
<thead>
<tr>
<th>K</th>
<th>W</th>
<th>L</th>
</tr>
</thead>
</table>

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)
2019 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. GET 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.

   SQUARE I completely understand ________________________________ about the NCA Nutrition Calendar.

   CIRCLE I am really thinking about using ________________________________ from the NCA Nutrition Calendar and need to work further on it.

   TRIANGLE I don't understand __________________________ with the NCA Nutrition Calendar because ________________________________.

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.
SCAVENGER HUNT – GET TO KNOW YOUR CALENDAR

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 Potato Pancakes?

_____________________________________

c. What is the theme for October?

_____________________________________

d. In what month do the kids play on the jungle gym?

_____________________________________

e. If I was following the best practice for providing at least two servings of whole grain-rich grains per day, what month would I look in to find a list of snack suggestions?

_______________________________________________________________________________________________________________________________________

f. Which month are the kids learning about physical activity outside in the yard?

__________________________________________________________________________

g. What is the craft suggestion for March?

_____________________________________

h. Strawberries with yogurt is a snack suggestion in which month?

_____________________________________

i. How many cups of carrots should you put in the Cookbook Favorite?

_____________________________________

j. Which month is the best practice to serve only natural cheeses low-fat or reduced fat cheeses?

__________________________________________________________________________
Congratulations!

You have completed the Community Helpers: Good People Everywhere 2019 Training Module. You are well on your way to becoming a CACFP Child Nutrition Professional or CACFP Management Professional.

WHY SHOULD I BECOME A CACFP PROFESSIONAL?

“I care about the providers that I work with and I know how important it is to keep up to date on the latest CACFP changes. Being committed to professional standards is important as a sponsor of CACFP because I want to improve and maintain the health and nutritional status of children in care while promoting the development of good eating habits.

By receiving my CACFP Child Nutrition Professional Certification and the CACFP Management Professional Certification I want others to know that I’ve gone beyond what’s needed to make sure I’m educated and committed to what I believe in which is feeding children nutritious meals and snacks.” - Pat Siergiey

HOW TO EARN YOUR CACFP CERTIFICATION:

DOCUMENTATION CHECKLIST

Gather copies of all your training documents (including certificate of training, attendance, transcripts) using the checklist for the Certification Level for which you are applying. CEU’s less than 5 years old.

APPLICATION PROCESS

Complete the application form and submit it together with documentation and certification payment to the address listed on the form. You can also complete this process online. Applications are processed within 30 days of receipt.

APPLICATION FEES

| CACFP Child Nutrition Professional (CCNP) | $75.00 |
| CACFP Management Professional (CMP)      | $175.00 |
| CACFP DUAL Professional (CCNP & CMP)     | $250.00 |

FOR MORE INFORMATION ON THE SPECIALTIES AND THE CERTIFICATION PROGRAM

EMAIL: certification@cacfp.org
VISIT: www.cacfp.org/resources/certification-program/

<table>
<thead>
<tr>
<th>CACFP Child Nutrition Professional (CCNP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education / Experience</strong> - Child Care Home or Center enrolled in CACFP and/or CACFP Agency (Sponsor, Headstart, State)</td>
</tr>
<tr>
<td>(16) Hours of Nutrition Training</td>
</tr>
<tr>
<td>(16) Hours CEU Total with minimum of (3) hours in each of the Specialties 1-3</td>
</tr>
<tr>
<td>(3) Years experience</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Associates or Bachelors degree</td>
</tr>
<tr>
<td>(12) Hours in Specialty 1</td>
</tr>
<tr>
<td>(4) Hours in Specialties 2 &amp; 3</td>
</tr>
<tr>
<td>(1) Year experience</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Associates or Bachelors degree</td>
</tr>
<tr>
<td>(16) Hours of Nutrition Training</td>
</tr>
<tr>
<td>(1) Year experience</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CACFP Management Professional (CMP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education / Experience</strong> - Child Care and/or CACFP Agency (minimum 3 years)</td>
</tr>
<tr>
<td>(4) Hours of Nutrition Training</td>
</tr>
<tr>
<td>(4) Hours of Management Training</td>
</tr>
<tr>
<td>(8) Hours CACFP Specific Training</td>
</tr>
<tr>
<td>(8) Years experience</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>Associates or Bachelors degree</td>
</tr>
<tr>
<td>(4) Hours of Nutrition Training</td>
</tr>
<tr>
<td>(4) Hours of Management Training</td>
</tr>
<tr>
<td>(8) Hours CACFP Specific Training</td>
</tr>
<tr>
<td>(5) Years experience</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>(12) Hours of Nutrition Training</td>
</tr>
<tr>
<td>(12) Hours of Management Training</td>
</tr>
<tr>
<td>(12) Hours CACFP Specific Training</td>
</tr>
<tr>
<td>(24) Hours CEU in Specialties 1-7 with a minimum of (2) hours per specialty</td>
</tr>
<tr>
<td>(5) Years experience</td>
</tr>
</tbody>
</table>

Note: CEU’s cannot be duplicated for Dual Certification.
How to identify if a cereal is within the Sugar Limit:
Here are three ways to determine if a breakfast cereal is within the CACFP sugar limit. As long as a breakfast cereal meets the sugar limit using AT LEAST ONE OF THESE METHODS described below, it is considered within the sugar limit.

