

Instructions for Submitting Child Care Menu for Review

The following set of steps outlines the process for submitting your child care menu for review from a registered dietitian at the Haldimand-Norfolk Health Unit. Please **follow each step** and review and **fill out any documents that are required** prior to submission.

Step 1: Read the [Child Care Menu Planning – Practical Guide \(2024\)](#)

- The practical guide was created to help childcare providers ensure all meals, snacks, and beverages served in childcare settings meet healthy eating recommendations for children one year of age or older. It contains information on:
 - Meal and snack patterns
 - Adding variety
 - What foods and beverages to serve, limit or do not serve
- The Ontario Dietitians in Public Health (ODPH) website has [additional resources](#) for menu planning that are helpful to review
 - Sample menus
 - Modifying Recipes to Meet the Practical Guide
 - Common Food Allergen Substitutions for Child Care Settings
 - Increasing the Use of Plant-based Proteins in Child Care Settings
 - Reducing Food Costs and Environmental Impacts

Step 2: Fill in the Menu Template with the menu cycle(s) you want reviewed.

- To fill out the menu, place food and beverages (other than water) from your menu in the appropriate food grouping boxes. Refer to the practical guide sample menu (Appendix A) to help you fill out the template. You do not need to enter in serving amounts.
 - For mixed dishes (Eg. White Bean Soup, Casserole), list individual foods that are part of the dish in the appropriate food grouping box.
 - Please include as much information as possible for each meal or snack. Example: dips or sauces, store bought items, cooking method (mashed potato).
 - List any additional foods such as spreads, or dips in the “other” category. This includes foods such as cream cheese, jam, and margarine.

Step 3: Complete and submit the [Child Care Menu Review Submission Form](#)

- Fill out as much information as possible. You are able to upload the menu templates, posted menus and recipes for a dietitian to review and provide feedback.
- Once you have submitted the form. A registered dietitian will reach out and provide feedback within the next 2 weeks depending on staff capacity. If we require any further information or details to complete a review we will reach out using the email you provide.

Adapted from Wellington-Dufferin-Guelph Public Health Menu Review Service 2024.