1. **WIC**
   
   Use your State agency’s Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) approved breakfast cereal list.
   
   * confirm with your states WIC approved cereal list.

2. Use USDA’s Team Nutrition training worksheet “Choose Breakfast Cereals That Are Low in Added Sugar.” The worksheet includes a chart with common breakfast cereal serving sizes and the maximum amount of sugar the breakfast cereal may contain per serving.

   **ALLOWABLE SUGAR LIMITS**

<table>
<thead>
<tr>
<th>SERVING SIZE</th>
<th>SUGARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the serving size is:</td>
<td>cannot be more than:</td>
</tr>
<tr>
<td>8-11 grams</td>
<td>2 grams</td>
</tr>
<tr>
<td>12-16 grams</td>
<td>3 grams</td>
</tr>
<tr>
<td>17-21 grams</td>
<td>4 grams</td>
</tr>
<tr>
<td>22-25 grams</td>
<td>5 grams</td>
</tr>
<tr>
<td>26-30 grams</td>
<td>6 grams</td>
</tr>
<tr>
<td>31-35 grams</td>
<td>7 grams</td>
</tr>
<tr>
<td>36-40 grams</td>
<td>8 grams</td>
</tr>
<tr>
<td>41-44 grams</td>
<td>9 grams</td>
</tr>
<tr>
<td>45-49 grams</td>
<td>10 grams</td>
</tr>
<tr>
<td>50-54 grams</td>
<td>11 grams</td>
</tr>
<tr>
<td>55-58 grams</td>
<td>12 grams</td>
</tr>
<tr>
<td>59-63 grams</td>
<td>13 grams</td>
</tr>
<tr>
<td>64-68 grams</td>
<td>14 grams</td>
</tr>
<tr>
<td>69-73 grams</td>
<td>15 grams</td>
</tr>
<tr>
<td>74-77 grams</td>
<td>16 grams</td>
</tr>
<tr>
<td>78-82 grams</td>
<td>17 grams</td>
</tr>
</tbody>
</table>

   Example Cereal

   **Nutrition Facts**

   - Serving Size 1 cup (28g)
   - Serving Per Container about 20
   - Amount Per Serving
     - with ½ cup skim milk
     - Cereal for Children Under 4
   - Calories 100 / 150 / 80
   - Calories from Fat 15 / 20 / 10
   - % Daily Values **
     - Total Fat 3% / 3% / 1.5g
     - Saturated Fat 0.5g / 0.5g / 0g
     - Trans Fat 0g / 0g / 0g
     - Polyunsaturated Fat 0.5g / 0.5g / 0.5g
     - Monounsaturated Fat 0.5g / 0.5g / 0.5g
     - Cholesterol 0mg / 0mg / 0mg
     - Sodium 140mg / 105mg / 2,400mg
     - Potassium 180mg / 3,500mg / 3,500mg
     - Total Carbohydrate 20g / 37.5g / 37.5g
     - Dietary Fiber 1g / 1g / 1g
     - Sugars 1g / 1g / 1g
     - Protein 3g / 2.5g / 2.5g
   - % Daily Values **
     - Protein - / - / 9%
     - Vitamin A - / - / 15%
     - Vitamin C - / - / 10%
     - Calcium - / - / 15%
     - Iron - / - / 10%
     - Vitamin D - / - / 10%
     - Thiamin - / - / 10%
     - Riboflavin - / - / 10%
     - Niacin - / - / 10%
     - Vitamin B6 - / - / 10%
     - Folic Acid - / - / 10%
     - Phosphorus - / - / 10%
     - Magnesium - / - / 10%
     - Zinc - / - / 10%

   * Amount in cereal. A Serving of cereal plus skim milk provides 2g total fat, less than 5mg cholesterol, 200mg sodium, 380mg potassium, 2g total carbohydrate (1g sugars), and 8g protein.

   **Disclosure:** The amount of sugar in a cereal might change. Even if you always buy the same brands and types of cereal, be sure to check the serving size and amount of sugars on the Nutrition Facts label to make sure they match what you have written in the list above. All cereals served must be whole grain-rich, enriched or fortified.
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.

<table>
<thead>
<tr>
<th>Recipe</th>
<th>Ingredients</th>
<th>Directions</th>
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</tbody>
</table>
Helpful Tools

Use these fruit and veggie cards to help divide your team into groups for any of the activities throughout the training module.
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.
Place Setting Stencils
Cut out each stencil.

8oz. Plastic Cup

Children’s Plastic Plate
It’s Snack Time!
Color only the healthy snack choices. Circle your two favorites.
CACFP is an indicator of quality child care.

A is for Apple
Connect the dots to learn the first letter of our favorite snacks.

A  apple
B  banana
C  carrot
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.

GREEN
RED
ORANGE
YELLOW
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.
**JANUARY**  
**Best Practices**  
**Monthly Meal Planning**

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>Time</th>
<th>Menu Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
<td></td>
</tr>
<tr>
<td>AM SNACK</td>
<td></td>
</tr>
<tr>
<td>LUNCH/SUPPER</td>
<td></td>
</tr>
<tr>
<td>PM SNACK</td>
<td></td>
</tr>
</tbody>
</table>
BEST PRACTICE: Serve only unflavored milk to all participants.

With your group, think of two menu suggestions that pair well with milk for breakfast, lunch/supper and snack using the best practice of the month.
**BEST PRACTICE:** Each week, provide at least one serving each of dark green vegetables, red and orange vegetables, beans and peas, and starchy vegetables.

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>BREAKFAST</th>
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<table>
<thead>
<tr>
<th>AM SNACK</th>
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<tr>
<th>LUNCH/SUPPER</th>
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<table>
<thead>
<tr>
<th>PM SNACK</th>
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</tbody>
</table>
**BEST PRACTICE:** Make at least one of the two required components of every snack a vegetable or fruit.

With your group, think of three menu suggestions for both snacks using the best practice of the month.

**AM SNACK**

**PM SNACK**
**BEST PRACTICE:** Support mothers who choose to breastfeed by encouraging them to supply breastmilk for their infants while in care and offer a quiet, private area for mothers to breastfeed onsite.

With your group, think of two menu suggestions for breakfast, lunch/supper and snack once infants are developmentally ready.

<table>
<thead>
<tr>
<th>BREAKFAST</th>
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<table>
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<tr>
<th>AM SNACK</th>
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<table>
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<tr>
<th>LUNCH/SUPPER</th>
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<table>
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<tr>
<th>PM SNACK</th>
</tr>
</thead>
</table>
**JUNE**  
**Best Practices**  
**Monthly Meal Planning**

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th><strong>BREAKFAST</strong></th>
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<table>
<thead>
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<th><strong>AM SNACK</strong></th>
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<tr>
<th><strong>LUNCH/SUPPER</strong></th>
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<table>
<thead>
<tr>
<th><strong>PM SNACK</strong></th>
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</tbody>
</table>
**BEST PRACTICE: Serve only natural cheeses and choose low-fat or reduced fat cheeses.**

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>Time</th>
<th>Menu Suggestion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
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<tr>
<td>AM SNACK</td>
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<tr>
<td>LUNCH/SUPPER</td>
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<tr>
<td>PM SNACK</td>
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</tbody>
</table>
AUGUST  

Best Practices
Monthly Meal Planning

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>BREAKFAST</th>
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<table>
<thead>
<tr>
<th>AM SNACK</th>
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<thead>
<tr>
<th>LUNCH/SUPPER</th>
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<table>
<thead>
<tr>
<th>PM SNACK</th>
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</table>
CACFP is an indicator of quality child care.

SEPTEMBER  
Best Practices  
Monthly Meal Planning

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>MEAL</th>
<th>Menu Suggestions</th>
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</thead>
<tbody>
<tr>
<td>BREAKFAST</td>
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<tr>
<td>AM SNACK</td>
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<tr>
<td>LUNCH/SUPPER</td>
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<tr>
<td>PM SNACK</td>
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</tbody>
</table>
**OCTOBER**  
Best Practices  
Monthly Meal Planning

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>BREAKFAST</th>
<th>AM SNACK</th>
<th>LUNCH/SUPPER</th>
<th>PM SNACK</th>
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</thead>
<tbody>
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</tbody>
</table>
**BEST PRACTICE:** Limit serving purchased pre-fried foods to no more than one serving per week.

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>Time</th>
<th>Menu Suggestions</th>
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</thead>
<tbody>
<tr>
<td><strong>BREAKFAST</strong></td>
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<tr>
<td><strong>AM SNACK</strong></td>
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<tr>
<td><strong>LUNCH/SUPPER</strong></td>
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<tr>
<td><strong>PM SNACK</strong></td>
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</tbody>
</table>
**DECEMBER**  
**Best Practices**  
**Monthly Meal Planning**

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

With your group, think of two menu suggestions for breakfast, lunch/supper and snack using the best practice of the month.

<table>
<thead>
<tr>
<th>Breaksfast</th>
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<table>
<thead>
<tr>
<th>AM Snack</th>
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<table>
<thead>
<tr>
<th>Lunch/Supper</th>
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<table>
<thead>
<tr>
<th>PM Snack</th>
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</table>
**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.

| Avoid serving non-creditable foods that are sources of added sugars, such as honey, jam and syrup. | Boiled egg and cantaloupe |
| Limit servings of purchased pre-fried foods to no more than once per week. | Mandarin oranges and yogurt |
| Provide at least two servings of whole grain-rich grains per day. | Cheese stick and watermelon |
| Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice. | Oatmeal with apples |
| Incorporate seasonal or locally produced foods into meals. | Celery stalks with peanut butter |
| Limit serving processed meats to no more than one serving per week. | Pancakes with strawberries |
| Serve only natural cheeses and choose low-fat or reduced fat cheeses. | Nut butter on English Muffins |
| Make at least one of the two required components of every snack a vegetable or fruit. | Milk and granola bites |
| Serve only lean meats, nuts and legumes for meat alternates. | Whole Grain-Rich pita chips and hummus |
| Serve only unflavored milk to all participants. | Grilled chicken on tortilla |
**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.

<table>
<thead>
<tr>
<th>BEST PRACTICE</th>
<th>SNACK SUGGESTION</th>
<th>YOUR OWN SNACK SUGGESTION/RECIPE IDEA</th>
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</tbody>
</table>
### Best Practices Matching ANSWERS

<table>
<thead>
<tr>
<th>BEST PRACTICE</th>
<th>SNACK SUGGESTION</th>
<th>YOUR OWN SNACK SUGGESTION/RECIPE IDEA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid serving non-creditable foods that are sources of added sugars, such as honey, jam and syrup.</td>
<td>Pancakes with strawberries</td>
<td></td>
</tr>
<tr>
<td>Limit servings of purchased pre-fried foods to no more than once per week.</td>
<td>Nut butter on English Muffins</td>
<td></td>
</tr>
<tr>
<td>Provide at least two servings of whole grain-rich grains per day.</td>
<td>Whole Grain-Rich pita chips and hummus</td>
<td></td>
</tr>
<tr>
<td>Serve a variety of fruits and choose whole fruits (fresh, canned, dried, or frozen) more often than juice.</td>
<td>Mandarin oranges and yogurt</td>
<td></td>
</tr>
<tr>
<td>Incorporate seasonal or locally produced foods into meals.</td>
<td>Oatmeal with apples</td>
<td></td>
</tr>
<tr>
<td>Limit serving processed meats to no more than one serving per week.</td>
<td>Boiled egg and cantaloupe</td>
<td></td>
</tr>
<tr>
<td>Serve only natural cheeses and choose low-fat or reduced fat cheeses.</td>
<td>Grilled chicken on tortilla</td>
<td></td>
</tr>
<tr>
<td>Make at least one of the two required components of every snack a vegetable or fruit.</td>
<td>Celery stalks with peanut butter</td>
<td></td>
</tr>
<tr>
<td>Serve only lean meats, nuts and legumes for meat alternates.</td>
<td>Cheese stick and watermelon</td>
<td></td>
</tr>
<tr>
<td>Serve only unflavored milk to all participants.</td>
<td>Milk and granola bites</td>
<td></td>
</tr>
</tbody>
</table>
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

Nutrition Lesson

New Foods

Physical Activities
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.

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITY/RECIPE</th>
<th>DATE COMPLETED</th>
<th>PROVIDERS INITIALS</th>
<th>STAR RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>Portable Picnic</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Finger Print Art</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Boot Camp</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>Strawberry Surprise</td>
<td></td>
<td></td>
<td>★★★★★</td>
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<tr>
<td></td>
<td>Post Office</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Deliver the Letter</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>MARCH</td>
<td>Avocado Toast</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>CACFP Week</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Yes, Ma'am, No, Sir</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>APRIL</td>
<td>Cookbook Favorite</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Bookmarks</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Look it Up</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>MAY</td>
<td>Fish Food</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Band Aid</td>
<td></td>
<td></td>
<td>★★★★★</td>
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<tr>
<td></td>
<td>Heart Healthy</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>JUNE</td>
<td>Leftover Stir Fry</td>
<td></td>
<td></td>
<td>★★★★★</td>
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<tr>
<td></td>
<td>Bird Feeders</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Clean Up Time</td>
<td></td>
<td></td>
<td>★★★★★</td>
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<tr>
<td>JULY</td>
<td>Patriotic Fruit Fun</td>
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<td></td>
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<td></td>
<td>Tug of War</td>
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<tr>
<td>AUGUST</td>
<td>Nuts &amp; Bolts Mix</td>
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<td></td>
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<td></td>
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<tr>
<td>SEPTEMBER</td>
<td>Apple Bites</td>
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<td>T is for Teacher</td>
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<td>Recess</td>
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<td>OCTOBER</td>
<td>Fireman's Stew</td>
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<td></td>
<td>Dalmatian</td>
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<td></td>
<td>Smoke Screen</td>
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<td>★★★★★</td>
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<tr>
<td>NOVEMBER</td>
<td>Potato Pancakes</td>
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<td>★★★★★</td>
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<td></td>
<td>Road Signs</td>
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<td>★★★★★</td>
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<tr>
<td></td>
<td>Red Light, Green Light</td>
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<td>★★★★★</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>Kiwi Tree</td>
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<td>★★★★★</td>
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<tr>
<td></td>
<td>Say Cheese</td>
<td></td>
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<td>★★★★★</td>
</tr>
<tr>
<td></td>
<td>Dentist Exam</td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
</tbody>
</table>
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 18th for his birthday. Kayla missed the 10th 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 2019 Attendance & Payment Record

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>October 2019</th>
<th>Mo 1</th>
<th>Tu 2</th>
<th>We 3</th>
<th>Th 4</th>
<th>Fr 5</th>
<th>Sa 6</th>
<th>Su 7</th>
<th>Mo 8</th>
<th>Tu 9</th>
<th>We 10</th>
<th>Th 11</th>
<th>Fr 12</th>
<th>Sa 13</th>
<th>Su 14</th>
<th>Mo 15</th>
<th>Tu 16</th>
<th>We 17</th>
<th>Th 18</th>
<th>Fr 19</th>
<th>Sa 20</th>
<th>Su 21</th>
<th>Mo 22</th>
<th>Tu 23</th>
<th>We 24</th>
<th>Th 25</th>
<th>Fr 26</th>
<th>Sa 27</th>
<th>Su 28</th>
<th>Ma 29</th>
<th>Sa 30</th>
<th>We 31</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>In &amp; Out</td>
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</tbody>
</table>

If you have more than 9 children, NCA grants permission to make an extra copy of the Attendance & Payment Record chart. Attach along the bottom with tape. Total Monthly Payments Collected: $81.36

### November 2019 Attendance & Payment Record

| Child’s Name | November 2019 | Th 1 | Fr 2 | Sa 3 | Su 4 | Mo 5 | Tu 6 | We 7 | Th 8 | Fr 9 | Sa 10 | Su 11 | Mo 12 | Tu 13 | We 14 | Th 15 | Fr 16 | Sa 17 | Su 18 | Mo 19 | Tu 20 | We 21 | Th 22 | Fr 23 | Sa 24 | Su 25 | Mo 26 | Tu 27 | We 28 | Th 29 | Fr 30 | Total |
|--------------|--------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| In & Out     |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Time In      |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Time Out     |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| $ Due        |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| $ Paid       |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |

If you have more than 9 children, NCA grants permission to make an extra copy of the Attendance & Payment Record chart. Attach along the bottom with tape. Total Monthly Payments Collected: $66.80

### December 2019 Attendance & Payment Record

| Child’s Name | December 2019 | Sa 1 | Su 2 | Mo 3 | Tu 4 | We 5 | Th 6 | Fr 7 | Sa 8 | Su 9 | Mo 10 | Tu 11 | We 12 | Th 13 | Fr 14 | Sa 15 | Su 16 | Mo 17 | Tu 18 | We 19 | Th 20 | Fr 21 | Sa 22 | Su 23 | Mo 24 | Tu 25 | We 26 | Th 27 | Fr 28 | Sa 29 | Su 30 | Mo 31 | Total |
|--------------|--------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| In & Out     |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Time In      |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Time Out     |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| $ Due        |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| $ Paid       |              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |

If you have more than 9 children, NCA grants permission to make an extra copy of the Attendance & Payment Record chart. Attach along the bottom with tape. Total Monthly Payments Collected: $56.56
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 2019 Business Expenses & Income
For IRS Schedule C (Form 1040) Profit or Loss from Business
Record your expenses below. Record 2019 utilities and home expenses on the worksheet provided at the back of the calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purchased From</th>
<th>Chk#</th>
<th>Food</th>
<th>Household Supplies</th>
<th>Program Supplies</th>
<th>Supplies, Postage, &amp; Bank Fees</th>
<th>Toys &amp; Equip.</th>
<th>Business Repair &amp; Maintenance</th>
<th>Laundry &amp; Cleaning</th>
<th>Training &amp; Dues</th>
<th>Wages</th>
<th>Travel Expense</th>
<th>Ad</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>October Total Expenses</td>
<td>$1536.24</td>
<td>$230.11</td>
<td>$75.33</td>
<td>$34.23</td>
<td>$153.23</td>
<td>$856.33</td>
<td>$110.00</td>
<td>$250</td>
<td>$26.54</td>
<td></td>
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</tr>
</tbody>
</table>

+ Previous YTD Expense Balance Brought Forward

= New YTD Expenses Total

November 2019 Business Expenses & Income
For IRS Schedule C (Form 1040) Profit or Loss from Business
Record your expenses below. Record 2019 utilities and home expenses on the worksheet provided at the back of the calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purchased From</th>
<th>Chk#</th>
<th>Food</th>
<th>Household Supplies</th>
<th>Program Supplies</th>
<th>Supplies, Postage, &amp; Bank Fees</th>
<th>Toys &amp; Equip.</th>
<th>Business Repair &amp; Maintenance</th>
<th>Laundry &amp; Cleaning</th>
<th>Training &amp; Dues</th>
<th>Wages</th>
<th>Travel Expense</th>
<th>Ad</th>
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<tr>
<td>November Total Expenses</td>
<td>$1536.24</td>
<td>$230.11</td>
<td>$75.33</td>
<td>$34.23</td>
<td>$153.23</td>
<td>$856.33</td>
<td>$110.00</td>
<td>$250</td>
<td>$26.54</td>
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</tbody>
</table>

+ Previous YTD Expense Balance Brought Forward

= New YTD Expenses Total

December 2019 Business Expenses & Income
For IRS Schedule C (Form 1040) Profit or Loss from Business
Record your expenses below. Record 2019 utilities and home expenses on the worksheet provided at the back of the calendar.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purchased From</th>
<th>Chk#</th>
<th>Food</th>
<th>Household Supplies</th>
<th>Program Supplies</th>
<th>Supplies, Postage, &amp; Bank Fees</th>
<th>Toys &amp; Equip.</th>
<th>Business Repair &amp; Maintenance</th>
<th>Laundry &amp; Cleaning</th>
<th>Training &amp; Dues</th>
<th>Wages</th>
<th>Travel Expense</th>
<th>Ad</th>
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<tr>
<td>December Total Expenses</td>
<td>$1536.24</td>
<td>$230.11</td>
<td>$75.33</td>
<td>$34.23</td>
<td>$153.23</td>
<td>$856.33</td>
<td>$110.00</td>
<td>$250</td>
<td>$26.54</td>
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</tr>
</tbody>
</table>

+ Previous YTD Expense Balance Brought Forward

= New YTD Expenses Total
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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Breakfasts</th>
<th>AM Snacks</th>
<th>Lunches</th>
<th>PM Snacks</th>
<th>Dinners</th>
<th>Evening Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>114</td>
<td>72</td>
<td>75</td>
<td>66</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>105</td>
<td>85</td>
<td>78</td>
<td>75</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>105</td>
<td>80</td>
<td>87</td>
<td>76</td>
<td>0</td>
<td>0</td>
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<tr>
<td>April</td>
<td>115</td>
<td>71</td>
<td>81</td>
<td>76</td>
<td>0</td>
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<tr>
<td>May</td>
<td>104</td>
<td>71</td>
<td>77</td>
<td>76</td>
<td>0</td>
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<tr>
<td>June</td>
<td>105</td>
<td>83</td>
<td>88</td>
<td>83</td>
<td>0</td>
<td>0</td>
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<tr>
<td>July</td>
<td>114</td>
<td>75</td>
<td>75</td>
<td>73</td>
<td>0</td>
<td>0</td>
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<tr>
<td>August</td>
<td>115</td>
<td>77</td>
<td>77</td>
<td>77</td>
<td>0</td>
<td>0</td>
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<tr>
<td>September</td>
<td>104</td>
<td>89</td>
<td>87</td>
<td>84</td>
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<td>0</td>
</tr>
<tr>
<td>October</td>
<td>115</td>
<td>92</td>
<td>75</td>
<td>88</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>105</td>
<td>87</td>
<td>89</td>
<td>79</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>115</td>
<td>85</td>
<td>80</td>
<td>76</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

**STANDARD MEAL ALLOWANCE RATES**
for 2019 income tax returns and for Tier 1 Food Program reimbursements from July 1, 2017 to June 20, 2019 (in the continental U.S.)

- $1.31 for each Breakfast
- $2.46 for each Lunch or Supper
- $0.73 for each Snack (up to 3 per day for each child)

**END OF THE YEAR ALLOWANCE CALCULATOR**

<table>
<thead>
<tr>
<th>Meal</th>
<th># of Meals</th>
<th>2019 Standard Meal Allowance</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM Snack</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Lunch</td>
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<tr>
<td>PM Snack</td>
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<td>Dinner</td>
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<td></td>
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<tr>
<td>Evening Snack</td>
<td></td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Breakfasts</th>
<th>AM Snacks</th>
<th>Lunches</th>
<th>PM Snacks</th>
<th>Dinners</th>
<th>Evening Snacks</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
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<td>February</td>
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<td>July</td>
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<tr>
<td>August</td>
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<td>September</td>
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<td>October</td>
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<td>November</td>
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<tr>
<td>December</td>
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</tr>
</tbody>
</table>

STANDARD MEAL ALLOWANCE RATES

for 2019 income tax returns and for Tier 1 Food Program reimbursements from July 1, 2017 to June 20, 2019 (in the continental U.S.)

- $1.31 for each Breakfast
- $2.46 for each Lunch or Supper
- $0.73 for each Snack (up to 3 per day for each child)

END OF THE YEAR ALLOWANCE CALCULATOR

<table>
<thead>
<tr>
<th>Meal</th>
<th># of Meals</th>
<th>2019 Standard Meal Allowance</th>
<th>= Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AM Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Food Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Business Record-Keeping

Year End Utilities & Home Expenses / Federal Income Tax

Utilize the previous worksheets to fill in all the required information below.

## Utilities and Home Expenses Worksheet

For IRS Form 8829 - Expenses for Business Use of Your Home

<table>
<thead>
<tr>
<th>2019</th>
<th>Electric</th>
<th>Natural Gas</th>
<th>Water &amp; Sewer</th>
<th>Trash &amp; Recycling</th>
<th>General Home Repairs</th>
<th>Homeowner’s Insurance</th>
<th>Real Estate Taxes</th>
<th>Rent or Interest on Mortgage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date Paid</td>
<td>Amount</td>
<td>Date Paid</td>
<td>Amount</td>
<td>Date Paid</td>
<td>Amount</td>
<td>Date Paid</td>
<td>Amount</td>
</tr>
<tr>
<td>Totals</td>
<td>$978.44</td>
<td>$231.23</td>
<td>$900</td>
<td>$300</td>
<td>$750</td>
<td>$723</td>
<td>$4000</td>
<td>$14,100</td>
</tr>
</tbody>
</table>

## Federal Income Tax Worksheet

TOTAL INCOME (See December 2019 YTD Total) $___________

CALCULATE SPACE/TIME %:

\[ \frac{\text{# of square feet used for business}}{\text{total square feet in the house}} = \text{__________} \]

\[ \frac{\text{# of hours of operation in a year}}{\text{total # of hours in a year (8760)}} = \text{__________} \]

SPACE ________ x TIME ________ = _________%

EXPENSES:

Actual expenses in family child care vary among providers. You may have expenses in some categories and no expenses in others. Also, the exact expense categories used can vary. You may want to use or adjust categories based on your own experience and needs. The amounts to be filled in are the amounts you have calculated monthly on the Utilities and Home Expenses worksheet and the Monthly Business Expense pages of this record-keeping system as family child care business expenses. The categories listed here from “Form 8829: Expenses for Business Use of Your Home” and “Schedule C: Profit or Loss From Business or Profession.”

**FORM 8829:**

(Casualty Losses)

Utilities

General Home Repairs and Maintenance

Homeowner’s Insurance

Real Estate Taxes

Rent Or Interest On Mortgage

**SCHEDULE C**

(Depreciation)

(Family Day Care Liability Insurance)

(Car and Truck Expenses-use mileage log)

Food

(actual receipts or Standard Meal Allowance Rate*)

Household Supplies

Program Supplies

Office Supplies/Postage/Bank Charges

Toys and Equipment

Business Repairs and Maintenance

Laundry/Cleaning

Legal and Professional Services

Training and Dues

Wages

Travel/Meals/Entertainment

Advertising

Other

TOTAL EXPENSES (Deductions) $___________

NET INCOME (Total Income – Total Expenses) $___________

*The IRS Standard Meal Allowance allows up to one breakfast, one lunch, one supper and three snacks per day, per child. The allowance for this year is based on Tier 1 rates as of January 1, 2019. The Standard Meal Allowance includes meals not reimbursed by the CACFP. Do not include meals served to your own children or other residential children, even if income eligible.

FEDERAL TAX FORMS WHICH YOU MAY BE REQUIRED TO FILE AS A SELF-EMPLOYED PERSON ARE:

Form 8829 (Expense for Business Use of Your Home)

Schedule C (Profit or Loss From Business or Profession)

Schedule SE (Social Security)

Schedule ES (Estimated Taxes)

W-10 (Dependent Care Provider Identification and Certification)

Form 1040 (Combines business and personal tax records)

Form 4562 (Depreciation)

For more information on the Standard Meal Allowance Rate or any tax question contact: IRS Hotline (800) 829-1040 or IRS Website: www.irs.gov
**QUIZ**

**Meal Pattern** Food for a Healthy Community

1. **TRUE OR FALSE?** Cottage cheese, cheese food and spreads are NOT allowable under the new meal patterns.
   - [ ] TRUE
   - ✔️ FALSE

2. What are three of the new meal patterns listed for children and adults?
   a. _Answers will vary_
   b. ______________________________
   c. ______________________________

3. Why are whole grain-rich foods important?
   _Reduce chronic diseases such as heart disease and constipation, provide fiber, B vitamins and minerals_

4. What should the first ingredient be when looking at a label for whole grain-rich?
   _Whole grain or second only after water_

5. **TRUE OR FALSE?** A provider must serve the whole grain-rich at lunch or dinner every day.
   - [ ] TRUE
   - ✔️ FALSE

6. Please list three examples of acceptable meat alternates.
   a. ______________________________
   b. ______________________________
   c. ______________________________
      *Any of the following answers are acceptable: Eggs, yogurt, cheese, cottage cheese, dry beans and peas, certified soy products, nuts and seeds*

7. Which month has a recipe with a fruit or vegetable as the main ingredient?
   _February, April, June, July, September or August_

8. **TRUE OR FALSE?** The fruit and vegetable component can be combined at any meal or snack during the day.
   - [ ] TRUE
   - ✔️ FALSE

9. What is an acceptable substitute for sweetened snacks or packaged foods listed in the training module?
   _Plain yogurt, unsweetened applesauce, frozen fruit, 100% fruit bars_

10. What is a snack suggestion that is #cacfpcreditable in June?
    _Answers will vary, see June calendar page_
QUIZ
Best Practices Make Your Community Healthy & Strong

1. What month features the best practice: provide at least two servings of whole grain-rich grains per day?
   August

2. What is the CACFP Best Practice listed in November 2019?
   Limit serving purchased pre-fried foods to no more than one serving per week.

3. List one best practice you follow when serving fruits and veggies.
   Answers will vary but should include one from the calendar.

4. What is a best practice?
   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.

5. Why were the CACFP best Practices created?
   They were created to promote consistency in programs and increase confidence that education efforts will result in positive nutrition and health-related behavior changes.

6. TRUE OR FALSE? For the whole grain-rich best practice, you should serve whole grain-rich at every meal.
   ______ TRUE   ❑ FALSE

7. TRUE OR FALSE? We should not allow breastfeeding mothers to supply us with milk or allow them to come during the day to feed their infant.
   ______ TRUE   ❑ FALSE

8. Which of the following is NOT a best practice?
   a. Serve only lean meats, nuts and legumes.
   b. Make at least 1 of the 2 required components of a snack a vegetable or a fruit.
   ❑ c. Serve milk and/or flavored milk at all eating occasions during the day.

9. What is the CACFP Best Practice listed in February 2019?
   Serve only unflavored milk to all participants.

10. How do you incorporate the best practices into your everyday menu??
    Answers will vary.
QUIZ
Healthy Habits  Teach Your Community Lifelong Skills

1. Within the calendar, which recipes call for children involvement?
   January, March, April, July, August, December

2. What is the physical activity suggested in July?  Tug of War

3. In what month does the nutrition note mention composting? June

4. Look at May 2019. Why should we do aerobic exercise? To keep the heart healthy

5. What physical activity do we play when learning about a dentist?  The Dentist Exam

6. What produce is in season in September?
   Grapes, pomegranate, persimmons, eggplants, pumpkins, tomatoes, spinach, lettuce

7. What is one food that is always in season?
   a. Apples
   b. Bananas
   c. Cabbage
   d. Eggplant

8. What are three different ways to cook something other than frying?
   Any of the following: baking, grilling, steaming, braising, sautéing, broiling, stewing

9. See the month of October in the calendar, why is iron important for our bodies?
   Iron helps red blood cells carry oxygen from your lungs to the rest of your body.

10. Of all the recipes shared in the calendar, which one(s) do you think will be most popular with your group and why?
    Answers will vary
1. What craft activity can parents do with their children at home in August?

   *Building with any craft materials around the house – craft sticks, play doh, tape, yarn and paint.*

2. Why is it important for parents to know about CACFP?

   *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.*

3. Why is communication so important?

   *Answers will vary*

4. TRUE OR FALSE? You are able to edit and add information on the Parent Connection newsletter provided to you with your calendar.

   ✓ TRUE    □ FALSE

5. How can you get the newsletters for the month?  *Monthly email*

6. What recipe is listed for parents to complete with their child in the month of February?

   *Strawberry Surprise*

7. TRUE OR FALSE? For each newsletter, the child care provider will need to provide a recipe, craft, and physical activity along with what the children are learning.

   ✓ TRUE    □ FALSE

8. What are ideas that you might want to add to the newsletter?

   *Special projects, field trip information, special supplies needed, new foods tried*

9. TRUE OR FALSE? CACFP is an indicator of QUALITY child care.

   ✓ TRUE    □ FALSE

10. What physical activity/game is suggested for parents to try with their children in November?

    *Play Red Light, Green Light*
1. A __________________________ is an example of a source document.
   a. Receipt
   b. Bank Statement
   c. Credit Card Statement
   d. All of the Above

2. TRUE OR FALSE? Record-keeping is only necessary for tax purposes.
   _____ TRUE   ✔ FALSE

3. Describe your method of keeping track of important documents.
   __________________________

4. What is NOT considered a monthly expense?
   a. Supplies
   b. Food
   c. Tuition
   d. Repairs

5. What is NOT a monthly income for providers?
   a. Travel and entertainment
   b. Tuition
   c. CACFP Reimbursement

6. Use the __________________________ worksheet to record attendance.

7. Use the __________________________ worksheet to record food and meal expenses.

8. Use the __________________________ worksheet to record utilities and maintenance fees.

9. Use the __________________________ worksheet for taxes at the end of the year.

10. TRUE OR FALSE? You should keep business records for 5 years, plus the current year.
      _____ TRUE   ✔ FALSE
SCAVENGER HUNT – GET TO KNOW YOUR CALENDAR

a. Name at least 4 items that are included in every month of the NCA Nutrition Calendar.
   - Snacks, recipe, best practice, table activity, nutrition note, game/physical activity, joke, motivational quote

b. What month can I find a recipe for Potato Pancakes? November

c. What is the theme for October? Firefighter

d. In what month do the kids play on the jungle gym? September

e. If I was following the best practice for providing at least two servings of whole grain-rich grains per day, what month would I look in to find a list of snack suggestions?
   - August

f. Which month are the kids learning about physical activity outside in the yard?
   - June

g. What is the craft suggestion for March? CACFP Week crafts from cacfp.org

h. Strawberries with yogurt is a snack suggestion in which month? February

i. How many cups of carrots should you put in the Cookbook Favorite? 1/4 cup for lunch, 1/2 cup for snack

j. Which month is the best practice to serve only natural cheeses low-fat or reduced fat cheeses?
   - July